

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 influenced by the additional approvers of the internship/co-op application (Faculty, on-site supervisors, etc.).
- Students are responsible for submitting applications and related internship/co-op documentation that is complete and accurate to the best of their knowledge.

Student Responsibilities

- **Registration:** Students approved to receive academic credit for an internship or co-op experience are responsible for ensuring that they correctly register for the course during the associated registration period. If students wish to change the amount of credit hours they've registered for, they must request permission from the faculty internship coordinator and Career and Internship Advisor prior to the end of the drop/add period before changing the credit hours.
- **Academic Credit:** Students recognize that they are receiving academic credit as part of an internship/co-op course and must ensure that they complete all required course assignments. Failure to do so may result in the forfeiture of approved credit hours and/or a failing or unsatisfactory grade. Retroactive credit will not be awarded.
- **Tuition & Fees:** All internship and co-op courses are tuition & fee-bearing, for-credit academic courses, except for COOP 2000 and ENGR 3398, as these are non-credit/audit courses with no academic requirements or tuition costs. All tuition and fee information based on credit hours can be found [here](#).
- **Reported Responsibilities:** Students are responsible for notifying Career Planning and Development and their faculty instructor of any significant changes in supervision or internship/ co-op responsibilities after applications and documentation have been submitted. Dishonesty in documentation submitted or responsibilities reported for the internship/co-op may result in loss of academic credit for the experience and/or an investigation from the Student Conduct and Academic Integrity Office.
- **Email:** Students are expected to review their KSU student email regularly (at least once per week) for any notifications, assignments, or other updates related to their internship/co-op participation.
- **Supervision:** Students are expected to be supervised by an industry-established professional. Students cannot be supervised by a recent graduate (within the past academic year), supervise themselves, or be supervised by a family member. Students are also not permitted to supervise other intern/co-op students.
- **Virtual Internships/Working from Home:** Students may be permitted to work from home as a result of laws, orders, regulations, policies, procedures, or guidance from federal, state, or local governmental authorities, health organizations, the University System of Georgia, or KSU, or as a result of limitations or requirements from their internship or co-op. Students are not permitted to work in a private home of an internship/co-op supervisor without specific approval. If a position transitions from in-person to remote, students must provide written notice with the reason for their transition to their faculty instructor and their Career and Internship Advisor.

- **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 internship is terminated, students are expected to notify their faculty instructor and Career and Internship Advisor immediately

On-site Supervisor Expectations

- **Health & Safety:** On-site supervisors are expected to adhere to all applicable laws, statutes, ordinances, codes, rules and regulations, or orders of public authorities, including, but not limited to, all orders related to the health and safety of KSU students.
- **Mid-Semester Changes:** On-site supervisors are expected to notify Career Planning and Development in the event of a change in business practices that impacts the student's internship or co-op, including the reduction of the student's hours, significant change in internship or co-op responsibilities, or the introduction of a requirement to telework.
- **Student Supervision:** Students are expected to be supervised by an industry-established professional. On-site supervisors should oversee the responsibilities and assigned duties of the intern/co-op student. On-site supervisors are expected to provide ongoing supervision, support, and communication. They

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-op activities should it be deemed inappropriate.

COVID-19 Pandemic Notice

- *As many companies reevaluate business practices in light of the COVID-19 pandemic, registration for internship/co-op courses remains available for students.*
- *Students are responsible for ensuring they can complete all course requirements, including established hours of work duties relevant to their academic major, as agreed upon and approved in their application for academic credit.*
- *Students must alert their faculty instructor and their Career and Internship Advisor immediately should any circumstances change, including furloughs, reduction of job duties, telework requirements, and suspected or confirmed COVID-19 exposure.*
- *Students and their on-site supervisors should discuss a plan about how the internship will move forward as safety measures and guidance from the CDC, OSHA, and local government evolves.*