

CO-OP/INTERN INSTRUCTIONS

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BEFORE YOU GET STARTED

MAKE SURE YOU QUALIFY FOR CO-OP/INTERNSHIP! YOU MUST:



Have a major declared



Be at least a Sophomore with 30 credit hours completed



If you are a transfer student, be at least in your 2nd semester at EKU



Additional Requirements (GPA, additional credit hours, specific coursework) vary by Department



If you have any academic, financial or judicial holds on your account, **YOU WILL NOT BE ABLE TO REGISTER FOR CREDIT.**

HELP!

You can check if you have a hold on EKU Direct, under Student Services > Financial Aid > Student Records > View Holds. Depending on the type of hold, contact these offices for help:

Judicial	Student Conduct and Community Standards
Overloads (you are taking too many credit hours)	Chair of the Department
Student account	Student accounting

Incomplete/incorrect submissions can be returned & further delay the process.

Follow the step-by-step instructions carefully to ensure a smooth experience with the Co-op/Internship process!

1

GET ON HANDSHAKE

A

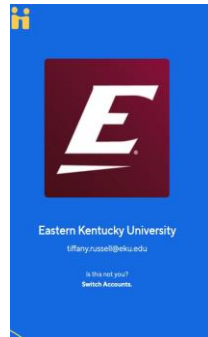
Log into Handshake / Step 1

Log into Handshake at <https://eku.joinhandshake.com/> by clicking on the **blue EKU Login button**

Use Chrome or Firefox for a better experience



You can also download the free app with the yellow icon on Google Play or the App Store



Hello!

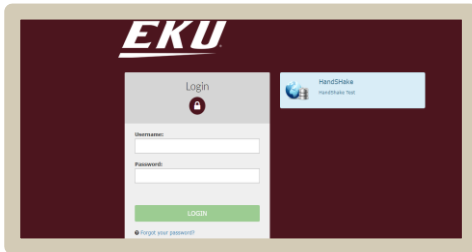
Click below to sign in to your account



Or log in using your Handshake credentials

Log into Handshake / Step 2

You should see a screen like the one on the left



Your Username is the first part of your EKU email before @mymail.eku.edu. For example: john_doe365 - See HELP box below if your Username is not recognized

Your Password is the same as you would use to access your email



DO NOT USE ANY OTHER EMAIL ADDRESS, OR THE SYSTEM WILL REJECT IT!

HELP!

If your user name is not recognized, enter your EKU email address in the email box BELOW the **blue EKU Login** box and follow the instructions on the screen. Again, if you use any email address other than your EKU email, Handshake will reject it.

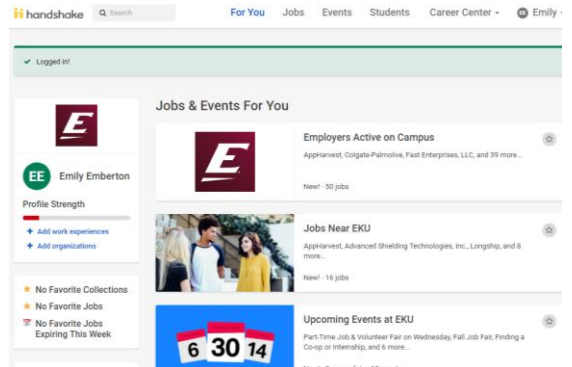
B

Build your Profile

Once you log in, you will be greeted by your profile page

We have included the basic information for you, such as your major and year in school, but what you include in the rest of your profile and who you allow to see it is up to you

You will notice your profile strength will increase as you build your profile



2

ACCESS & SET UP “EXPERIENCES”

If you are interested in the **Co-op/Internship Program**, you need to

- A) Get access to “Experiences” on Handshake
- B) Request an Experience to get registered.

Later on, you’ll use “Experiences” to post your assignments, like on Blackboard.



HELP!

If you have any academic, financial or judicial holds on your account,
YOU WILL NOT BE ABLE TO REGISTER FOR CREDIT

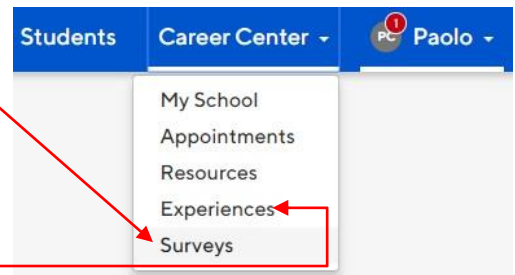
Address these issues before you try to register for Co-op/Internship.
See p. 2 for help

A

Get Access to “Experiences”

On Handshake, complete the **Co-op/Internship Interest Survey** in the Survey section located the Career Center on the top of your screen

Once you have completed the Co-op/Internship Interest Survey, you’ll have access to the **Experiences** page, located in the Career Center tab at the top of the screen



Do you already have a relevant job/internship
that you want to use as an Experience to register and get credit for?

YES

NO

B

Request an Experience / Step 1

If you ALREADY HAVE an experience to request, you can proceed with requesting it for approval and credit

Once you click on Experiences, you will have the option to Request an Experience in the right hand corner

We'll help you research opportunities!

Contact our office at (859) 622 1296 to set up a "Co-op/Internship" appointment

Experiences

Experiences Request an Experience

HELP!

Request an Experience / Step 2

Not sure how to answer anything?
Contact our office at (859) 622-2028



Please try to answer ALL the questions. You can't submit your request without the ***required** ones.



Identify your **Faculty Coordinator** at <https://career-coop.eku.edu/people/coordinator>



Make sure you provide enough **details about your job duties** for your Faculty Coordinator to understand and approve your Experience as relevant for your major



How many hours am I registering for?

- > You must complete a MINIMUM of 80 hours of work per credit hour requested
- > You must work all those hours during the semester in which you are registered; we only allow a 1-week margin before that semester and 3 weeks after
- > If you are unsure of how many credit hours to register for, contact your Faculty Coordinator

C

Registration

To Register for the Co-op/Internship class, you need 2 things:

1. **Approval** – this no longer depends on you
(See grey box below if you want to learn how it works)
2. Upload the signed **Orientation Agreement Assignment**

Do this right away or you won't get registered!
Instructions are on p. 8

Approval and Registration can take up to 3 weeks.
Incomplete/incorrect submissions can be returned & further delay the process.
You cannot register if you have not submitted the 2 assignments
that are due prior to registration!!

Optional Reading The Approval Process

After you submit your request, our office will verify that you are eligible to complete an Experience, based on GPA and credit hour requirements

If you have questions on your requirements, contact your Faculty Coordinator

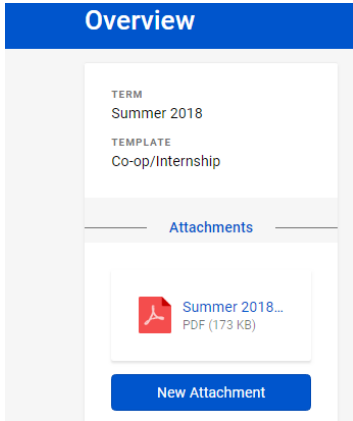
If you are eligible, the Experience request will be sent to your Faculty Coordinator, who will determine if this Experience is appropriate to receive credit for, and later to your Job Supervisor

If they both approve, our office will have you registered through the Registrar's office, unless you have any previously undetected holds

See p.2 to resolve issues with judicial, academic or accounting holds

3

UPLOAD YOUR ASSIGNMENTS



Login in Handshake and go to Career Center > Experiences

Click on “View Details”

On the left-hand side of the screen, you will see an “Attachments” area

This is where you will submit any documents necessary for your Co-op/Internship grading requirements.

A Due Before Registration / 1 Orientation Agreement Assignment

Blank Orientation Agreements are located in the “Resources” section, under the “Career Center” tab

Upload this within 2 weeks of Requesting the Experience!

URGENT!

You must download it first to your computer and save it. Next, open the saved form from your computer and electronically sign it. Then upload your completed form in “Experiences” > “Attachments”



*Double check that your OA is completely filled out on your Handshake account.



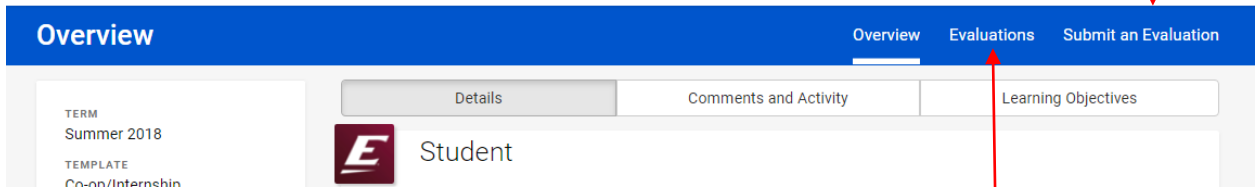
Does your instructor require any additional assignments?
Refer to the specific instructions provided by him or her.
 In some cases, they will entail uploading additional files to the Attachments areas under Experiences.

B

Due by Dead Week / 1 & 2 Student Self Evaluation & Employer Evaluation

Towards the end of your internship, both you and your supervisor will receive an email with an evaluation to complete

Evaluations can be completed by following the link in the email you received or by clicking on the “Submit an Evaluation” button.



If you receive an evaluation, but your supervisor has not, please contact us at 859-622-2028

By clicking on the Evaluation tab, you can see if your Evaluation has been completed, but you will not see what your supervisor said

Due by Dead Week / 3 Timesheet

Your Timesheet is a fillable .pdf file located in the Resources section under the Career Center tab



Fill it in electronically: do not handwrite time or your information on the top of the page



Only hours worked during the semester you are registered for (or 1 week before/after) can be counted! The grace period is extended to 3 weeks before Spring and after Fall.

➔ If you have not worked enough hours during that semester to receive all the credits you applied for, you will receive an “Incomplete”. You will then have 1 year to work the remaining hours, or you will Fail the class



Print it, sign it and have it signed by your supervisor. Signatures must be handwritten



Scan/Take a good quality picture of your signed Timesheet







Upload it under your Experience > View Details > “Attachments”

Do not email, mail, or bring in a paper copy to the Center for Career & Co-op. Do not upload your Timesheet to another area in Handshake. Only timesheets provided correctly will be reviewed by your Faculty Coordinator for a grade.

RETURNING CO-OP/INTERNS

Simplified Guidelines

YOU ARE STILL REQUIRED TO:	How?
 <p>Request the Experience on Handshake</p>	<p>Ideally you will have an updated job description with progressive responsibilities and you will use that when you request your new Experience. However, if the job is exactly the same, just copy and paste content from the previous semester Experience</p>
 <p>Upload a signed Orientation Agreement before registration</p>	<p>No changes (see instructions on p. 8)</p>
 <p>Complete the Student Self-Evaluation and have your employer supervisor complete theirs</p>	<p>No changes (see instructions on p. 9)</p>
 <p>Upload your signed Timesheet by Dead Week</p>	<p>No changes (see instructions on p. 9)</p>

HELPFUL RESOURCES

Assignment Recap



Late and incomplete assignments can affect your grade and result in failing or receiving an Incomplete for the course

	ASSIGNMENTS	DUE
If you need help finding a Co-op/Internship, meet with our staff 1-2 semesters in advance!		
1	Get on Handshake and Request an Experience	From 3 months before the beginning of the semester through your 4 th week of class ➤ If you start working later in the semester, do this within 2 weeks from your start date
2	Upload a signed Orientation Agreement	Before registration, within 2 weeks of Requesting an Experience
3	Complete the Student Self-Evaluation and have your employer supervisor complete theirs	Dead Week
4	Upload your signed Timesheet	Dead Week - You can include hours worked 1 week prior (3 weeks for Spring) & 1 week after the semester (3 weeks for Fall)



Your Faculty Coordinator might require additional Assignments!

- 1) Submit those to your instructor, in the manner they have requested
For example: upload to Attachments, turn portfolio into Faculty Coordinator, email...
- 2) Clarify any doubt on those assignments directly with your Faculty Coordinator

HELPFUL RESOURCES

Co-op/Internship FAQ

What is the difference between a Co-op and an Internship?

1. A Co-op is a multiple semester commitment with progressive responsibilities, while an Internship could last just one semester
2. A Co-op must include at least one Fall or Spring semester, while Internships can be entirely done in the Summer
3. A Co-op must be paid, while an Internship can be paid or unpaid.

Can I get credit for past work experiences? Can you make exceptions?

No. You can only get credit for the hours you have worked during your Co-op/Internship semester, or one week prior/after the semester. This grace period is extended to 3 weeks after the Fall semester and before the Spring semesters. If you want to discuss exceptions, you must talk to your Faculty Coordinator, who will possibly refer you to the Department Chair.

Who is my Faculty Coordinator?

Your Faculty Coordinator is a Professor in your Department who is responsible for approving your job description as relevant for your major, evaluating your assignments and giving you a grade. An updated list of Faculty Coordinators can be found at <https://career-coop.eku.edu/people/coordinator>.

How long will it take to get registered?

The approval and registration process can take up to 3 weeks. Several factors can contribute to delays, such as not properly filling out all information requested, inputting incorrect information, not uploading orientation agreement to Attachments and having holds on your account. See p. 7 of the Co-op/Intern Instructions for details.

Why am I having difficulty with uploading documents or entering information?

This issue can generally be resolved by making sure you are following the directions as provided. In some cases, students have had difficulty in uploading documents or filling out information when they are at work and using their work computers or the company network. We cannot control the security features of your employer. Please try again on your phone (do not use the app for this specific issue, but a regular web browser), or your personal computer or network. If the issue persists, please screen shot the issue and contact us for assistance.

How do I know if I did everything correctly?

If you can see your attachments on your Experiences account then so can your coordinator. It is up to you to make sure that you have read and fully understand the directions and completed them accordingly. You can also see if you have submitted your evaluation. If you are unsure if your Job Supervisor has completed your evaluation, please follow up with them that they have completed it. If they haven't received, they should contact our office.

I have already submitted an orientation agreement for my last internship. Do I have to do it again?

Yes. Each experience is a new class, therefore all assignments must be completed every semester. Refer to the Simplified Guidelines for Returning Co-op/Interns on p.11 of the Co-op/Intern Instructions for additional explanations.

HELPFUL RESOURCES

Who Do I Need to Talk to?



I'm required to do a Co-op/Internship but I am not sure I want to stay in this major

Call the Center for Career & Co-op at (859) 622 1296, or come by our front desk to schedule an appointment on "Choosing a Major/Career"

I want to do a Co-op/Internship but I don't have a job opportunity to use for it

Call the Center for Career & Co-op at (859) 622 1296 , or come by our front desk to schedule a Co-op/Internship appointment

I'm having trouble with Handshake

Call the Center for Career & Co-op at (859) 622 2028, or come by our front desk

I'm having issues with Registration

Check if you have a hold on EKU Direct, under Student Services > Financial Aid > Student Records > View Holds. Depending on the type of hold, contact these offices for help:

Judicial	Student Conduct and Community Standards
Overloads (you are taking too many credit hours)	Chair of the Department
Student account	Student accounting

If you still have issues, call the Center for Career & Co-op at (859) 622 2028, or come by our front desk

I don't understand something about the Orientation Agreement

Call the Center for Career & Co-op at (859) 622 2028,
or come by our front desk

I don't understand something about an additional assignment required by my Faculty Coordinator

Contact your Faculty Coordinator

I'm having issues with my Co-op/Internship employer (for example: conflicts, disciplinary actions, negative feedback, job duties are not relevant...)

Call the Center for Career & Co-op at (859) 622 2028,
or come by our front desk

I don't understand something about my grade

Contact your Faculty Coordinator