HOW TO RECEIVE ACADEMIC CREDIT FOR AN INTERNSHIP/CO-OP
NORMAN J. RADOW COLLEGE OF HUMANITIES & SOCIAL SCIENCES

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STEP ONE: OBTAIN AN INTERNSHIP OR CO-OP POSITION.

- Students are encouraged to use Handshake, career fairs, networking etc. to secure a position that will allow them to learn skills relevant to their academic major.

- Each department provides specific guidelines to gain academic credit. Please check out the Career Planning & Development College of Humanities & Social Sciences page to see summarized requirements for your specific major before continuing to Step 2.

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STEP TWO: COMPLETE THE INTERNSHIP/CO-OP APPLICATION ON HANDSHAKE BY THE APPLICATION   DEADLINE. **May 5th for SU 2025 and August 4th for FA 2025.** ALL UPCOMING DATES AND DEADLINES ARE OUTLINED ON THE CPD INTERNSHIPS/CO-OPS PAGE.

- Log on to Handshake: kennesaw.joinhandshake.com

- Select "Experiences" from the "Career Center" tab, then select "Request an Experience" to create a new application.

- "Experience Type" refers to your actual major listed in Owl Express, not the nature of your work. Be sure to select **the upcoming semester** from the drop-down menu.

- Enter your internship site SUPERVISOR as the "Work Site Supervisor" in the Approver section. Be sure to include your supervisor's contact information.

- Upload an offer letter to ensure processing. If you do not upload an offer letter, we will contact your supervisor through Handshake for approval. *Note: You may request an offer letter from your supervisor: It should contain position, start date, hours/week and salary.*

- Be sure to click "Request Experience" at the bottom of the page to finalize and submit your application. Your application will be reviewed on Handshake by an Internship Advisor to ensure you meet the minimum requirements for your academic program.

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STEP THREE: ENROLL BY THE LAST DAY OF DROP/ADD

- Your application must first be APPROVED by your supervisor and Faculty Internship/Co-op Liaison. Following their approval, an Internship Advisor will provide you with a course "override" by emailing you the CRN and step-by-step instructions.

- Some Internship/Co-op courses are "Variable Credit" which means you must enroll for the amount of credits you have been approved for. Instructions will be provided in your approval email.

- You need to enroll by the last day of Drop/Add. You can find this date on KSU's Academic Calendar listed by semester.

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IMPORTANT DATES AND DEADLINES ARE OUTLINED ON THE CAREER PLANNING & DEVELOPMENT INTERNSHIPS/CO-OPS PAGE.

INTERNSHIP & CO-OP CREDIT HOURS AND WORKING HOURS CONVERSION
NOTE: All credit hour conversions subject to department discretion.

INTERNSHIP:
3 credit hours = 150 total hours worked
6 credit hours = 300 total hours worked
9 credit hours = 450 total hours worked
Note: 9 credit hours not applicable for summer term.

CO-OP:
1 credit hours = 10 hours worked/week
2 credit hours = 20 hours worked/week
3 credit hours = 30 hours worked/week

NOTE: INTERNSHIPS & CO-OPS ARE ACADEMIC COURSES. LOGIN TO D2L FOR COURSE REQUIREMENTS.

KENNESAW STATE UNIVERSITY
DIVISION OF ENROLLMENT SERVICES
Career Planning and Development

QUESTIONS?
Contact your Career and Internship Advisor!
Joanna Eleftheriou   email: jelefthe@kennesaw.edu

470-KSU-INFO (578-4636) • careers.kennesaw.edu