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**KENNESAW STATE**  
UNIVERSITY

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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**

# 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.