In many respects, the internship/co-op placement process simulates the process for a real job search. Employers create a system account and complete an internship/co-op job description form (available at the link cited below) which I use in promoting the opportunity to prospective candidates. Students email resumes to employers for internship/co-op consideration. Employers evaluate candidates, decide who they want to interview, and make their selections for hire, informing our office. Some additional details about internship/co-op program process follow:

1. Students and employer site supervisors work together to complete a learning agreement form which must be approved by the student’s academic department chair/faculty supervisor. Once approved, the student will be able to register for the academic credit for the internship/co-op. Credit hours vary by department. All internships/co-ops promoted through the College are taken for academic credit.

2. Internship/co-op rates of pay range from $9.00-$24.00 per hour; the pay rate is determined by the employer, but must not fall below federal minimum wage. For Fair Labor Standards Act compliance information, please visit: [http://www.dol.gov/whd/regs/compliance/whdfs71.htm](http://www.dol.gov/whd/regs/compliance/whdfs71.htm)

3. Site Supervisors meet with the student on a regular basis (weekly or bi-weekly) throughout the internship/co-op to monitor progress, answer questions, and provide feedback. Please note: The student should not be the “expert” in an internship/co-op placement; it is incumbent upon the employer that the student’s site supervisor have background/skills in projects/work assigned to the student. In addition, the employer is expected to provide the student with sufficient work/projects to complete over the academic term.

4. Credit hours may vary by department, impacting how many hours a student may be required to work on a weekly basis. Depending on department and individual course loads, students may work as little as 13 hours per week OR up to 30-40 hours per week per academic term.

5. The Site Supervisor completes an evaluation form regarding student performance at the end of the student’s internship/co-op.

For a complete overview of our internship/co-op program, please visit [www.etsu.edu/cbat/careerservices](http://www.etsu.edu/cbat/careerservices) and click on “Internships--Employers” on the left navigation. To create an account and advertise an opportunity to our students, please click on [https://business.etsu.edu/cbatcs](https://business.etsu.edu/cbatcs).

We are excited about the prospect of partnering with you on behalf of our students seeking internships/co-ops! If you have any questions regarding our internship/co-op program, please don’t hesitate to contact me.

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