



KENNESAW STATE
UNIVERSITY

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**CCSE Academic Coordinator for
Internships**

CCSE Internship Information- <https://careers.kennesaw.edu/students/internships-co-ops.php>

- **Graduate course:** CSE 7983 - Graduate Internship
 - Usually serves as an **elective** for your Masters Program (IT, SWE)
 - Must have an elective remaining that counts towards degree – might need to unenroll in an elective(s) to take CSE 7983
 - Course substitution is generally not going to occur
 - Need 9 Sem Hours in your major (6000 and 7000 level courses), Good Standing and GPA>3.0;
- **Undergraduate course: CSE 4983 – CSE Computer Internship**
 - Usually serves as a major elective, concentration elective, etc.
 - Must have an elective remaining
 - Course substitution is generally not going to occur
 - BS Computer Science must be on Catalog 2020 (previous catalogs don't allow)
 - Good standing and at least 30 Sem Hours with GPA2.5
- **Job can be paid or unpaid** and must be **related to the field of study**.
 - Academic Coordinator reviews and approves as part of process
 - You can get internship credit for one semester if you COOP
- **International students**
 - You can **start work once the previous semester ends** and **you must stop day before the next semester begins**.
 - **Example - would need to start 9 May 2023 and end 13 Aug 2023.**
 - During **Spring/Fall** you can't work more than **20** hours per week, during **Summer** you can work **40**
 - **Please review ISSS web site for CPT process and requirements.** https://dqa.kennesaw.edu/iss/f-1/curricular_practical_training.php
 - Example: Last semester you must have a f2f class, etc.
 - Also, CPT request is done after you enroll in Internship course via iStart.
 - You must have 2 full semesters completed – check with ISSSO before applying

CCSE Internship Process

- You need an internship **offer**, the best place to start looking for an internship jobs is our handshake tool, <https://kennesaw.joinhandshake.com/edu/postings>
- Once you have an **offer** , You will need to **apply** for an internship in the **Handshake experience tool**:
 - <https://kennesaw.joinhandshake.com/edu/experiences> - Insure you state you want an **Internship (and not a Co-Op)**
 - **Choose the correct experience template for your degree**
 - **Undergraduate => Major XYZ**, etc. you will see CSE 4983 otherwise you have the wrong template
 - **Graduate Students => Masters XYX**, you will see CSE 7893 otherwise you have the wrong template
- I **review your education records** in degree works to insure you are eligible (see previous slide) and that the job description is valid to your degree
- Your **work supervisor will need to approve in handshake** – please ensure the supervisor/approver email/phone is correct.
- Once **finally approved**, then could you register with CCSE Advising will need to do the override.
- You can only take Internship course **once!**
- **Deadline to apply is at the end of previous semester.**
- **International students**
 - You will need to work with ISSS for the CPT process in addition to the internship process.
 - You can not extend your CPT at the end of the semester as your internship and CPT will end.
 - If you want to work after the internship ends, please work with ISSS on pre-OPT or other process.
 - **ISSS is the authority on CPT** and other processes related to international students working in the US – **not CCSE**
- https://dga.kennesaw.edu/iss/f-1/curricular_practical_training.php
- **An Internship means you are registered for classes and working. The Co-Op program is different and has a different process through Handshake.**
- **Internship is a course and tuition applies.**