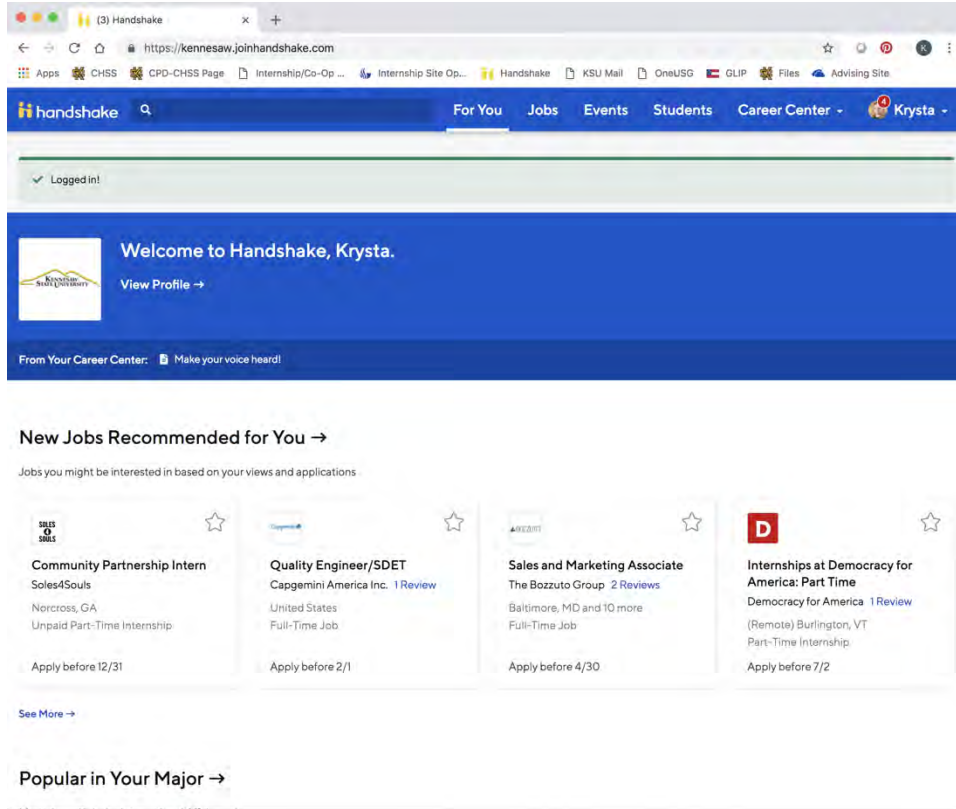


# Step-by-Step Guide to Completing an Internship/Co-op Application for Academic Credit

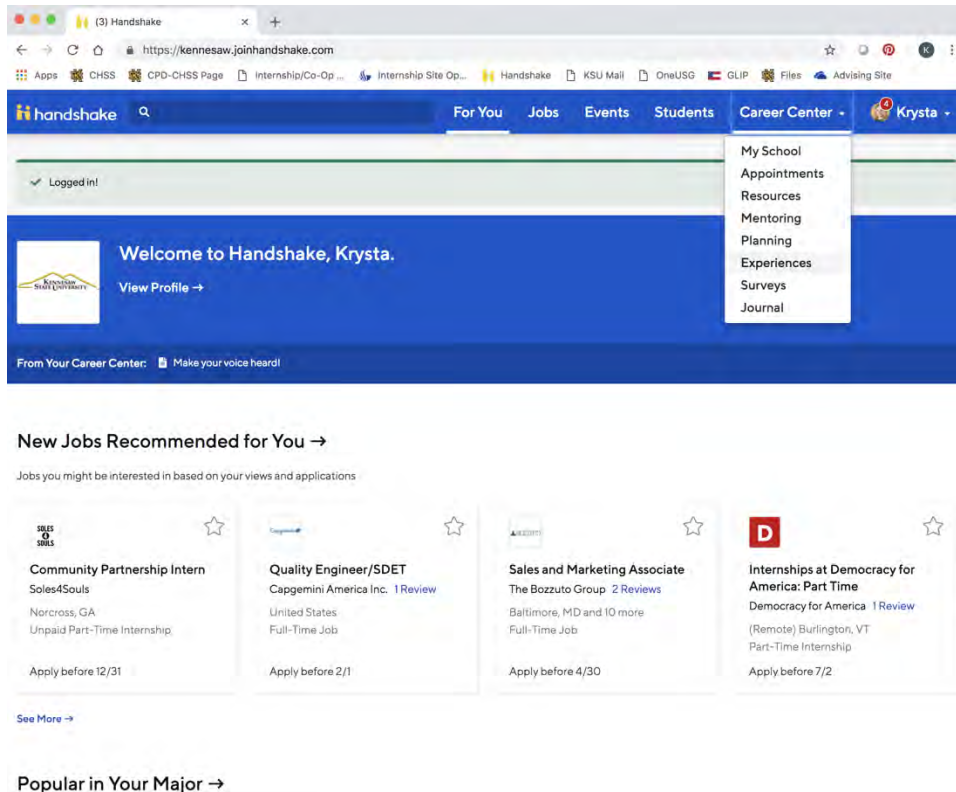
1. Visit the Career Planning and Development Internship/Co-op page for specific instructions on deadlines, requirements, etc.

The screenshot shows the website for the Department of Career Planning and Development at Kennesaw State University. The page is titled "Getting Started with Internships & Co-ops". On the left, there is a navigation menu with options: Home, Events, Resources, Services, Internships & Co-ops (highlighted), Job & Internship Fairs, and Handshake. Below the menu is a section titled "Seeking Academic Credit?" with a list of majors: Architecture & Construction Mgt., Arts, Business, Computing & Software Eng., Education, Engineering & Eng. Tech., Health & Human Services, Humanities & Social Sciences, and Science & Math. The main content area features an "Important Announcement:" with a red exclamation mark icon, stating that all applications for internship or co-op credit for Spring 2019 must be initiated by January 4th, 2019. Below this is a section titled "How To Find An Internship Or Co-Op Position" which explains that the best way to find a position is to log into Handshake and complete your profile. It also notes that if you already have a job that qualifies as a co-op or internship, you should review the qualifications for academic credit that are specific to your major. A "General Qualifications" section is partially visible at the bottom, starting with "Cooperative Education (Co-op) - Students work for multiple semesters with the same company in".

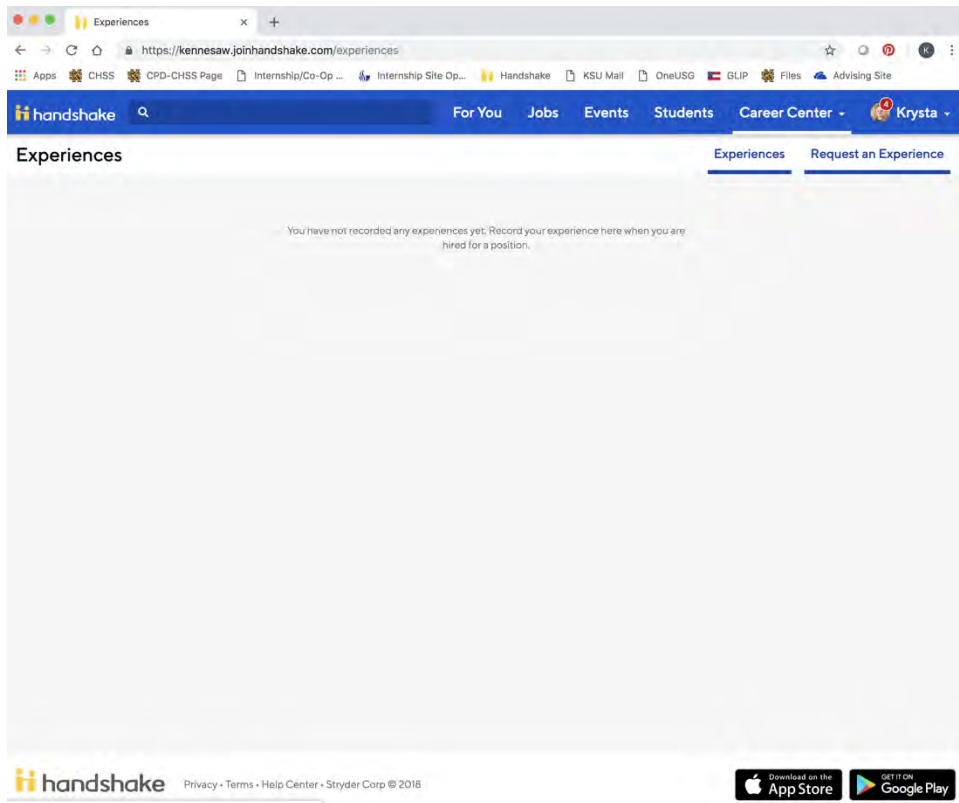
2. Once you understand the requirements, log into Handshake (<https://kennesaw.joinhandshake.com/>) with your NetID and password.



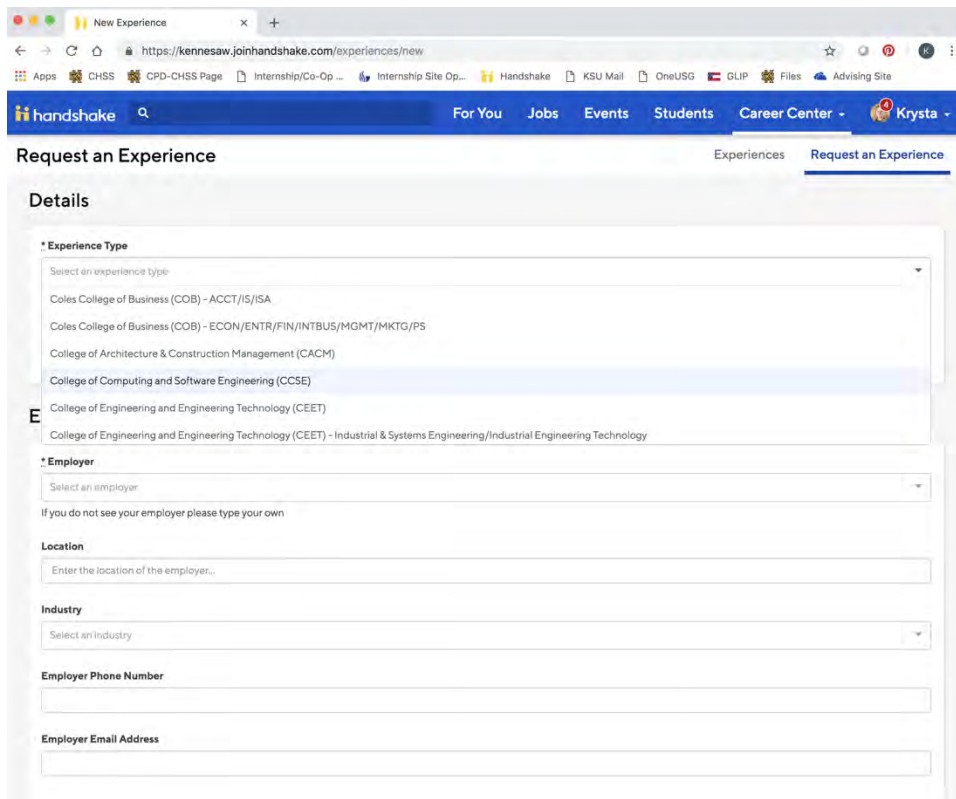
3. Once you log into Handshake, click the Career Center tab in the top right hand corner. Then, click Experiences.



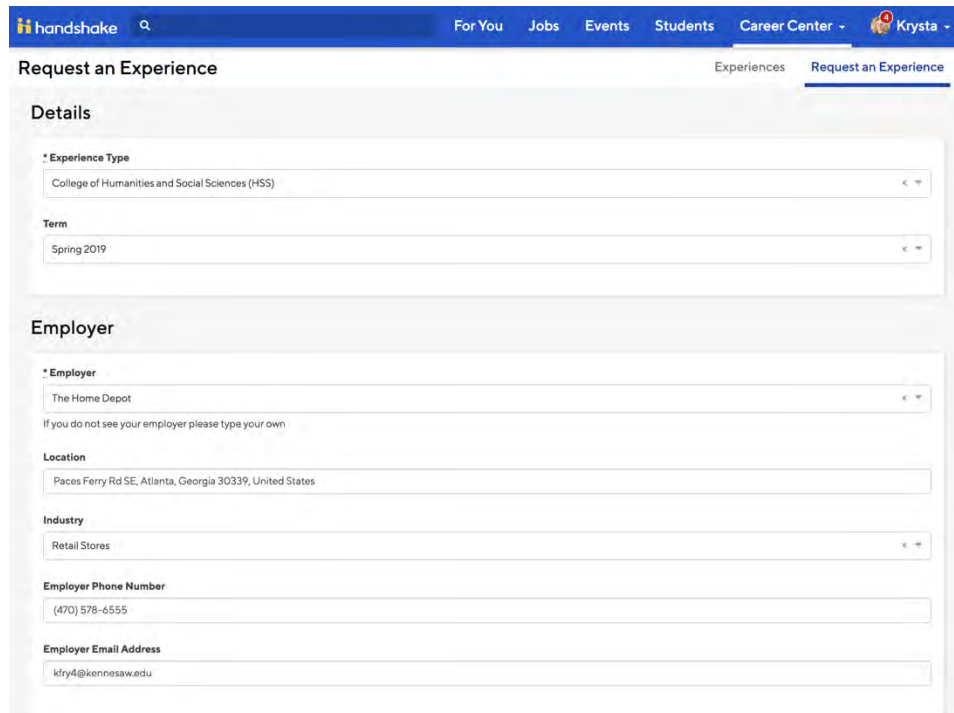
4. Click Request an Experience to begin completing the request form for internship/co-op credit. Keep in mind that you should complete this application after you've ensured that you're eligible to receive credit through your department **AND** after you've secured your internship site.



5. Click Experience Type to select the appropriate internship credit application for your college and major.



6. Select the term in which you'd like to receive academic credit. Please note that you may not receive retroactive credit for an internship. Then, completely fill out the employer section. Please include the complete address of the location where you'll be completing your internship/co-op.



The screenshot shows the 'Request an Experience' form on the Handshake platform. The navigation bar at the top includes 'handshake', 'For You', 'Jobs', 'Events', 'Students', 'Career Center', and a user profile for 'Krysta'. The form is titled 'Request an Experience' and has two tabs: 'Experiences' and 'Request an Experience'. The form is divided into two main sections: 'Details' and 'Employer'.  
**Details Section:**  
- **Experience Type:** College of Humanities and Social Sciences (HSS)  
- **Term:** Spring 2019  
**Employer Section:**  
- **Employer:** The Home Depot  
- **Location:** Paces Ferry Rd SE, Atlanta, Georgia 30339, United States  
- **Industry:** Retail Stores  
- **Employer Phone Number:** (470) 578-6555  
- **Employer Email Address:** kfry4@kennesaw.edu

7. Scroll down to the Job section and complete this section. In the Job field, type in the title you'll have at your internship/co-op site. In the Department field, enter the department you'll be working in at your internship/co-op site. The start and end dates should correspond with the start and end dates of the academic semester in which you're applying for credit. These dates can be found on the University's [academic calendar](#). Under Job Type, please indicate whether you're participating in an Internship or Cooperative Education (co-op). In the Salary and Pay Period fields, please indicate your pay per hour. Then, indicate if you've accepted the offer from the internship/co-op site. (Hint: you should have already accepted the offer if you're completing this application for academic credit.)

**Job**

\* Job  
 Intern for Human Resources

If you do not see your job please type your own

Department

Date  
 yyyy-mm-dd > yyyy-mm-dd

Job Type  
 Select a job type

Employment Type  
 Select an employment type

Salary  
 \$

Offer Date  
 2018-11-05

Offer Accepted  
 yes  
 no  
 undecided

Approvers

- The Approvers section is where you will enter in the information of the individual at your internship/co-op site who will be supervising you. This should NOT be your Career and Internship Advisor or Faculty member in charge of your academic course. Please ensure that this information is complete and 100% accurate as it will be used to approve your application.

Offer Accepted  
 yes  
 no  
 undecided

Date Offer Accepted  
 2018-11-05

**Approvers**

**Supervisor**

\* Email Address  
 kfry4@kennesaw.edu

An approver with this email address does not exist. Please fill out the following fields to create one.

\* Name  
 First Name Last Name

Title

Phone Number

**General**

Internship/Co-op Application General Information  
 To avoid application processing delays, please complete all fields on the application - starred fields (\*) are required.

- Next, let us know how you found your internship/co-op experience.

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### Approvers

**Supervisor**

\* Email Address  
kfry4@kennesaw.edu

An approver with this email address already exists. If you believe the below name is incorrect, contact your career center office to have it changed.

**Name**  
Krysta Fry

### General

**Internship/Co-op Application General Information**

To avoid application processing delays, please complete all fields on the application – starred fields (\*) are required.

\* How did you find your internship or co-op experience:

- Handshake/KSU job board
- Career Fair
- Other online job board
- Friend/Family
- Professor referral
- Current employer/job
- Other (source not listed)

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10. Click Next Page to move on to the next portion of the application.

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### Approvers

**Supervisor**

\* Email Address  
kfry4@kennesaw.edu

An approver with this email address already exists. If you believe the below name is incorrect, contact your career center office to have it changed.

**Name**  
Krysta Fry

### General

**Internship/Co-op Application General Information**

To avoid application processing delays, please complete all fields on the application – starred fields (\*) are required.

\* How did you find your internship or co-op experience:

Handshake/KSU job board

Next Page

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11. In the General section, please fill out all required fields accurately. If you are classified as an Online Learner through the Registrar’s office, please indicate Online/Web Learner in the Enrollment Status section. This will determine the course you register for.

**General**

**Internship/Co-op Application General Information Continued**

To avoid application processing delays, please complete all fields on the application - starred fields (\*) are required.

\* Preferred Name:  
Jane Doe

\* Cell Phone Number:  
678-555-5555

\* KSU E-mail Address:  
jdoe1@students.kennesaw.edu

\* Preferred E-mail Address:  
jane.doe@gmail.com

\* Enrollment Status:  
 Online/Web Learner (Full-time or Part-time)  
 Part-time  
 Full-time

12. Please select your major from the drop down list under the Requested Major/Minor Credits to be Applied.

\* KSU E-mail Address:  
jdoe1@students.kennesaw.edu

\* Preferred E-mail Address:  
jane.doe@gmail.com

\* Enrollment Status:  
 Online/Web Learner (Full-time or Part-time)  
 Part-time  
 Full-time

\* Requested Major/Minor Credits to be Applied:  
 HSS - Anthropology  
 HSS - Communication  
 HSS - Criminal Justice  
 HSS - Gender & Women's Studies  
 HSS - Geography  
 HSS - Geographic Information Systems (GIS)  
 HSS - History  
 HSS - Interdisciplinary Studies  
 HSS - Modern Language & Culture  
 HSS - Political Science/International Affairs  
 HSS - Psychology  
 HSS - Sociology

13. Please re-enter your supervisor information. This piece is included to verify that all of the information is correct. Remember, this should be the information of the individual that will be supervising you at your internship site, **NOT** your Career and Internship Advisor **or** Faculty member in charge of the internship/co-op course. Once each field is completed, click Next Page.

**Supervisor Contact Information**

Please enter the contact information for your supervisor at your internship site. This information often can be found in your offer letter. This individual will receive an email asking them to affirm the details of your application and that you will be working in the position you've listed; this approval is needed to process your application correctly.

\* Company Name:  
The Home Depot

\* Supervisor Name (First & Last):  
Krysta Fry

\* Supervisor Title:  
Manager

\* Supervisor Phone Number:  
470-578-6555

\* Supervisor E-mail Address:  
kfry4@kennesaw.edu

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14. Indicate whether you're applying for internship or co-op credit. Then, click Next Page.

**Approvers**

**Supervisor**

\* Email Address  
kfry4@kennesaw.edu

An approver with this email address already exists. If you believe the below name is incorrect, contact your career center office to have it changed.

**Name**  
Krysta Fry

**General**

**Internship or Co-op Application Selection**

To avoid application processing delays, please complete all fields on the application - starred fields (\*) are required.

\* Applying For:

Undergraduate Internship Credit  
 Undergraduate Co-op Credit  
 Graduate Internship Credit  
 Graduate Co-op Credit

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15. Please indicate whether your position is new or how an already existing experience will be different. If this is your second co-op rotation, please indicate that in the last bullet. Then, please write, in great detail, what your responsibilities will be in your internship or co-op experience. This will assist us in determining if your internship or co-op is relevant to your major. If your internship or co-op is research-focused, please indicate that.



**General**

**Internship and Co-op Application**

To avoid application processing delays, please complete all fields on the application - starred fields (\*) are required.

\*Position Type:

- New Position
- Additional Duties
- Lateral Transfer
- Promotion
- Co-op Rotation (Second, Third, Fourth, Fifth)

If this experience position type is additional duties, lateral transfer, or a promotion include the starting date of those duties:

\_\_\_\_\_

\*Insert Job Description (please also include any alternative compensation i.e. housing/moving/travel):

Update our internal databases with new employee information, including contact details and employment forms  
 Gather payroll data like leaves, working hours and bank accounts  
 Screen resumes and application forms  
 Schedule and confirm interviews with candidates

\*Is your internship or co-op experience focused on individual or collaborative research:

- Yes
- No
- Not Applicable

16. Next, please indicate how many hours per week you will be working. This will correspond with how many credit hours you will be approved for. If you're unsure of how many credit hours to request, please contact your Career and Internship Advisor (<http://careers.kennesaw.edu/directory.php>)

\*Insert Job Description (please also include any alternative compensation i.e. housing/moving/travel):

Update our internal databases with new employee information, including contact details and employment forms  
 Gather payroll data like leaves, working hours and bank accounts  
 Screen resumes and application forms  
 Schedule and confirm interviews with candidates

\*Is your internship or co-op experience focused on individual or collaborative research:

- Yes
- No
- Not Applicable

\*Anticipated Number of Hours Per Week Worked:

10

\*Requested Number of Credit Hours:

- 0 Credit Hours
- 1 Credit Hour
- 2 Credit Hours
- 3 Credit Hours
- 4 Credit Hours
- 5 Credit Hours
- 6 Credit Hours
- 7 Credit Hours
- 8 Credit Hours
- 9 Credit Hours
- 10 Credit Hours
- 11 Credit Hours
- 12 Credit Hours

17. Please indicate whether you are international student qualifying for CPT or OPT credit. If so, you should have already contacted the Division of Global Affairs at KSU (<http://dga.kennesaw.edu/contact.php>). Then, review and agree to the 3 terms below and click Next Page.

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\* Requested Number of Credit Hours:

International Students: Do you anticipate that you will be applying for Curricular Practical Training (CPT):  
 Yes  
 No  
 Not Applicable

\* I understand; My request for academic credit is contingent based on the approval of my academic department and/or internship advisor:  
 I hereby understand and agree

\* I understand; After successful approval of my experience application, I must enroll into the internship or co-op course through owl express prior to the end of add-drop of each academic term:  
 I hereby understand and agree

\* I understand and agree, To conduct myself in accordance with Kennesaw State University policies and procedures during the course of my experience and I further understand and agree to abide by the experiential learning code of conduct:  
 I hereby understand and agree

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18. Some majors will require you to attach a signed offer letter. If so, please do so after you click Request Experience. If it is not required, complete your application by clicking Request Experience.

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**Approvers**

**Supervisor**

\* Email Address

An approver with this email address already exists. If you believe the below name is incorrect, contact your career center office to have it changed.

**Name**

**General**

**Offer Letter**

\* (If Available) After successful completion of this application, it is strongly recommended you submit online in handshake your positions offer letter:  
 Submit your application using the green "Request Experience" button at the bottom of the page. After your application loads, attach a copy of your offer letter for the position. Use the "New Attachment" button on the application to attach your offer letter or any other additional required documents.

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[Request Experience](#)

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19. Please continue to check back to see if your application is being approved by your supervisor and faculty member. You must have an approved application and registered for the internship/co-op course by the end of Drop/Add. If you have questions about the approval of your application or registration, please email your Career and Internship Advisor.

[Kennesaw State University](#) | [KSU | Department of Co...](#) | [Krysta Fry Experience](#)

[Secure](#) | <https://kennesaw.joinhandshake.com/experiences/30364>

[Apps](#) | [CHSS](#) | [CPD-CHSS Page](#) | [Internship/Co-Op Re...](#) | [Internship Site Oppo...](#) | [Handshake](#) | [OLP 2017](#) | [KSU Mail](#)

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Experience was successfully created.

EMPLOYER	DETAILS	COMMENTS AND ACTIVITY	LEARNING OBJECTIVES
<b>TEST</b> <b>TERM</b> Spring 2017 <b>TEMPLATE</b> College of Humanities and Social Sciences (HSS)	<b>Student</b> <b>NAME</b> Krysta Fry <b>SCHOOL</b> Kennesaw State University <b>CURRENT SCHOOL YEAR</b> Senior		
<b>Attachments</b> <a href="#">New Attachment</a>	<b>Job</b> <b>TITLE</b> Communication Specialist <b>SALARY</b> \$15.00 <b>DEPARTMENT</b> University Relations <b>JOB TYPE</b> Internship - Part Time <b>INDUSTRY</b> Government - Local, State & Federal <b>ACCEPTANCE DATE</b> Unknown Time <b>START DATE</b> 08/14/2017 <b>END DATE</b> 12/06/2017		
	<b>Employer</b> <b>EMPLOYER</b> TEST <b>PHONE</b> (470) 578-6555 <b>LOCATION</b> 1000 Chastain Rd NW, Kennesaw, Georgia 30144, United States <b>EMAIL</b> ktry4@kennesaw.edu		
	<b>Approvers</b>		

9:43 AM 11/17/2017