THE COLLEGE OF BUSINESS AND TECHNOLOGY
INTERNSHIP & CO-OP PROGRAM: Employer Best Practices and Expectations

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 is used in promoting the opportunity to prospective candidates. Students email resumes to employers for internship/co-op consideration. Employers evaluate all candidates; decide who they want to interview, and make their selections for hire, informing our office. Some additional details about program process follow:

1. Students and employer site-supervisors work together to complete an electronic learning agreement form which must be e-signed 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. (Non-profit internships: paid or unpaid.)

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. The employer and site supervisor are expected to provide a safe working environment, meeting industry and OSHA standards for safety, for interns/co-ops.

5. 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.

6. The Site Supervisor completes an intern/co-op evaluation form 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 and click on “Internships--Employers” on the left navigation. To create an account and advertise an opportunity to our students on our system, scroll down to Getting Started and follow the steps. Internship/Co-op Program Database Link: https://business.etsu.edu/cbatcs. We are excited to partner with you on behalf of our students!

If you have any questions regarding our internship/co-op program, please don’t hesitate to contact me.

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