

# **Co-op/Internship Handbook**

## ***Haile/US Bank College of Business majors***

Students in the Haile/US Bank College of Business must submit their co-op/internship paperwork on HireNKU. This site is used for business co-ops (CEP 300) and internships (such as ACC 396, ECO 396, and MKT 396).

**Log into HireNKU** (<http://careerservices.nku.edu/students/HireNKU.html>) to complete the “Report Experiential Learning” form. This form is your request to be registered for academic credit and a contract allowing all relevant parties to make this job into a co-op/internship. By initialing this form, you request to be enrolled for co-op/internship credit and agree to fulfill all related NKU obligations including tuition payment.

### **Important notes to consider before completing the form online:**

- Only complete if your major is within the College of Business or the College of Informatics. At this time, all other majors should complete co-op paperwork from Career Services or internship paperwork from your academic department.
- Have your supervisor's name, title, address, phone and email available.
- Gather the job description or web-link for the job description.\*
- Create three learning objectives for this position (work with your faculty coordinator).\*
- Once you begin the Experiential Learning form, you must complete it; the system does not allow you to save for editing at a later time.
- After completing the form, check myNKU and/or Blackboard to ensure you are registered for the correct Experiential Learning course.

**\*The Experiential Learning form also includes a job description**, so please ask your employer to provide a job description before submitting the form. You will also describe the three educational (and major- or minor-related) goals for your co-op/internship as an academic experience, as well as a work experience. You should discuss these goals with your employer and Faculty Coordinator.

This form must be initialed by you and approved by your employment supervisor and your Faculty Coordinator. This form must be completed and approved by all parties before the co-op/internship deadline.

## **Northern Kentucky University | Career Services**

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[careerservices.nku.edu](http://careerservices.nku.edu)