



Internship/Co-Op: How to request/create an internship/co-op course?

- Internship and Co-Op courses are created in collaboration with the Department of Career Planning and Development (CPD).

- 1. Navigate to the website for the Department of Career Planning and Development, <https://www.kennesaw.edu/careers/students/internships-co-ops.php>, to familiarize yourself with the process and applicable guidelines.
- 2. The Department of Career Planning and Development website has information on guiding principles, applying for academic credit, and the requirements set forth by each college.
 - a. The internship/co-op course creation can be complicated and CPD can assist with the process. There are Career and Internship Advisors for each academic area.
 - b. CPD can assist by communicating with students, monitoring enrollment and reporting back to department.
- 3. The internship/co-op course creation process is as follows:
 - a. Student completes form to report credit by deadline.
 - b. CPD routes form through approval process.
 - c. CPD overrides students to register for internship/co-op course.
 - d. CPD emails students with registration instructions.
 - e. CPD confirms accurate registration information.

