

FAQ

How do I find a position?

1. Log into Handshake and complete a profile. Look at positions under "Jobs" and submit your resume.
2. Find an internship on your own, but be sure to check the academic requirements first. Then, apply for credit through Handshake.

Can I get an internship with a relative or in a work from home situation?

Yes, with prior approval. Please note: an immediate family member cannot supervise you.

How do I get academic credit?

Go to careers.kennesaw.edu/business and expand the yellow bar "Apply for Academic Credit" to review the Pre-Application checklist. Then, find your major to review the requirements and apply.

When do I need to apply?

By the last day of Final Registration for the semester you plan to intern. It's always best to apply early.

How much credit will I receive?

The amount varies by situation depending on your academic status and the hours worked per week.

How long will it take my application to process?

It depends on when you submit your application and the opportunity type. However, after registration opens and you apply for the upcoming semester, it should take 1-2 weeks.

What if I already have a job that could qualify as a co-op or internship?

All positions must be approved through The Department of Career Planning & Development. Review the qualifications for academic credit specific to your major and contact your advisor.

Can I get credit for a job I had in the past semesters?

No. KSU does not give retroactive credit.

I am a transfer student; can I participate in my first semester at KSU?

No. Transfer students cannot participate in their first semester at KSU, students must have a KSU GPA.

How do I get my CRN to register for my internship/co-op?

Submit an application. Once approved, you will receive an email with the CRN in your student email.

Do I have to pay for an internship or co-op?

Internships and co-ops are equivalent to class credit, so you still have to pay all associated tuition and fees for these credit hours. Contact the Registrar's Office for specific questions about costs and fees.

How do I make an appointment with my Internship & Co-op Advisor?

For resume assistance, cover letter help, and information, call [470-578-6555](tel:470-578-6555) for an appointment.

[Questions? Contact Us!](#)

Department of Career Planning and Development: 470-578-6555

Online @ careers.kennesaw.edu/business