The Internship (Co-op) Academic Credit Approval Manual
OVERVIEW
The Academic Credit Approval Process

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※ Contact Info. of the Co–op Committee: coop@skku.edu (02–760–1083)
Before the Internship

Required Documents

1. Agreement
   (Univ.–Corp.–Student)

2. Internship Program Plan
   (written by a manager of the corporate)

1. Send the above documents to the corporate manager.
2. Submit the completed documents to the student career development team.

※ You can get the form from the college administration office/the student career development team.
Before the Internship

Confirmation of Major Academic Credit Suitability

1. Visit the college administration office.
2. Inquire about the confirmation of major academic credit suitability and registration process for the Co-op course.
3. Receive the confirmation from the prof. in charge.
4. Submit the document to the student development team.

※ The confirmation document and the course registration process can be different according to each college.
※ You can receive the confirmation document at the college office.
※ If you can’t get the confirmation of major academic credit suitability, you can receive normal credit (1 point) from the co-op committee. (In this case, please inform the student development team in advance.)
Before the Internship
Prior Education

1. Connect to the SKKU Tollgate Web Site. (http://tollgate.sku.edu)
2. Log-in with GLS ID/PW.
3. Read the Information related to the Co-op program.
4. The Application Management Menu
   → Upload the CV & Resume
   → Agree to a Written Oath
5. The Prior Education Menu
   → Watch the Prior Education Video
6. The Application Management Menu
   → Confirm the Completion of Prior Education by Printing the Certificate.
   ※ You can find the function on the upper right side.
During & After the Internship
Daily Report & Final Report

1. Daily Report

2. Final Report

Submit the completed documents to the student career development team after the Internship. ※ You can get the form from the student career development team.
1. Attendance Check

2. Total Evaluation

1. Receive the above documents after they have been completed by a manager of the corporate.
2. Submit the completed documents to the student career development team after the Internship.

※ You can get the form from the student career development team.
During & After the Internship
Registration for the Co-op course

Winter Vacation | 1st Semester | Summer Vacation | 2nd Semester

- Academic Approval for the course of the 1st Semester
- Academic Approval for the course of the 2nd Semester

Sign up for the Co-op course during the course registration period.
1) Internship during the Winter Vacation or 1st Semester → the 1st Semester Course
2) Internship during the Summer Vacation or 2nd Semester → the 2nd Semester Course

※ The registration process can be different according to each college.
Please inquire about the process at the college administration office.