

# Guiding Principles for Internship/Co-op Participation

## Internship/Co-op Processes and Procedures

- To receive academic credit for an internship/co-op experience, students must submit the required application and requested documentation by the posted deadlines set by the academic department and/or Career Planning and Development. Retroactive credit will not be awarded.
- Applications should be submitted in a timely fashion and students are expected to follow-up on any pending applications. Applications received after the advertised deadline are not guaranteed to be processed before the end of the registration period.
- Students should allow at least 1-2 weeks for the processing of an internship/co-op application. This timeline is significantly 0.0fould allow at least 1

- Professionalism: Students participating in an internship/co-op experience understand that they represent Kennesaw State University and, as such, are expected to make every effort to meet the [standards set forth by the University](#) and the internship/co-op site.
- Major-Relevant Duties: All students who are approved for academic credit for their internship/co-op agree to perform duties and tasks that are relevant to their academic major.
- Rules and Regulations: Students are expected to respect and abide by all regulations and rules established by their on-site supervisors, as well as all organization policies and procedures. If terminated from your experience, you may not receive academic credit for your internship.
- Attendance and Punctuality: Students are expected to be present and punctual for all scheduled work shifts. Should students need to be absent due to illness or family emergency, students are expected to provide as much notice as possible to their on-site supervisors. Should extended absences from the workplace be necessary, students are expected to notify the faculty instructor for their respective internship/co-op course.
- Changes in Supervision/Duties: Students are expected to notify their faculty instructors and internship/co-op advisors of any changes in on-site supervisors as well as significant changes in duties/responsibilities from those outlined in their initial applications.
- Insurance: The Department of Career Planning and Development does not provide any type of insurance coverage for students participating in an internship or co-op for academic credit. Students are responsible for obtaining all necessary insurance required by their internship/co-op on-site supervisor.
- Liability: Students understand that KSU assumes no responsibility for personal injury incurred during their internship/co-op participation.
- Concerns/Grievances: Students should contact their Career and Internship Advisor and faculty instructor immediately with concerns related to sexual harassment, discrimination, or other grievances with their internship/co-op worksites and/or on-site supervisors.
- Use of Personal Vehicle: Student understands that if they are using a personal vehicle when traveling to or from internship or for the benefit of the internship/co-op on-site supervisors, KSU has no liability for personal injury or property damage which may result from its use. Student agrees to rely solely on personal vehicle insurance or insurance provided by internship coverage, if applicable.
- Cancellation/Dismissal: Student understands that the employer may cancel the internship or dismiss the student from the internship. While the Department of Career Planning and Development will communicate with the employer in that event, KSU cannot control the on-site supervisor's decisions. If you are qualified to continue in an alternate internship or co-op, KSU will make reasonable efforts to assist you in securing an alternate internship or co-op. If an intern takes 10-612-7921, students are expected to notify their faculty instructor and Career and Internship Advisor immediately

On-site Supervisor Expectations Efforts to

should remain accessible for questions and assistance throughout the student's internship/co-op experience.

- Orientation & Training: On-site supervisors are expected to orient intern/co-op students to their organization's policies and procedures, including all necessary safety rules and regulations. Continual training is highly recommended following initial onboarding and training.
- Concerns/Grievances: On-site supervisors should report any concerns related to a student's internship/co-op participation (including but not limited to inappropriate behavior, excessive absences, violations of rules and regulations, etc.) to the faculty instructor or a Career Planning and Development representative so that appropriate action may be taken.
- Evaluations: On-site supervisors are expected to complete a performance evaluation sent to the organization for each assigned intern/co-op student for each work term and should return the evaluation promptly. On-site supervisors are encouraged to evaluate student performance and provide feedback throughout the semester.
- Technology: On-site supervisors should provide interns with the necessary technology to effectively perform in their roles, specifically for virtual or remote internships.
- Academic Credit: On-site supervisors cannot guarantee academic credit for an internship or co-op experience. Career Planning and Development reserves the right to disallow future student participation in an employer's internship/co-