



FAQ for signing up for a co-op/internship course: Advising Info for ENG/ENTC/SURV
CBAT Career Services: Melinda LaPrade,
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1. Who do I talk to if I am interested in using a Co-Op or Internship experience to substitute for some required credits?

Begin with the checklist below, but feel free to discuss with your academic advisor and the faculty supervisor for internships and co-ops, Dr. Keith Johnson (johnsonk@etsu.edu). *NOTE: For biomed students, internships 1 and 2 are required courses for graduation and the Program Coordinator is your key contact. Similarly, in Surveying and Interior Architecture, the internship is required and the Program Coordinator is primary contact.*

✓ **Undergraduate Students:** Schedule appointment with Melinda LaPrade via Navigate at <https://etsu.campus.eab.com/pal/mVwMy7Qorr> and complete Student Release form before you meet with Melinda. (You can bring your resume to the appointment!)

✓ **Graduate Students: Schedule an appointment on Handshake using  HANDSHAKE.**

Click on Handshake link and log in.

Click on Career Center—upper right on screen

Click on Appointments tile

Choose “Schedule Appointment”

Scroll down list and choose CBAT appointment option

Also, complete Student Release form

✓ Create your profile on Handshake. Click link below.



HANDSHAKE

Login in with ETSU email address and password

FOR JOBS, INTERNSHIPS, EVENTS, EMPLOYERS:

Click on Jobs, Events, Employers on upper left of screen. Resource: [Getting Started with Handshake](#)

✓ Discuss your resume with CBAT Career Services staff or visit the Communications Lab 124 Sam Wilson Hall for a first look **before uploading your resume to Handshake-Documents**.

✓ CBAT Internship/Co-op Program—General Information: [CBAT Internship Co-op Program Student Overview](#)

✓ Note: You will be in pending status until your resume is approved and until you meet the benchmarks for program participation.

✓ **Benchmarks for approval status include:**

✓ **For Undergraduate Students:** 2.75/4.00 cum GPA with at least 3.0/4.0 GPA in major/subject area; completion of at least two (2) 3000 level or higher courses in your major (or departmental equivalent); current enrollment in a degree seeking program in the College of Business and Technology.

✓ **For Graduate Students:** 3.3 cum GPA, completion of at least 3 courses in program of study.

2. Which course will the Co-Op or internship substitute for? How many credits are needed?

For ENTC students, Technical Practicum (ENTC 4600) is a common course for co-op credit substitution. Since this course is 4 credits, and the maximum for any single term in Co-op is 3 credits, you, the student, will need to work at least two, or more, semesters. This can be arranged as 3 credits in one term and 1 in another, or 2 credits each term. It could also be done as 1 credit in two semesters and 2 in the summer over an entire year

of working part-time. **NOTE: Construction students** may only use an internship/co-op as a 3 credit hour technical elective.

For SUVM students, ENTC 3989 is most often used to replace the SURV 3540 Junior Surveying Projects course. It is a 2 credit hour course, usually taken in the summer.

You will have to complete a course substitution form available from your advisor in order to sub the internship/co-op for another course.

3. Which semester(s) will I work? How many hours of work are required?

- ✓ Look at your schedule with your advisor to determine *which semesters are best choices for co-op based on when required courses are typically offered*. For each credit hour needed, the student is expected to work 10 hours a week for 15 weeks during a typical semester. **In this course, 150 clock hours equates to 1 credit.** This matches what is expected in a lab based course during a standard semester. (Biomed students, talk to your Program Coordinator regarding hour requirements.)

Work Hours/Credit Hour:

- ✓ 1 credit=10-19 hours/week | 2 credits=20-29 hours/week | 3 credits=30-40 hours/week

4. How do I apply for opportunities?

- ✓ **Once approved, you will have access to the internship and co-op opportunities.**
- ✓ Follow application instructions on the system; apply to company leads via email or as outlined by the employer.
- ✓ Apply to personal leads as well.
- ✓ Participate in employer engagement events offered by CBAT Career Services or by the university.
- ✓ Wait to hear the outcome of the application process; follow up with employers as necessary.

5. What do I do once I receive an offer?

- ✓ Upon hire, the intern/co-op **MUST CONTACT** Melinda LaPrade to inform her of the offer. **NEVER, UNDER ANY CIRCUMSTANCES, ACCEPT MULTIPLE OFFERS AT THE SAME TIME!!!**
- ✓ Also, you need to formally accept the offer, informing the supervisor and/or the human resources contact of your acceptance and that you plan to use this experience as a Co-Op or internship course in your school program of study.
- ✓ The employer needs to be willing to assist you with coaching, the learning experience form, and student evaluation toward the end of the semester. If the employer has process questions, refer him/her to Melinda LaPrade.

6. What forms will need to be completed before I begin the Co-Op?

- ✓ You and your supervisor complete an Experience document on Handshake outlining tasks, projects, and learning objectives for the semester. The department chair or designated internship faculty supervisor and the employer supervisor at work approves the Experience for each student.
- ✓ From your landing page on Handshake, click on "Career Center" and then click on the "Experiences" tile. Next click on "Request an Experience." From dropdown, choose *CBAT Internship/Co-op Learning Experience Application*.
- ✓ Advisors or departmental support staff enter the permit for student registration once the Experience Application has been e-signed by the faculty supervisor and employer representative. **NOTE: You must**

complete course substitution form, submit it to your program coordinator, and have approval in order to substitute a class in your program of study.

- ✓ The Learning Experience form will be approved by the department chair and the employer site supervisor.

7. What course number do I register for?

Program	Use Course #	Use Course As*
ENG	NA	Currently, ENG students do not have room for internship or co-op credit hours.
ENTC		
BIOM	ENTC 4360/4380	Required courses
CONS	ENTC 4989/4999	Use as Technical Elective ONLY
ELEC	ENTC 4989/4999	Use as requirement or ENTC 4600
INDU	ENTC 4989/4999	Use as Technical Elective
MANU	ENTC 4989/4999	Use as Technical Elective OR Substitution for ENTC 4600
PDEV	ENTC 4989/4999	Use as Substitution for ENTC 4600 and/or ENTC 3600
SURV	ENTC 3989	Use as requirement or SURV 3540
MS	ENTC 5999	Non-Thesis (1-3 credits) (Take for total of 6 credits)
*Students should contact their advisor to confirm how this course will be used in his/her individual academic program. Remember that the course substitution form must be completed and submitted for courses. This form is on the departmental website and is also available from the advising team.		

- ✓ **FALL Semester co-op/internship: ENTC 4989 (or 4999) (1, 2, or 3 credits)**
- ✓ **SPRING Semester co-op/internship: ENTC 4999 (or 4989) (1, 2, or 3 credits)**
- ✓ **SUMMER Semester co-op/internship: ENTC 3989 (2 credits--Surveying); ENTC 4989 (or 4999) (1,2, or 3 credits)**
- ✓ **MS co-op/internship: ENTC 5989, discuss with Program Coordinator**

8. Will I have to attend a co-op class on campus and go to work?

- ✓ No. Your site supervisor directs your projects, activities, and schedule at work. The remaining deliverables (video review/quiz, written reports and form submissions) are managed via the D2L website for the course.

9. How will my grade be assigned?

- ✓ When all the tasks listed in D2L are complete the student is given either a Pass or a Fail for a final grade. Biomed interns receive a letter grade, A-F.

10. What do I have to do for a second co-op experience?

- ✓ For the second semester Co-Op, to complete all the credit hours required for a course substitution or course requirement for biomed interns, the student will repeat this list of tasks starting at #6 with the Experience Learning Application. *A benchmark check will occur to make sure you still meet program participation requirements.*

11. Who will be my employer during my second co-op experience?

- ✓ If you are working for two semesters, you could have two different employers to fulfill the credit hours needed **OR** you may remain with your current employer as long as **new projects** are outlined for completion. Many employers like to keep students more than one semester, if acceptable by all parties. 8.8.22