1. Who do I talk to if I am interested in using a co-op/internship experience for academic credit?

Begin with the checklist below, but feel free to discuss with your academic advisor and your department chair, who will be your instructor of record for an intern/co-op course.

- Schedule appointment with Melinda LaPrade at [Click Here](https://business.etsu.edu/cbatcs) and complete Internship/Co-op Registration at [https://business.etsu.edu/cbatcs](https://business.etsu.edu/cbatcs). Registration (creating user ID and password) and approval are REQUIRED before moving forward.
- Complete Student Release form before you meet with Melinda.
- Benchmarks for approval status include:
  
  **For Undergraduate Students:** 2.75 cum GPA with at least 3.0 GPA in major/subject area; completions of at least 2-3000 level or higher courses in your major; current enrollment in a degree seeking program in the College; declaration of business major— you cannot be listed as PBUS.

- Melinda will review your resume in an appointment setting. DO NOT upload your resume to the system until it has been reviewed and approved by Melinda.

2. What is the difference between an internship and a co-op?

In the College of Business and Technology, we define an internship as a paid (or unpaid if the employer is a not-for-profit) learning/work experience that occurs during one academic term—fall, spring, or summer. Many internships are part-time, but some are full-time, especially in summer.

We define a co-op, as a multiple term, paid, learning/work experience which occurs over two or more academic terms during a student’s program of study. Many co-ops are part-time, but some are full-time.

3. Which course will the internship/co-op substitute for? How many credits are needed?

For undergrads, you can use the internship or co-op to count as a business elective or as a free elective. For grad students, the experience counts as a free elective. You will earn 3 credit hours for a minimum of 130 hours of work. Many employers employ students 20-30 hours per week.

- **4905** (ACCT, FNCE (4906), BANKING (4905), ECON, MGMT, MKTG) for 3 credits
- **5905** (ACCT, BADM) for 3 credits
- For a business co-op, 4989 (1-3 credits) may be used in conjunction with or instead of 4905.

4. 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 or internships based on when required courses are typically offered. In this course, 130 clock hours equate to 3 credits.

Keep in mind that in summer sessions, tuition and fees are not “hidden” as they are in a regular fall or spring semester.
5. How do I apply for opportunities?

- Once approved in the system, 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.
- Wait to hear the outcome of the application process; follow up with employers as necessary.

6. 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/intern course in your school program of study.

The employer needs to be willing to assist you with coaching, the learning agreement, and student evaluation toward the end of the semester. If the employer has process questions, refer him/her to Melinda LaPrade.

7. What paperwork will need to be completed before I begin the Co-Op?

A Learning Agreement document needs to be completed between you and your supervisor, outlining tasks, projects, and learning objectives for the semester.

The Learning Agreement will be approved by the department chair for each student.

A permit to enroll in the course will be given to the student when the learning agreement has been completed and approved by all parties.

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 site for the course of registration.

9. How will my grade be assigned?

Department chairs evaluate all work, tasks, reports, forms, and evaluation submitted on D2L and the CBAT Intern/Co-op System to determine your grade: A-F.

10. Can more than one internship/co-op count toward degree requirements?

No, UNLESS you are a double major and then you can enroll in an internship/co-op experience for credit for EACH major.

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

For the second semester Co-Op or internship, you repeat this list of tasks starting at #7 with the learning agreement. A benchmark check will occur to make sure you still meet program participation requirements.

12. 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 for a business co-op 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.