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CCSE Academic Coordinator for Internships
CCSE Internship Information

An Internship means you are registered for classes and working.  
The Co-Op program is different and has a different process through Handshake

- Graduate course: **CSE 7983 - Graduate Internship**
  - Usually serves as an elective for your Masters Program (IT, SWE)
    - If you have not filled those already
    - Course substitution is generally not going to occur
  - Need 9 Sem Hours in your major, GPA >3.0

- Undergraduate course: **CSE 4983 – CSE Computer Internship**
  - Usually serves as a major elective, concentration elective, etc.
    - If you have not filled those already
    - Course substitution is generally not going to occur
  - BS Computer Science must be on Catalog 2000 (previous catalogs don't allow)
  - Good standing and at least 30 Sem Hours

- General
  - **Job** can be paid or unpaid and must be related to the field of study. Academic Coordinator reviews and approves as part of process
  - **International students**
    - Can start work once the previous semester begins and you must stop day before the next semester begins.
      - Example Fall 2022 internship work would need to start 2 Aug 2022 and end 8 Jan 2023.
    - During **Spring/Fall** you can’t work more than 20 hours per week, during **Summer** you can work 40 hours per week.
CCSE Internship Process

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• 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
  • Choose the template for your degree
    • Major Computer Science, etc. you will see CSE 4983 otherwise you have the wrong template
    • Masters Information Technology, you will see CSE 7893 otherwise you have the wrong template
  • Insure you state you want an Internship and not a Co-Op
• I will 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.

• International students will need to work with Lissa Small and ISSS for the CPT process in addition to the internship process.