

Internship Process and Procedures

Congratulations on your internship/co-op! To enroll in the internship course, you will need to apply for academic credit through Handshake - that is how we process approvals and keep track of the documentation. The instructions can be found here:

<https://ccse.kennesaw.edu/docs/CCSE%20InternCoop%20Handshake%20App%20Instructions.pdf>

Below are the steps you will need to complete your handshake application for Internship:

1. 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>
2. Once you have an offer You will need to apply for an internship in the Handshake experience tool: <https://kennesaw.joinhandshake.com/edu/experiences>
3. Choose the template for your degree
 - a. For undergraduate students: Major Computer Science, etc. you will see CSE 4983 otherwise you have the wrong template
 - b. For Graduate students: Masters Information Technology, you will see CSE 7893 otherwise you have the wrong template
 - c. Insure you state you want an Internship and not a Co-Op
4. I will review your education records in degree works to insure you are and that the job description is valid to your degree. Your academic eligibility requirements can be found here [Internships and Co-ops College-Specific Information - Department of Career Planning and Development \(kennesaw.edu\)](#) under College of Computing and Software Engineering
5. Your work supervisor will need to approve in handshake – please ensure the supervisor/approver email/phone is correct and they are aware as this can take time
6. Once finally approved, then I will send you an email with enrollment procedures so that you can register for the course. CCSE Advising will need to do the override
7. International students will need to work with ISSS for the CPT process in addition to the internship process. You can not do the CPT process until you are done with the internship process and enrolled in the course.
8. Reminder: You can only enroll in the internship course once!

If you have any questions, please email me at ccseinternship@kennesaw.edu or dmorro21@kennesaw.edu.