

College of Computing and Software Engineering Experience Application Instructions

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 for their experience. Please contact your career and internship advisor, Jen Yelton (jyelton1@kennesaw.edu), with questions. 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. **Navigate to Handshake** (<https://kennesaw.joinhandshake.com/>) and **log-in** using your NetID and password. **Select** "Career Center" > "Experiences."

The screenshot shows the Handshake user interface for Jen Yelton. The top navigation bar includes 'handshake', a search bar, and links for 'For You', 'Jobs', 'Events', 'Career Center', and a user profile icon for 'Jen'. A green notification bar at the top left says 'Logged in!'. The main content area is divided into several sections: a profile card for Jen Yelton with a 'Profile Strength' indicator and a 'Make Profile Public' button; a 'Your Favored Jobs' section displaying two job listings with 'Apply' buttons; and a 'Trending Internships at Kennesaw State' section. A dropdown menu is open over the 'Career Center' navigation item, listing various options including 'My School', 'Appointments', 'Resources', 'Mentoring', 'Planning', 'Experiences', 'Surveys', and 'Journal'.

2. **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.

The screenshot shows the 'Experiences' page in Handshake. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, there is a blue header with the word 'Experiences' and a button labeled 'Request an Experience'. The main content area is a light gray box with the text: 'You have not recorded any experiences yet. Record your experience here when you are hired for a position.'

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3. **Select** your "Experience Type." As a student in the College of Computing and Software Engineering, you will select "**College of Computing and Software Engineering (CCSE)**." 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.

The screenshot shows a web interface with a blue header bar containing the text "Request an Experience" on the left and "Experiences Request an Experience" on the right. Below the header, the "Details" section is visible. It contains two dropdown menus: the first is labeled "* Experience Type" and has the placeholder text "Select an experience type"; the second is labeled "Term" and has the placeholder text "Select a term".

4. **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.

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

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

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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 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 autopopulate as you type their email. If not, you'll need to enter their information yourself.

Approvers

Supervisor

*** Email Address**

jyelton1@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

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7. **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."

General

Internship/Co-Op Application

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

* Are you submitting this experience as part of an internship/co-op application?

Yes
 No

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8. **Enter** your preferred contact information, current enrollment status and select your major.

Internship/Co-Op Application

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

* Preferred Name:

* Cell Phone Number:

* Preferred E-mail Address:

* Enrollment Status:

Full-Time
 Part-Time
 Online/Web Learner (Full-Time or Part-Time)

* Requested Major/Minor Credits to be Applied:

CCSE - Information Technology
 CCSE - Computer Science
 CCSE - Computer Game Design & Development
 CCSE - Software Engineering
 Other

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9. **Re-enter** your supervisor's contact information. Please fill out all required boxes.

General

Supervisor Information

Please re-enter your supervisor contact information. To avoid application processing delays, please complete all fields on the application – starred fields (*) are required.

* Supervisor Name:

Supervisor Title:

* Supervisor Phone Number:

* Supervisor E-mail Address:

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10. **Indicate** what type of credit you are seeking. Students who wish to enroll in the COOP 2000 course should indicate “Undergraduate Co-op Credit or “Graduate Co-op Credit.” Students seeking academic credit for a single co-op rotation or for an internship experience should indicate one of the academic credit options. Please note, Software Engineering students seeking academic credit for an internship should select “Software Engineering Internship – Academic Credit.”

General

Internship/Co-Op Application

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

* Applying For:

- Undergraduate Co-Op Credit
- Graduate Co-Op Credit
- Undergraduate Internship - Academic Credit
- Graduate Internship - Academic Credit
- Software Engineering Internship - Academic Credit

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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 Information

Cooperative Education Program consists of three alternating semesters over a five semester period with the same company in a position that provides experience directly related to the academic major. Sophomores, juniors, seniors, and students in graduate school with a declared eligible major, at least 30 completed credit hours, and a 2.50 KSU GPA are eligible to participate. Students must have completed a one hour Internship & Co-Op orientation session prior to enrolling into the Co-Op Course.

* 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 my internship and/or co-op experience:

- I hereby understand and agree.

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Academic Credit – Undergraduate/Graduate/Software Engineering Internship

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

Undergraduate Internship Learning/Research Outcomes

CCSE Undergraduate Internships: On successful completion of the course, students will be able to, (1) Demonstrate an ability to apply computing principles and technologies relevant to their major in a specific real world project (2) Demonstrate an ability to work effectively in teams in a working environment (3) Demonstrate ethical behavior as a computing professional and an understanding of social, professional and ethical issues related to computing (4) Demonstrate both written and oral communication skills appropriate to the major to convey the tasks and accomplishments related to the internship assignment. (5) Display the skills and knowledge to be employable in positions that utilize computing principles and technologies. (Assessment of Learning Outcomes) Assessment will be made by the supervisor and faculty sponsor based on supervisor evaluation and student submitted status reports to determine successful completion of the course.

* I understand; I have successful reviewed and understand the terms of the learning objectives/research outcomes as outlined above:

- I understand; I have successful reviewed and understand the terms of the learning objectives/research outcomes as outlined above:

* Please select the section/method of Internship course you wish to enroll in:

- Online Course Section (Online d2l)
- On-Campus Section (In Person Classroom)

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12. **Fill out** the remaining application questions. Tip: For “Position Type,” if you’re taking on a new project at work to count as internship credit, select “Additional Duties,” and enter these duties in the following box. 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.

General

Internship/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 the experience position type is additional duties, lateral transfer, or a promotion list the start date of those duties:

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

* Anticipated Number of Hours Per Week Worked:

* Requested Number of Credit Hours:

- Co-Op 2000 (12 Audit Credit Hours)
- 3 Credit Hours (Internship Credit)

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 & agree; To conduct myself in accordance with Kennesaw State University policies and procedures during the course of my experience and I further understand & agree to abide by the experiential learning code of conduct.


I hereby understand and agree.

* I understand; upon completion of this application I must submit online my position's offer letter:

Please click "Request Experience" and close the experience application.

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13. **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.

		Details	Comments and Activity	Learning Objectives															
<p>EMPLOYER Georgia Tech Research Institute</p> <p>TERM Spring 2018</p> <p>JOB Electronic Systems Laboratory Co-op Spring 2018 - GTRI-ELSYS Job Type: Cooperative Education - Full-Time</p> <p>TEMPLATE College of Computing and Software Engineering (CCSE)</p> <hr/> <p>Attachments</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  College of Co... PDF (148 KB) </div> <p>New Attachment</p>	<p>Student</p> <table border="0"> <tr> <td>NAME</td> <td>Jen Yelton</td> <td>CURRENT SCHOOL YEAR</td> <td>Junior</td> </tr> <tr> <td>SCHOOL</td> <td colspan="3">Kennesaw State University</td> </tr> </table>		NAME	Jen Yelton	CURRENT SCHOOL YEAR	Junior	SCHOOL	Kennesaw State University											
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