

HOW TO RECEIVE ACADEMIC CREDIT FOR AN INTERNSHIP/CO-OP

NORMAN J. RADOW COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

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OBTAIN AN INTERNSHIP OR CO-OP POSITION.

- Utilize Handshake, career fairs, and networking to find positions aligned with your academic major.
- Departments offer specific guidelines for earning academic credit. Visit the Experiential Learning website for [summarized credit requirements](#) for your major before proceeding to Step 2.

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COMPLETE YOUR APPLICATION ON HANDSHAKE BEFORE THE DEADLINE.

All upcoming dates and deadlines are outlined on the [Experiential Learning website](#).

- Log on to Handshake: kennesaw.joinhandshake.com
- From the far-left menu, click the **Career Center** tab to view the available options. Then select **Experiences**, and click **Submit 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 **Semester of Interest** 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 from your supervisor detailing the position, start date, hours/week, and salary.
Note: You may need to request this, and ensure that when provided, it includes the required details.
- Click **Submit an Experience** at the bottom of the page to finalize and submit your application.
- An Experiential Learning Coordinator will review your application to ensure you meet the [minimum requirements for your academic program](#).

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ENROLL PRIOR TO THE DROP/ADD DEADLINE

- Your application must be APPROVED by your supervisor and Faculty Internship Coordinator to enroll. After approval, an Experiential Learning Coordinator Advisor will send you a course "override" with the CRN and 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

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

CO-OP:

1 credit hours = 10 hours worked/week
2 credit hours = 20 hours worked/week
3 credit hours = 30 hours worked/week

Note: 9 credit hours not applicable for summer term.

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



**KENNESAW STATE
UNIVERSITY**
EXTERNAL AFFAIRS
Career Planning and Development

CONTACT YOUR [EXPERIENTIAL LEARNING COORDINATOR](#)
WITH ANY RELEVANT QUESTIONS

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