KENNESAW STATE
UNIVERSITY

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CCSE Academic Coordinator for Internships

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NOTE: YOU MUST APPLY BEFORE END OF The PREVIOUS SEMESTER

EXAMPLE: Apply BEFORE END OF SPRING SEMESTER FOR SUMMER SEMESTER INTERNSHIP

CCSE Internship Information- https://careers.kennesaw.edu/students/internships-co-ops.php

An Internship means you are registered for classes and working. The Co-Op program is different and has a different process through Handshake

- Graduate course: **CSE 7983 - Graduate Internship**
  - Serves as an **elective** for your Masters Program (MSIT, MSSWE, MSCS)
  - You must have an elective available; Course substitution is generally not going to occur
  - Need 9 Sem Hours in your major (6000 level course and above), GPA>3.0
  - International Students need 2 semesters complete (e.g. Fall, Spring)
- Undergraduate course: **CSE 4983 – CSE Computer Internship**
  - Usually serves as a major elective, concentration elective, etc
  - You must have an elective available; Course substitution is generally not going to occur
  - BS Computer Science must be on Catalog 2000 (previous catalogs don't allow)
  - Good standing and at least 30 Sem Hours with GPA 2.5
- General
  - **Job** can be **paid or unpaid** and must be **related to the field of study.**
    - Academic Coordinator reviews and approves as part of process – you can get internship credit for one semester of you COOP. **You must work 150 hours a semester and you can only get 3 sem hours.**
  - **International students - Please review ISSS web site for CPT process and requirements. Here are some tips**
    - **Can start** work once the previous semester begins and you **must stop** day before the next semester begins. Example Fall internship work would need to start **5 August 2024 and end 5 Jan 2025**
    - During **Spring/Fall** you can't work more than **20** hours per week
    - **Summer** you can work **40 unless last semester.**
    - Last semester you must have a F2F class (register for section 01 in Internship), etc.

CCSE Internship Process

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- You need an internship/job **offer**, the best place to start looking for an internship jobs is KSU handshake tool, https://kennesaw.joinhandshake.com/edu/postings
- **Once you have an offer** , You will need to **apply** for an internship in the **Handshake experience tool:**
    - https://kennesaw.joinhandshake.com/edu/experiences - Insure you state you want an **Internship (and not a Co-Op)**
    - **Choose the <u>correct</u> <u>experience</u> template for your degree**
        - **Undergraduate => Major XYZ**, etc. you will see CSE 4983 otherwise you have the wrong template
        - **Graduate Students => Masters XYX**, you will see CSE 7893 otherwise you have the wrong template and be denied
- I **review your education records** in degree works to insure you are eligible (see previous slide) and that the job description is valid to your degree
- Your **work supervisor will need to approve in handshake – please ensure the supervisor/approver email/phone is correct**.
- Once **finally approved**, then I will send you enrollment instructions to register. CCSE Advising will need to do the override.
- **You can only take Internship course once!**
- **Deadline to apply is listed here https://www.kennesaw.edu/careers/students/internships-co-ops.php**
- **International students**
    - You will need to work with ISSS for the CPT/iStart. This is separate and after you are approved and enrolled in internship
    - **You can not extend your CPT at the end of the semester as your internship and CPT will end.**
    - If you want to work after the internship ends, please work with ISSS on pre-OPT or other process.
    - **ISSS is the authority on CPT** and other processes related to international students working in the US **– not CCSE**
    - https://dga.kennesaw.edu/isss/f-1/curricular_practical_training.php