

INTERNSHIP/CO-OP REGISTRATION POLICIES AND RESOURCES

If you currently have an internship/co-op but need to register with the career center to maintain full time status, you need to Request an Experience under the Experience Section of [Handshake](#) immediately upon receiving an offer for an internship or co-op. **Instructions for Requesting an Experience in Handshake can be found at the end of this document.**

Completing the Request an Experience form and survey will enable you to maintain most current scholarships, student admission status, insurance, etc. Once the code corresponding to your type of work experience has been entered into the system, a fee will be generated that will be due by the "fee payment deadline." the ITN code is used for internship experiences; the ICO code is used for industrial co-op experiences.

Intern / Co-Op Requirements and Guidelines

Participants in an internship or co-op through the LSU Olinde Career Center must:

- Have completed a minimum of 24 hours of coursework at LSU (excluding advanced standing credit),
- Have a minimum grade point average of 2.0 on all work taken in the LSU System and overall (all other college work),
- Not be on disciplinary probation, and
- Give the LSU Olinde Career Center permission to check their grades (see release, below) to verify the above information.

Acknowledgement of Requirements and Guidelines: Please indicate that you have read this Intern / Co-Op Requirements and Guidelines section of the Policies and Resources by initialing under the Eligibility Agreement section of the Experience survey.

Fees

COOPERATIVE EDUCATION OR INTERNSHIP ONLY

Students enrolled in cooperative education or internship only during the fall, spring, or summer semester pay a \$50 intern or co-op fee and all full-time required fees (excluding the Student Sports Recreation and Student Health Service Fee). (Clarification: the required \$50 intern or co-op fee goes into the University's general fund; this fee does not come to the LSU Olinde Career Center.)

COOPERATIVE EDUCATION OR INTERNSHIP & TAKING ONE OR MORE COURSES

Students enrolled in cooperative education or an internship and one or more courses during the fall, spring, or summer semester pay the tuition appropriate for those credit hours, and all full-time required fees (excluding the Student Sports Recreation and Student Health Service Fees).

These fees run approximately \$375-\$400 for the fall and spring semesters, and approximately \$150-\$200 for the summer semester. Please refer to the [Office of Budget & Planning website](#) for the listing of current fees. Note: The LSU Board of Supervisors can modify tuition and/or fees at any time without advance notice.

You will be able to view your balance due via myLSU once fee bills are available for the given semester.

You will be required by the university to pay a fee each fall, spring, and/or summer semester that you register with the LSU Olinde Career Center to “go to work.” The university requires you to pay a fee that covers all student fees that are normally included with tuition; payment is required to maintain full-time status while at work. If these fees are not paid at the fee payment deadline set by the registrar’s office, your semester code will be purged from the system.

To view your fee bill online, log in to myLSU and select “Fee Bill” under the “Registration Services” heading.

You must pay your LSU fees by the payment deadline to avoid incurring the \$75 late charge. It is your responsibility to check the fee bill payment date for your work semester.

Acknowledgement of Fees: Please indicate that you have read this Fees section of the Policies and Resources by initialing under the FEES section of the Experience survey.

Curricular Practical Training (CPT) Policy

1. Final work authorization of your Curricular Practical Training employment will be determined by the International Services Office. Please check the [ISO Web site](#) for details. Once your CPT is approved, you must notify the Experiential Education office through [e-mail](#) so that we can complete our file.
2. You must fully complete this “Experience” section and provide the details on your experience. We will maintain correspondence with your employer while you are work.
3. The ITN or CEP code will be dropped unless you provide the above mentioned information to the Experiential Education office. Upon the deletion of the CEP or ITN code, ISO will be notified, and your CPT authorization will be cancelled.
4. It is imperative that you notify us if you change your work plans (e.g., your CPT is not approved).

Please contact Amy Caillouet if you have any questions. You can reach us by phone at 225-578-2162 or by e-mail at amyc@lsu.edu.

Acknowledgement of the Curricular Practical Training Policy: Please enter your initials in the CPT Information section of the Experience survey to indicate your understanding of the Curricular Practical Training policy above (if applicable).

OTHER IMPORTANT DETAILS

It is imperative that you **notify us** if you change your work plans (e.g., you decide not to begin your internship or co-op).

If you leave your internship or co-op employer prior to the end of your work term, your parent or guardian will be notified by LSU, and you will be resigned from LSU effective the date you left the employer (as verified by that employer) and continuing through the end of that semester.

Please be aware a resignation may affect your full-time status with the university for such concerns as scholarships, insurance coverage and use of university services, i.e., Student Health Center, University Recreation, Athletic Events, Campus Housing, Campus Parking, etc.

If you are a graduate student, please check with the Graduate School and your department regarding any additional requirements that may apply. We strictly adhere to all university academic calendar dates that apply to charges and fee refunds.

ADDITIONAL CONSIDERATIONS

F1 Visa Students

An employer offer letter is required for students with f1 student status who wish to utilize Curricular Practical Training (CPT). You can upload your offer letter in the attachment section of this survey.

Financial Aid

If you are receiving financial aid other than TOPS, including loans, grants, or other scholarships, you assume full responsibility for discussing your grants, loans and/or scholarships with staff in the LSU Office of Enrollment Management in Pleasant Hall. You will not receive loan checks or scholarships (e.g., TOPS) during semesters that you work; this money will be deferred until you return to school.

TOPS scholarship recipients

If you receive a TOPS scholarship, we will give you a letter requesting that your tops money be deferred during the semester(s) you work. You will receive this letter as we process your paperwork.

Scheduling Courses

If have courses scheduled currently for during your work semester, you will need to remove these courses before your co-op/internship can be added in the mainframe.

Housing Contract

If you have a housing contract with Residential Life for the semester that you plan to work, you must contact Residential Life about your plans before leaving for work.

On-campus Parking

If you need LSU parking while at work, you must request parking through myLSU.

University Recreation and the Student Health Center

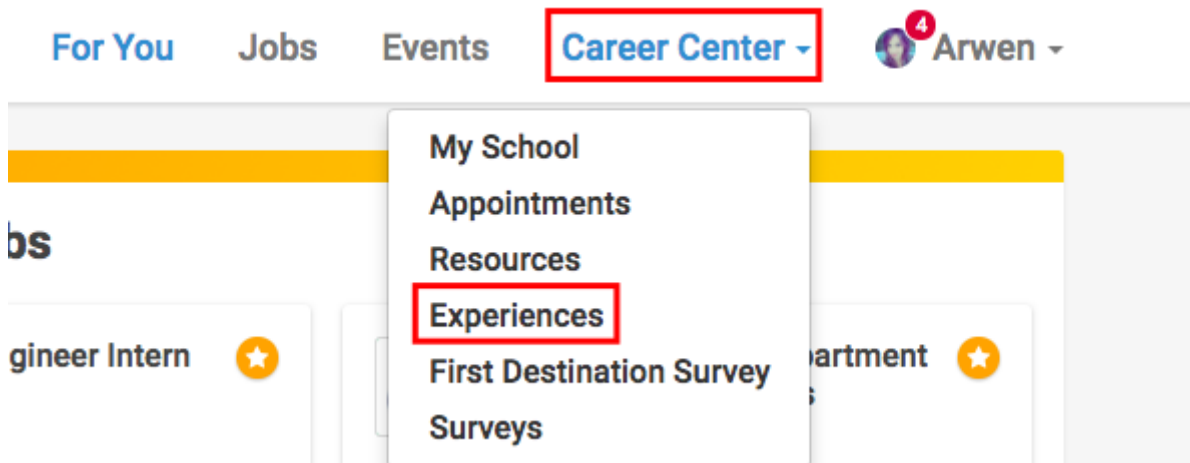
Use of University Recreation and the Student Health Center are "additional service fees" that are not included in the intern/co-op fees. Those fees must be added if desired.

Handshake Experience Instructions for Students

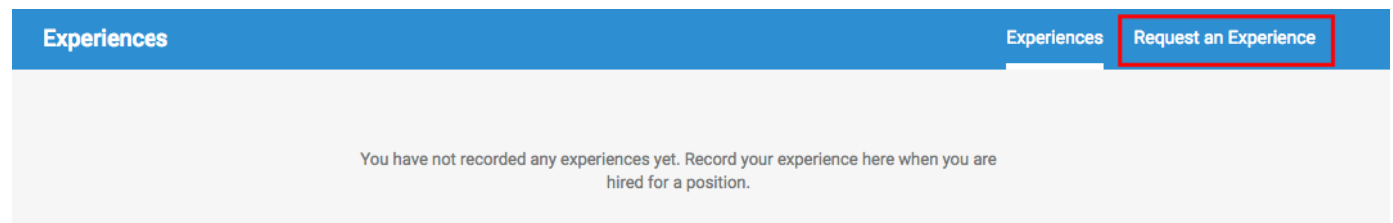
Registering a Full Time Internship or Co-Op

Register a Full Time Internship or Co-Op via the **Experience** portal to be able to maintain full time status while you are at work. Once you submit your experience, you can manage it through Handshake and create learning objectives to track your progress.

1. Click **Career Center** in the top menu bar



2. Click **Request an Experience**.



3. Choose **Full Time Internship or Co-Op**- Click **here to register to Maintain Full Time Status** under "Experience Type"
4. Enter in the details about your employer
5. Next, enter the specifics of the job/internship
6. Lastly, you will fill out custom survey questions. It is **imperative** that you read the Policies and Resources document prior to completing the survey!
7. Select **Save** in the bottom right corner to complete the Experience. You will then see that the Experience has -been successfully created and is pending approval from the LSU Olinde Career Center
8. Contact Amy Caillouet, amyc@lsu.edu or 225-578-2162, if you have any questions