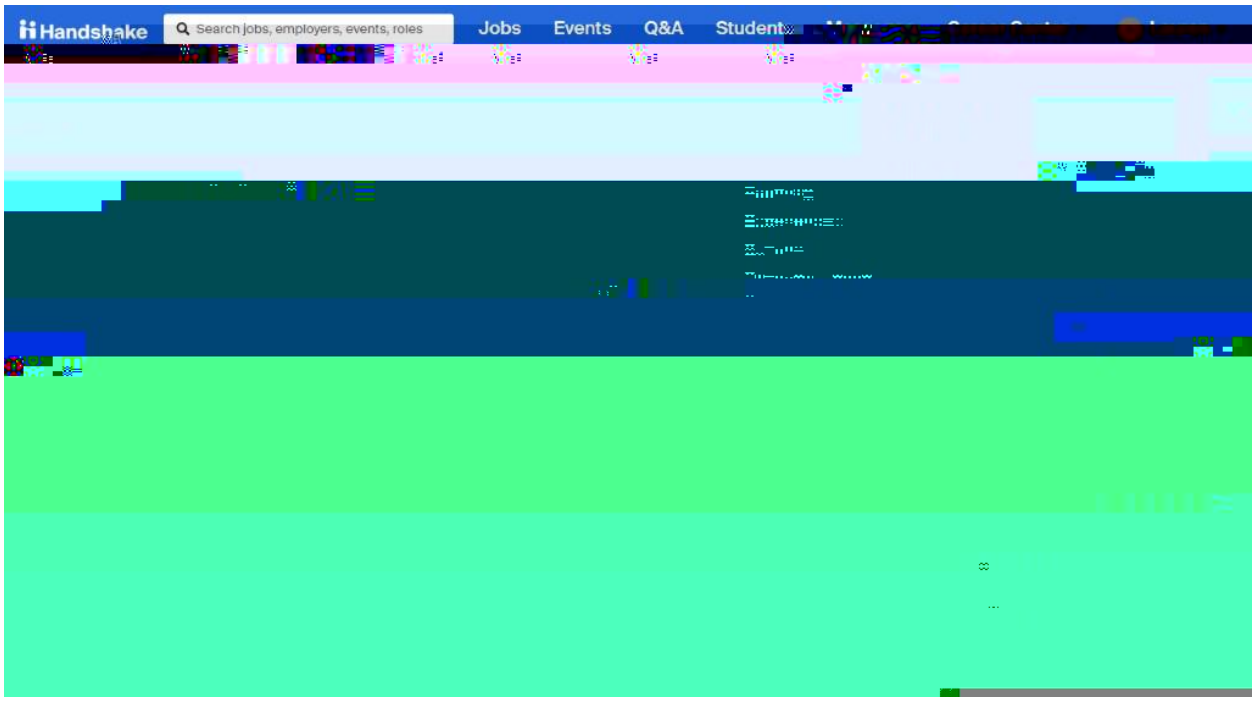
These instructions are intended for students who have received a co-op or internship position and are either seeking co-op credit (COOP 2000 course) or academic credit (CSE4983/CSE7983) with the university for their experience.

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, Professor 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.

1.



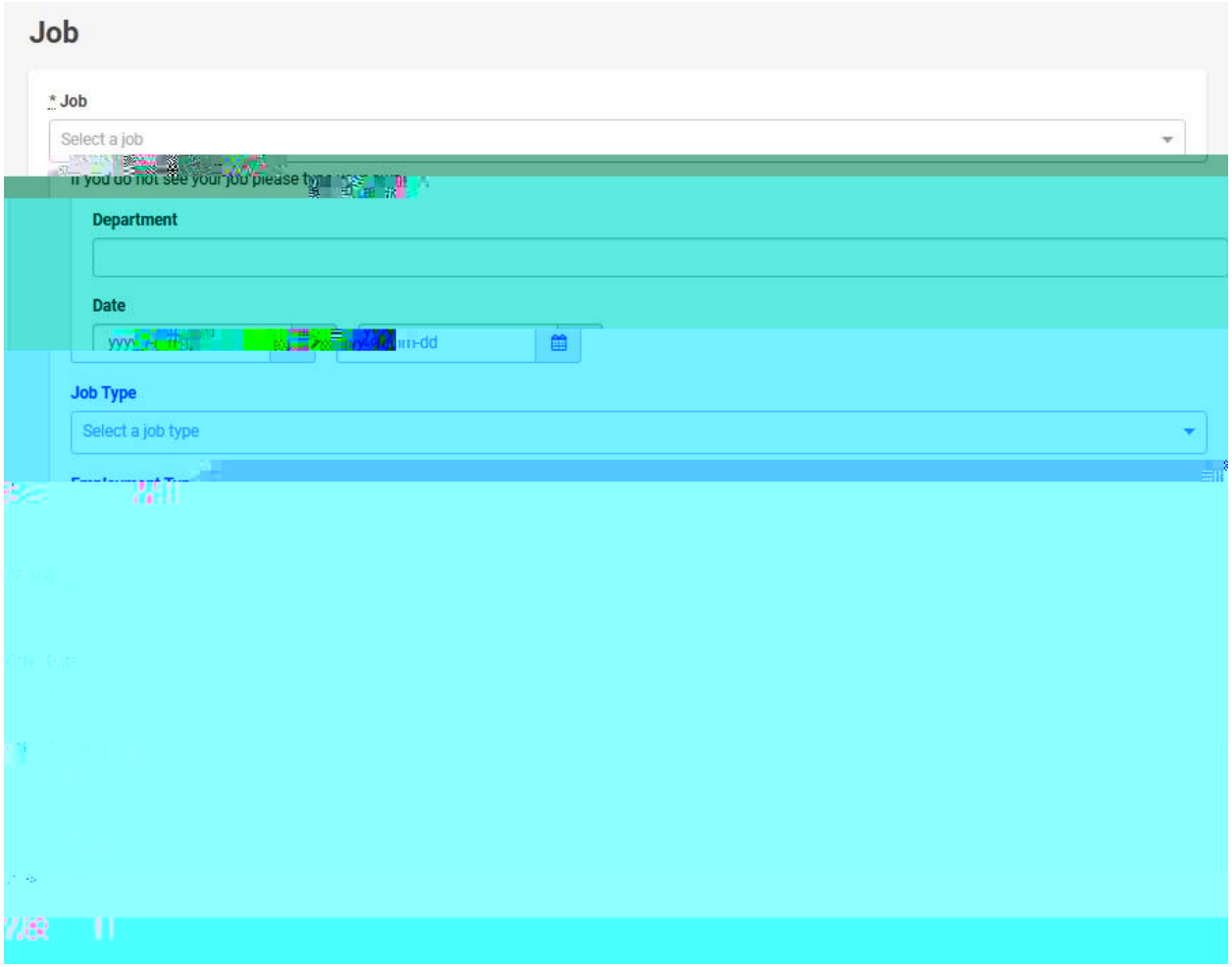

Navigate to Handshake (https://kennesaw.joinhandshake.com/) and log-in using your NetID and password. Select "Career Center" > "Experiences."

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. Pleas2( it)7 Tf1 0 0 134(s2( it)7 Tf1 0 0 11 WB/F1 9.96 Tf1 0 0 1 89.784 422.47 Tr

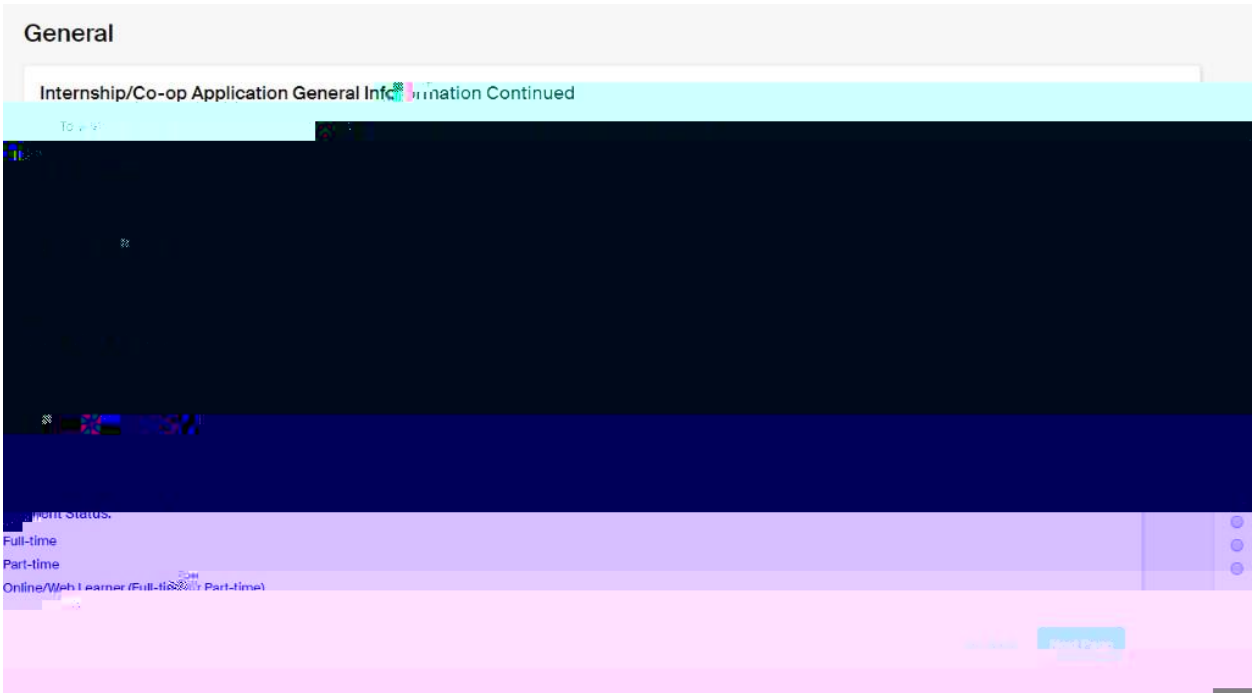



Enter the details for the job you will be working in. If the position was posted in Handshake, it may auto populate information when you begin typing. If not, you'll be able to enter the details on your own. Tip: Enter the beginning/end dates of the semester for your start and end dates, if you are not sure what they will be with the job. You can find these dates on the academic calendar.

6.

Enter

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.

12. _____

your specific learning objectives for the position and your understanding of them. which method of the course you'd like to be enrolled in.

13. the remaining application questions. Tip: Please note, you must work full-time for a