

## GUIDING PRINCIPLES FOR INTERNSHIP/CO-OP PARTICIPATION

### Section 1: Internship/Co-op Processes and Procedure

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**Registration Process** Students approved to receive academic credit must register for the appropriate internship or co-op course during the designated registration period. Changes to credit hours must be approved by both the faculty internship coordinator and an Experiential Education Advisor before the end of the drop/add period.

**Application Deadlines** Experience applications and all required documentation must be submitted in Handshake by the posted deadlines. Late submissions may not be processed in time for course registration. Students should allow 2–3 weeks for processing and are responsible for following up on pending approvals.

**Experience Changes** If there are changes in supervision or significant modifications to the assigned duties after the initial Handshake application has been submitted, students must notify their faculty instructor and Experiential Education Advisor promptly.

**Academic Credit Eligibility** Students are responsible for submitting complete and accurate experience applications. If students are unclear about their responsibilities, they should contact their supervisor for clarification. Academic credit will only be awarded for experiences completed while enrolled in the corresponding internship or co-op course.

*> Please note: Retroactive credit is not available for past experiences.*

**Tuition & Fees** All internship and co-op courses are for academic credit and are subject to tuition and fees. Non-credit/audit courses such as COOP 2000 and ENGR 3398 may still incur charges. For details, students should consult their Financial Aid Advisor or review the tuition and fees page on the university website.

#### Eligibility & Special Populations

- Students enrolled in dual enrollment programs are not eligible to receive academic credit for internships or co-ops.
- International students must consult with KSU's International Student and Scholar Services (ISSS) for guidance on Curricular Practical Training (CPT) or Optional Practical Training (OPT) before beginning any internship or co-op.

### Section 2: Workplace Expectations

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**Professionalism** Students represent Kennesaw State University during their internships and co-ops and are expected to uphold the standards of both the University and their host organizations.

**Attendance & Punctuality** Students must be present and on time for all scheduled work shifts. Any absence due to illness or emergencies should be reported promptly to the on-site supervisor. Extended absences must also be reported to the faculty instructor.

*> Note: University holidays and breaks (e.g., spring break) do not automatically apply to internship schedules. Students must obtain employer approval for time off.*

**Supervision Requirements** Students must be supervised by a qualified industry professional employed at the internship site. Supervision by family members, recent graduates (within the past academic year), or self-supervision is not permitted. Students may not supervise other interns or co-op students.

**Remote Work Guidelines** Remote internships are permitted when required by official health guidance or employer policy. Students may not work from a supervisor's private residence without approval. If an internship transitions from in-person to remote, students must notify their faculty instructor and Experiential Education Advisor at [experientialed@kennesaw.edu](mailto:experientialed@kennesaw.edu).

### Section 3: Communication and Reporting

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**Email Communication** Students are expected to check their KSU student email and D2L account regularly—at least once per week—for updates, assignments, and important internship or co-op communications.

**Updates to Supervision or Duties** Students must inform their faculty instructor and Experiential Education Advisor of any changes to their supervisor or significant alterations to their assigned responsibilities.

**Reporting Concerns** Any concerns related to workplace issues—including harassment, discrimination, or misconduct—should be reported immediately to both the Experiential Education Advisor and faculty instructor to ensure appropriate support and response.

**Early Termination** If a student's internship or co-op is ended prematurely by the employer, the student must notify their faculty instructor and Experiential Education Advisor immediately at [experientialed@kennesaw.edu](mailto:experientialed@kennesaw.edu).

### Section 4: Compliance and Liability

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**Insurance Coverage** Kennesaw State University does not provide insurance coverage for internships or co-op participation. Students are responsible for securing any required insurance and acknowledge that the University is not liable for personal injuries incurred during their experience.

**Use of Personal Vehicles** Students who drive for internship-related activities do so at their own risk and must rely on personal or employer-provided insurance. KSU does not accept liability for any related injury or property damage.

**Workplace Policy Compliance** Students are required to adhere to all host site policies, procedures, and expectations. Failure to meet these standards may result in termination from experience and forfeiture of academic credit.

**For more information or assistance regarding this document, please contact the Department of Career Planning and Development's Experiential Education Team at [experientialed@kennesaw.edu](mailto:experientialed@kennesaw.edu) or call 470-578-6555.**

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