Report Co-op/Internship for Credit via HireNKU

IMPORTANT NOTES FOR STUDENTS – BEFORE COMPLETING THE ONLINE FORM:

- Determine whether you are taking a department-based internship/co-op (examples: ACC 396, CIT 396, CMGT 301, MIN 396, PRE 396) or the campus-wide co-op (CEP 300, CEP 600). Select the semester that corresponds to both the timeframe of your experience and the course you wish to take.
- Have your supervisor's name, title, address, phone and email address available.
- Get a copy of the job description from your files (or from your employer). If you cannot locate a copy, type a paragraph or two to describe the position.
- Create three student learning objectives (major- or minor-related educational goals) for this position. You will discuss them with your supervisor and your faculty coordinator prior to completing the online form. Be prepared to…
  - Describe the educational goal:
  - Describe how you plan to accomplish this goal:
  - Describe how and when the goal will be evaluated:
- Once you begin the Co-op/Internship form, you must complete it; the system does not allow you to save for editing at a later time.

SIGN UP FOR CO-OP/INTERNSHIP CREDIT VIA HIRENKU:

1. Log in to HireNKU. Visit https://inside.nku.edu/careerservices/students/HireNKU.html and click "Current Students" to sign in with your NKU username and password.
2. Once logged in, scroll down to the "Register for Co-op/Internship Credit" box and click "Add Co-op"
3. From the pop-up window, select the appropriate semester and college for the co-op/internship and click Save. Currently, only students in the Colleges of Business and Informatics are using the HireNKU Co-op/Internship form.
4. Indicate the position you wish to use for the co-op/internship:
   a. If you applied for the position via HireNKU, select it from the list of your application, then click Select/Continue.
   b. If the job is not listed, click Add New Job.
      i. Follow the instructions on the screen to find your company/organization.
      ii. Select the appropriate contact person from the company's list of contacts. If not found, your supervisor will be added as a contact.
5. Complete the application form in its entirety.
6. E-sign with your initials and click **Save.** You can check on the status of your Co-op/Internship application at any time by clicking "View My Co-op Records" on the Co-op/Internship widget.

You are responsible for ensuring that all information is filled out correctly so that the approval process is completed in a timely way. It is key to remain in good communication.

NEXT STEPS:

Once the application has been received, your co-op/internship manager will initiate the workflow. This will generate a system email (from careerservices@nku.edu) to your supervisor for his/her approval. Once approved, the system will automatically send an email to your faculty coordinator, requesting approval. Once approved by both parties, your co-op/internship manager will communicate with you about the next steps.

PLEASE CHECK YOUR EMAIL REGULARLY FOR REQUESTS FOR MORE INFORMATION.