

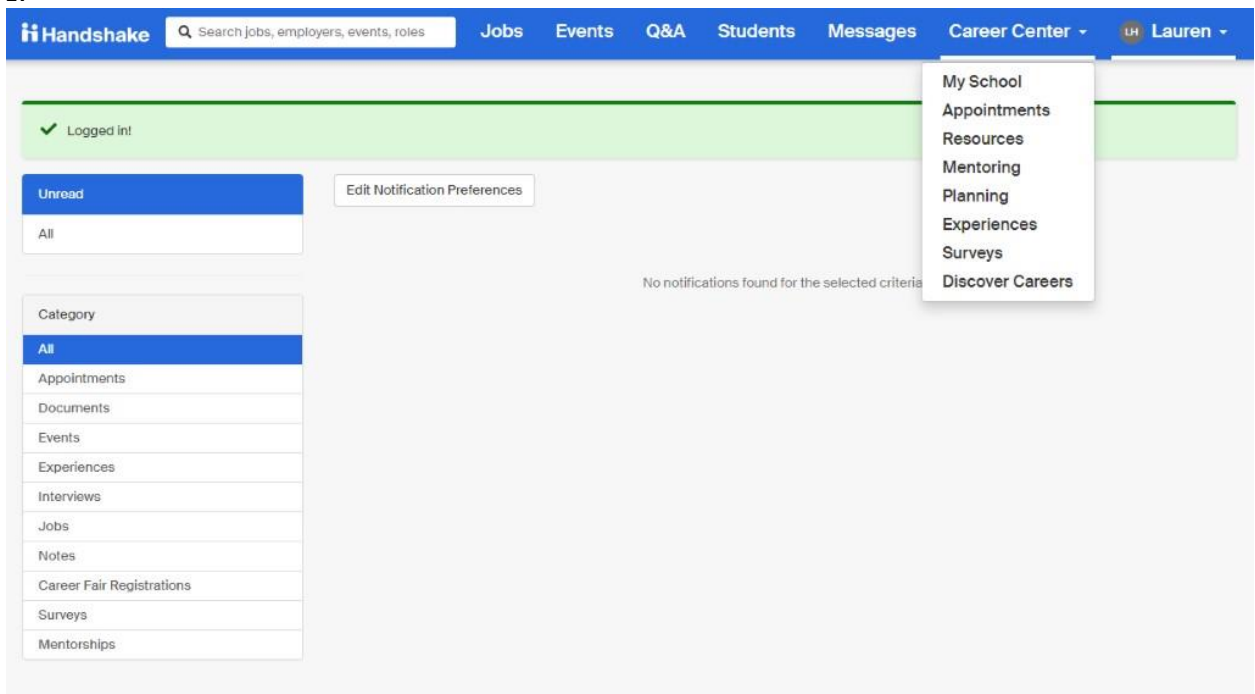
These instructions are intended for students who have received a co-op or internship position and are either seeking co-op credit (COOP 2000 course) or academic credit (CSE4983/CSE7983) with the university for their experience.

If you have general questions, please contact your KSU Career and Internship Advisor: (Career Planning and Development CCSE/CACM) Diehl Martin via email (dmart276@kennesaw.edu) or phone (470-578-6555).

For CCSE academic internship questions, please contact the CCSE Internship Coordinator, Professor Darin Morrow, via email (ccseinternship@kennesaw.edu or dmorro21@kennesaw.edu) or phone (470-578-3144)

Please note, prior to filling out the application, you should already have secured a position and have determined your eligibility for academic credit or co-op credit.

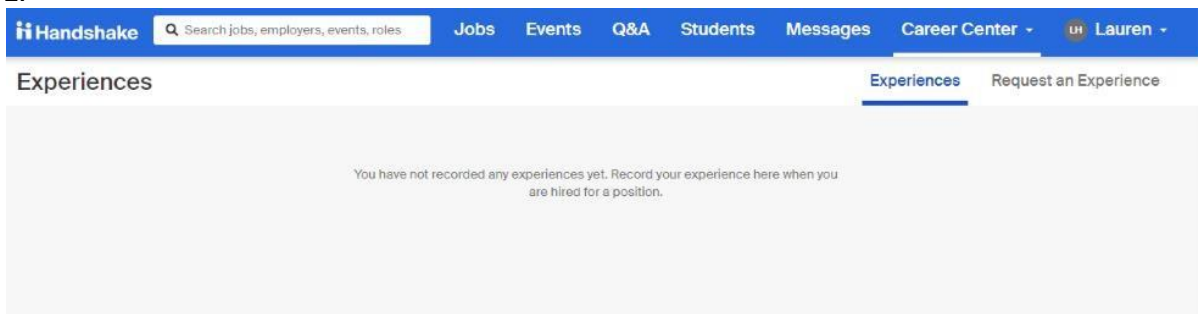
1.



The screenshot shows the Handshake Career Center interface. The top navigation bar includes the Handshake logo, a search bar, and links for Jobs, Events, Q&A, Students, Messages, Career Center, and a user profile for Lauren. A dropdown menu is open under 'Career Center', listing options: My School, Appointments, Resources, Mentoring, Planning, Experiences, Surveys, and Discover Careers. On the left, there is a 'Unread' section with 'All' and a 'Category' list including All, Appointments, Documents, Events, Experiences, Interviews, Jobs, Notes, Career Fair Registrations, Surveys, and Mentorships. A notification area in the center states 'No notifications found for the selected criteria'.

Navigate to Handshake (<https://kennesaw.joinhandshake.com/>) and **log-in** using your NetID and password. **Select** "Career Center" > "Experiences."

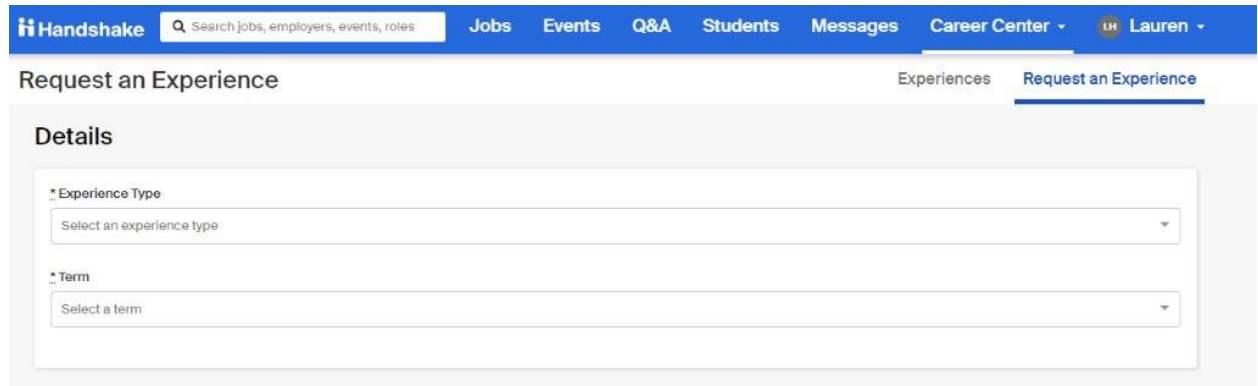
2.



The screenshot shows the Handshake Experiences page. The top navigation bar is the same as in the previous screenshot. The page title is 'Experiences' and there is a link for 'Request an Experience'. The main content area contains the text: 'You have not recorded any experiences yet. Record your experience here when you are hired for a position.'

Select "Request a New Experience." Tip: After you've completed your application, you'll be able to find it and check its status in this window as well.

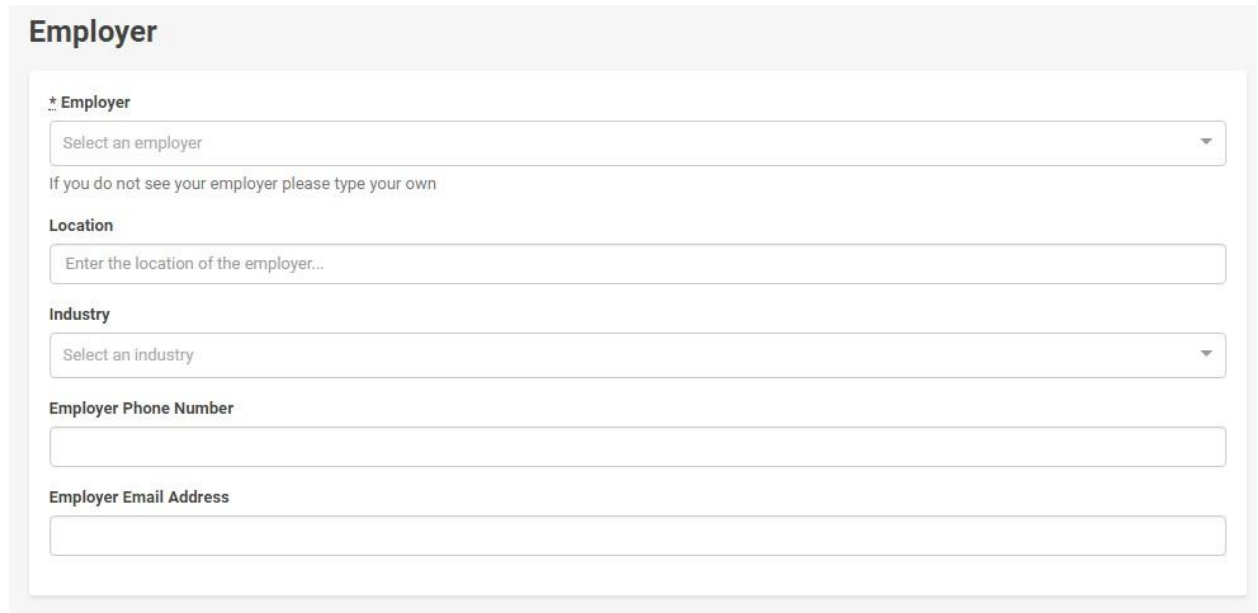
3.



The screenshot shows the Handshake interface for requesting an experience. The top navigation bar includes the Handshake logo, a search bar, and links for Jobs, Events, Q&A, Students, Messages, Career Center, and a user profile for Lauren. The main heading is "Request an Experience" with sub-links for "Experiences" and "Request an Experience". The "Details" section contains two dropdown menus: "Experience Type" with the placeholder "Select an experience type" and "Term" with the placeholder "Select a term".

Select your "Experience Type." The Experience Type you select should reflect the major you would like for the internship/co-op credit to be applied towards. You can begin typing this title to search for that particular type and select it or select it from the drop-down box. Additionally, **enter the term** for which you are requesting credit. Please note, retroactive credit will not be granted for past experiences.

4.



The screenshot shows the "Employer" section of the form. It features a dropdown menu for "Employer" with the placeholder "Select an employer" and a note: "If you do not see your employer please type your own". Below this are text input fields for "Location" (placeholder: "Enter the location of the employer..."), "Industry" (dropdown with placeholder: "Select an industry"), "Employer Phone Number", and "Employer Email Address".

Enter the details for your employer. **Complete** as much of the employer information as possible for your work site. Tip: The employer phone number and email address can be general contact information for your site. You will enter your supervisor's specific information later in the application.

5.

Job

Job

Select a job

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

2017-09-27

Offer Accepted

yes

no

undecided

Date Offer Accepted

yyyy-mm-dd

Enter the details for the job you will be working in. If the position was posted in Handshake, it may auto populate information when you begin typing. If not, you'll be able to enter the details on your own. **Tip:** Enter the beginning/end dates of the semester for your start and end dates, if you are not sure what they will be with the job. You can find these dates on the [academic calendar](#).

Approvers

Work Site Supervisor

* Email Address

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

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. Tip: If a supervisor's contact information is already located in our database, it may auto populate as you type their email. If not, you'll need to enter their information yourself.

7.

General

Internship/Co-op Application General Information

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

Please answer the following questions: "How did you find your internship question for the application:"

* How did you find your internship question for the application:

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Complete the general application questions for the position. Depending on if you are completing a co-op or an internship, as well as what your classification and standing are, these questions may differ. The next section covers specific feedback on how to answer these questions. Your response to the first question should be "yes.".

8.

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:

* Cell Phone Number:

* KSU E-mail Address:

* Preferred E-mail Address:

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

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Enter your preferred contact information and current enrollment status.

9. **Re-enter** your supervisor's contact information. Please fill out all required boxes. For the address field, please provide the site location where you will be working.

General

Company/Organization Information

To avoid application processing delays, please complete all fields on the application - starred fields (*) are required. Students enrolled in practicum experiences (e.g., student teachers) or internships located at least 50 miles from the institution may be eligible for a waiver of mandatory campus fees.

* Company/Organization Name:

* Street Address:

* City:

* State/Province:

* Country:

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General

Supervisor Contact Information

Please enter the contact information for your supervisor at your internship/co-op 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.

* Supervisor Name (First and Last):

* Supervisor Title:

* Supervisor Phone Number:

* Supervisor E-mail Address:

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10.

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

* Is this experience an internship or co-op abroad (outside the continental/non-contiguous United States)?

- Yes, All students are required to meet with Education Abroad "before" applying for an International Internship. Please contact Nadine Jones at njone119@kennesaw.edu to schedule a meeting.
- No, my internship or co-op will be completed within the continental/non-contiguous United States

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Indicate what type of credit you are seeking. Students who wish to enroll in the COOP 2000 course should indicate "Undergraduate Co-op 2000 Credit." Students seeking academic credit for a single co-op rotation or for an internship experience should indicate one of the academic credit options.

11. Depending on your selection, you'll receive a different screen:

Undergraduate/Graduate Co-op Credit

Indicate which rotation you will be completing as well as that you **understand** you'll need to resubmit an application prior to each semester rotation to be enrolled in the COOP 2000 course.

General

Undergraduate/Graduate Co-op Application

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

* Indicate Co-op Rotation Term:

- First Semester/Rotation
- Second Semester/Rotation
- Third Semester/Rotation
- Fourth Semester/Rotation
- Fifth Semester/Rotation

* I understand; I must resubmit an experience application each semester to receive academic credit for each rotation of my co-op experience.

- I hereby understand and agree

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12. Academic Credit – Undergraduate/Graduate

Read your specific learning objectives for the position and **affirm** your understanding of them. **Select** which method of the course you'd like to be enrolled in.

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)

Start Date of Internship/Co-op: New Position, Additional Duties, Promotion, Lateral Transfer

* Insert Job Description: Keep in mind to address the major-related (e.g. Accounting) components of your position IN DETAIL. This question is critical in determining whether you will eligible receive academic credit.

Please identify your "ADDITIONAL DUTIES" here for those applying for a 2nd or 3rd semester experience

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

- Yes
- No
- Not Applicable

* Anticipated Number of Hours Per Week Worked:

* 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 in the internship or co-op course through OwlExpress 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

13. **Fill out** the remaining application questions. Tip: Please note, you must work full-time for a position to count as co-op. For an internship, you must work at least 150 hours for the semester

you are seeking credit. You can also choose to use your 2nd or 3rd co-op rotation as internship credit. If you are participating in a co-op, you can enroll in the COOP 2000 (free audit course) and the CCSE Internship course at the same time, however, you will need 2 handshake applications to enroll in both courses.

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.

General

Offer Letter

ⓘ (If Available) It is strongly recommended you attach your offer letter to this application.

- 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](#)