

## **Policies and Procedures**

### *Cooperative Education and Internship Program*

## **University of Evansville**

#### **Purpose/Administration**

1. The purpose of the Cooperative Education ("Co-op") and Internship Program is to assist students in gaining meaningful experiential education opportunities and further their professional development.
2. The Co-op Program and Engineering Internship Option are directly administered through the office of Career Services and Cooperative Education. Internship processes outside of the College of Engineering and Computer Science are supported in direct partnership with departments and all credit-bearing internship programs are managed through each student's academic discipline. The Co-op Program is available to students enrolled in: the College of Engineering and Computer Science, Schroeder Family School of Business Administration and the Departments of Chemistry and Environmental Studies.
3. The Non-credit Internship Option, EXED 071-073 is an option available to all students when it is deemed that no other alternative or departmental option is available; permission must be obtained from Career Services and Cooperative Education prior to enrollment in this course.

#### **Definitions**

- Traditional Co-op:* A paid educational experience, full-time, 35-40 hours of work per week for 12-15 weeks. Students must complete at least 3 different work periods and will usually rotate between work sessions. **UE Course: COOP 091-095**
- Concurrent Co-op:* A paid educational experience, 8-20 hours of work per week for a minimum of 12 weeks. Concurrent Co-op is only available during fall and spring semesters for engineering and computer science students enrolled full time (at least 12 credit hours). **UE Course: ENGR 081-089**
- Engineering Internship:* A paid educational experience, 35-40 hours of work per week for a minimum of 10 weeks and is usually available only during summer sessions. **UE Course: ENGR 071-073**
- EXED Internship:* A paid or unpaid educational experience; requires a minimum of 150 hours of work during a given term for a part-time experience and 35-40 hour per week for a full-time experience. **UE Course: EXED 071-073**

#### **Eligibility/Requirements/Guidelines**

1. All students participating in the co-op and internship program must be registered in the UE JobLink system and keep their information up-to-date, which includes a current résumé. All documentation and evaluation processes will be managed through the Experiential Learning Module of UE JobLink.
2. To be eligible for the Program, a student must be an American citizen, or possess the appropriate work authorization as established by Immigration Requirements, specifically Curricular Practical Training (CPT). Please refer to the University Catalog for specific College, School and Department eligibility.
3. International students holding a F or J type visa completing an experience in the United States must abide by the requirements stated in the CPT Guidelines and must coordinate these activities with the designated UE International Student Advisor. A copy of the CPT Guidelines may be obtained from the Career Services and Cooperative Education Website: <http://careerservices.evansville.edu>.
4. For Co-op and Internship Participation: In engineering, students must have an overall grade point average of 2.25/4.0 or above based on three semesters of full-time enrollment. All other colleges and schools require a 2.50 GPA to participate.

5. All Co-op and Engineering Internship students must complete a non-credit Experiential Education Preparation Course EXED 090- *Building Your Professional Image*, prior to their first work assignment. This Course is highly recommended for all students completing any type of Experiential Education program.
6. Students enrolled in an Engineering Internship must meet this prerequisite: At least 18 earned credit hours at the University of Evansville, with at least nine hours of cumulative progress toward a degree in the College of Engineering and Computer Science during the previous two academic terms.
7. EXED 071-073 Noncredit Internship Option: is a full or part-time experience for a period of 10-16 weeks in a professional or paraprofessional role associated with a student's major or career interest, with a minimum of 150 accumulated work hours. Requires prior approval of the position description and learning objectives by the Director of Career Services and Cooperative Education or designee and upon completion, requires the submission of a written summary and evaluation of the experience. May be repeated for a total of three experiences. Prerequisite: At least 18 earned credit hours at the University of Evansville with at least nine hours of cumulative progress toward a degree in the College of Arts and Sciences, School of Business Administration or College of Education and Health Sciences during the previous two academic terms. Students in the Center for Continuing Education must be enrolled in a Degree Program and have successfully completed one semester as a full-time student in their current curriculum. It is recommended that participants successfully complete EXED 090, *Building Your Professional Image*, prior to enrolling in this course.
8. The solicitation of potential co-op and internship sites and the recruiting of opportunities is a joint effort, enlisting the assistance of students and faculty as well as the office of Career Services and Cooperative Education. Students can generate their own leads through family members or friendly contacts, faculty may make suggestions regarding potential sites, and the Career Services and Cooperative Education staff will continually work to generate leads and explore opportunities. The Office maintains a web-based listing of opportunities through its Student/Employer Information System, UE JobLink: <http://careerservices.evansville.edu>.
9. Application for the cooperative education, engineering internship and noncredit internship program is made through the office of Career Services and Cooperative Education by signing this form, registering with UE JobLink, uploading a copy of an approved résumé and sending a copy of their academic transcript. Students are required to update this information each semester that they wish to be considered by prospective employers, or as necessary given any mid-semester work or grade changes.
10. It is expected that all students participating in the co-op or internship program sign the Campus-Related Interviewing Guidelines Form: <http://careerservices.evansville.edu/pdfs/campusrecruitmentstudentform.pdf>.
11. Acceptance of a position by a candidate results in the removal of that individual's candidacy from further consideration by other potential employers.
12. Upon acceptance of a position by a student, a copy of the offer letter or terms of the experience must be provided to Career Services and Cooperative Education as soon as possible. Students may not register for a co-op or internship course without an offer letter. Employers will submit position descriptions to the office of Career Services and Cooperative Education to be posted through each employer's UE JobLink account.
13. A signed Cooperative Education/Internship Agreement form must be on file with Career Services and Cooperative Education prior to the beginning of the work term.
14. Students participating in any full-time co-op or internship experience are not eligible to enroll in any other courses at the University of Evansville without written permission from their employer, academic advisor and The Office of Career Services and Cooperative Education.
15. Prior to accepting a full-time Cooperative Education experience, students are required to meet with their academic adviser to map out their remaining academic plan in order to accommodate their experience and remain on track for timely graduation. Furthermore, each student will meet with an Adviser from the office of Financial Aid to evaluate their financial aid package in consideration of their Experiential Education decision. Students will have their academic adviser and financial aid adviser send an email to Career Services to confirm this communication.

#### **Terms of Service: Commitments and Rotations**

1. **Co-op:** In accepting a co-op position with an employer, a student agrees to remain with that employer for a minimum of three (3) work periods. Exceptions to this may arise due to changing employer needs or varying employment trends. If a student is unable to remain with an employer for the three work periods, it should be brought to the attention of Career Services and Cooperative Education so that another opportunity can be found. Consistent and proactive communication between students, employers and Career Services and

Cooperative Education is one of the keys of a successful experience.

**Internship:** In accepting an internship, a student agrees to abide by their Learning Contract or Syllabus that clearly defines the terms of the experience, i.e. hours worked per week, total number of hours per term, number of weeks, designated supervisor and other appropriate information. Any changes to the original agreement must be immediately communicated to and approved by the appropriate faculty and Career Services and Cooperative Education as needed.

2. **Co-op:** Students may begin their co-op rotations upon the completion of three full-time semesters. The optimal academic schedule would be for the first co-op work period to take place in the summer immediately following the second year, and thereafter alternate school with work until at least three work sessions have been completed. Students may also begin the first work period in spring of the third year without disrupting the traditional alternating schedule. Before beginning any co-op commitment, students are required to meet with their academic advisor and map out their remaining academic schedule to insure adequate progress toward graduation. Students are encouraged to share this academic plan with their employer.

**Engineering Internship:** Students may begin their internship experience the summer after they have completed three full-time semesters.

**EXED Noncredit Internship Option:** May be taken Fall, Spring or Summer, full-time or part-time.

3. Traditional co-op students have the option of staying on the traditional alternating schedule of school and work or working back-to-back work sessions. This depends solely on the employer's needs and should be worked out on an individual basis, between student and employer. Working back-to-back sessions must also meet with the academic advisor's approval so that academic work is not disrupted.

### Registering for Co-op and Intern Work Sessions

**Please Note:** Registration for any of the following courses require a signature from the Director of Career Services and Cooperative Education or Designee: COOP 091-095; ENGR 071-073; ENGR 081-089; EXED 071-073

1. Each co-op or internship work session is treated as a class, and students must register for them just as they register for any other class. Enrollment in the first work session requires registration in "Co-op 091," enrollment in the second work session requires registration in "Co-op 092," and so on.
2. In addition to having the signature of the academic advisor, the class registration form must be signed by the Director of Career Services and Cooperative Education or designee.
3. **Traditional Co-op Only:** A co-op fee must be paid to Student Accounts for each of the first **three** co-op work sessions. There is no fee charged for any co-op sessions worked beyond the third term. Each co-op student is subject to the fee regardless of the way in which the opportunity was secured. The Fee is subject to change and may reset at the beginning of every fiscal year. Please contact Student Accounts at 812-488-2565 for fee and account information.

### Course Registration While at Work

While at work, students participating in the traditional co-op program may request the assistance of Career Services and Cooperative Education to register for classes. Students can email [career@evansville.edu](mailto:career@evansville.edu) requesting the classes they wish to take during the upcoming semester. Career Services and Cooperative Education will coordinate and facilitate the class registration process with the appropriate academic department and advisor as needed and required.

### Documentation and Evaluation Processes

Co-op and internship students are enrolled in a course and each session is assigned a "pass" (P) or "fail" (F) grade. An evaluation process and documentation are required for each session in order to determine the appropriate grade for each student and is managed through the UE JobLink Experiential Learning Module.

Students and Employers will execute a **Cooperative Education/Internship Agreement** which is a set of guidelines that defines and outlines the roles, expectations and requirements between the student, employer and Career Services and Cooperative Education; to be completed prior to the beginning of the experience.

Co-op and internship documentation and evaluation processes for every session is managed through the UE JobLink Experiential Learning Module and includes four tabs:

I. **Basic Information**

This data and the learning objectives must be *completed no later than 30 days* into your co-op or internship term.

- Information Sheet: Includes the start and end date, supervisor’s name, and general job description information
- Learning Objectives: Includes at least 3 learning objectives for the experience, are generated in direct collaboration with the site supervisor and pasted into the Learning Objectives form.

II. **Self-Evaluation**

- Mid-term Self-Evaluation must be completed 8-10 weeks into session and shared with the site supervisor.
- Final Self-Evaluation must be completed at the end of the co-op or internship work term. The Final Self-Evaluation will not be active until the week before finals.

III. **Program Evaluation**

- Program Evaluation information is to be completed at the end of the co-op or internship work term and is used to improve the program; please be respectful and direct when providing much appreciated feedback. The Program Evaluation section will not be active until the week before finals.

IV. **Semester Report**

- Consists of two parts: 1) General questions and answers and 2) Co-op/Internship Semester Work Report. The Semester Report will not be active in UE JobLink until the week before finals. Please upload the Co-op/Internship Semester Work Report at the end of the co-op or internship work term. The uploaded Work Report is a narrative summary which details projects, achievement of objectives/goals, review of professional development and potential objectives set for subsequent sessions.
- This report, along with all evaluations and other pertinent data will be reviewed and a grade of “P” or “F” will be assigned accordingly.

Supervisors and students will each be expected to complete a midterm and final performance evaluation. As stated above, the evaluation process is managed through the Experiential Learning Module of UE JobLink and each student is held responsible for managing and securing all required information related to their experience.

**Policies and Procedures Agreement**

I have read and understand the University of Evansville Co-op and Internship Program Policies and Procedures and agree to abide by them.

As an active participant in the Co-op and Internship Program at the University of Evansville, I authorize Career Services and Cooperative Education to release to prospective employers any information or records concerning my personal and scholastic qualifications, specifically including a transcript of my academic record.

I also consent to the use of individual and group photographs, video tapes and motion pictures for advertising and publicity purposes for the University of Evansville or employers. I waive all claims of compensation for any such use.

I also understand and agree that by accepting an experiential education position I do so freely and voluntarily, relieving the University of Evansville and the office of Career Services and Cooperative Education of any liability pertaining thereto.

Name (typed or printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Student E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

This form is considered a formal application to the University of Evansville co-op and internship program. In order to be considered an active co-op or internship student, this form must be completed and returned to the office of Career Services and Cooperative Education.

