



## FAQ: CBAT Internship/Co-op Program: Advising Info for DIGITAL MEDIA Co-ops/Interns

### 1. What is an Internship/Co-Op?

An internship or co-op is when a student works at a local business for class credit. All the details are here: (<https://goo.gl/xtzTna>)

### 2. What are the requirements for a DIGM Co-Op?

- 2.75/4.00 cumulative GPA with at least 3.0/4.0 GPA in your DIGM classes.
- Completion of at least two 3000 level or higher courses in your major.
- Current enrollment in a degree seeking program in the College of Business and Technology.

### 3. I want a Co-Op. What do I do?

- Activate your account on [CBAT Connect](#) before you meet with Melinda.
- Complete the Student Release Form (<https://goo.gl/YXF7Kv>) before you meet with Melinda.
- Schedule appointment with Melinda LaPrade (<https://snapappointments.com/listing/3Op/9kq>)
- Upload your resume to CBAT Connect. Visit Communications lab for a first look. Melinda and GA will review once uploaded.

### 4. Which course will the Co-Op substitute for? How many credits are needed?

This course will be used towards your required concentration electives.

### 5. 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. Students typically work a minimum of 130 hours over the course of an academic semester to earn 3 credit hours. Many employers, however, may ask the intern/co-op to work 20 or even 30 hours per week. Hours above the minimum are negotiable between the employer and the student intern/co-op.

### 6. How do I apply for opportunities?

- Once approved in CBAT Connect, you will have access to the internship and co-op opportunities.
- Follow application instructions; apply to company leads via email or as outlined by the employer.
- Apply to personal leads as well—network.
- Wait to hear the outcome of the application process; follow up with employers as necessary.

### 7. What do I do once I receive an offer?

- Upon hire, contact Melinda LaPrade to inform her of the offer. **NEVER, UNDER ANY CIRCUMSTANCES, ACCEPT MULTIPLE OFFERS AT THE SAME TIME!!!**
- 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 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.

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

- An electronic learning agreement document, found on CBAT Connect under “my experience,” 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 department chair for each student, intern, and employer.
- 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.

**9. What course number do I register for?**

ENTC4989/4999 (1, 2, or 3 credits). Contact your Advisor to confirm how this course will be used in your academic program.

**10. 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.

**11. 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 by the department chair.

**12. 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, the student will make a new learning agreement and enroll in the class. We will check to see that you still meet the academic requirements.

**13. 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.