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/CSE6983/CS 7995) 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) Dieh'l Martin via email (dmart276@kennesaw.edu) or phone (470-578-6555).

For CCSE academic internship questions, please contact the CCSE Internship Coordinator, Mr. 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.

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.

3. 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. **Employer**

   - **Employer**
     - Select an employer
   
   If you do not see your employer please type your own
   
   **Location**
   - Enter the location of the employer...
   
   **Industry**
   - Select an industry
   
   **Employer Phone Number**
   - 
   
   **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 on the application.

5.

**Job**

*Job*
- Select a job
- If you do not see your job please type your own

**Department**

**Date**
- 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](#).
6. **Approvers**

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. **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. 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.
10. 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.
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.
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.