CCSE Internship Information - [https://careers.kennesaw.edu/students/internships-co-ops.php](https://careers.kennesaw.edu/students/internships-co-ops.php)

- **Graduate course:** CSE 7983 - Graduate Internship
  - Usually serves as an **elective** for your Masters Program (IT, SWE)
    - Must have an elective remaining that counts towards degree – might need to unenroll in an elective(s) to take CSE 7983
    - Course substitution is generally not going to occur
  - Need 9 Sem Hours in your major (6000 and 7000 level courses), God Standing and GPA>3.0;

- **Undergraduate course:** CSE 4983 – CSE Computer Internship
  - Usually serves as a major elective, concentration elective, etc.
    - Must have an elective remaining
    - Course substitution is generally not going to occur
  - BS Computer Science must be on Catalog 2020 (previous catalogs don’t allow)
  - Good standing and at least 30 Sem Hours with GPA2.5

- **Job** can be **paid or unpaid** and must be **related to the field of study.**
  - Academic Coordinator reviews and approves as part of process
  - You can get internship credit for one semester of you COOP

- **International students**
  - You can **start work once the previous semester ends** and **you must stop day before the next semester begins.**
    - **Example** - would need to start 9 May 2023 and end 13 Aug 2023.
  - During **Spring/Fall** you can’t work more than 20 hours per week, during **Summer** you can work **40**
  - **Please review ISSS web site for CPT process and requirements.** [https://dqa.kennesaw.edu/issss/f-1/curricular_practical_training.php](https://dqa.kennesaw.edu/issss/f-1/curricular_practical_training.php)
    - Example: Last semester you must have a f2f class, etc.
    - Also, CPT request is done after you enroll in in Internship course via iStart.
    - You must have 2 full semesters completed – check with ISSSO before applying
CCSE Internship Process

- 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](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](https://kennesaw.joinhandshake.com/edu/experiences) - Insure you state you want an **Internship (and not a Co-Op)**
  - **Choose the correct experience template for your degree**
    - Undergraduate => Major XYZ, etc. you will see CSE 4983 otherwise you have the wrong template
    - Graduate Students => Masters XYX, you will see CSE 7893 otherwise you have the wrong template
- I 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.
- You can only take Internship course **once**!
- **Deadline to apply is at the end of previous semester.**
- **International students**
  - You will need to work with ISSS for the CPT process in addition to the internship process.
  - You can not extend your CPT at the end of the semester as your internship and CPT will end.
  - If you want to work after the internship ends, please work with ISSS on pre-OPT or other process.
  - **ISSS is the authority on CPT** and other processes related to international students working in the US – **not CCSE** [https://dga.kennesaw.edu/isss/f-1/curricular_practical_training.php](https://dga.kennesaw.edu/isss/f-1/curricular_practical_training.php)
- An Internship means you are registered for classes and working. The Co-Op program is different and has a different process through Handshake.
- Internship is a course and tuition applies.