

FAQ for signing up for a co-op course: Advising Info for ENG/ENTC/SURV

1. Who do I talk to if I am interested in using a Co-Op 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.*

- ✓ Schedule appointment with Melinda LaPrade at [CBAT Career Services Student Appointments](#) and complete Internship/Co-op Registration at <https://business.etsu.edu/cbatcs>. Registration (creating user ID and password) and approval are REQUIRED before moving forward.
- ✓ CBAT Internship/Co-op Program—General Information: [CBAT Internship Co-op Program Student Overview](#)
- ✓ Complete [Student Release form](#) before you meet with Melinda.
- ✓ **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.
- ✓ 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. Which course will the Co-Op 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 co-op as a 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.

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 Dr. Kostic 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 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.

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 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.

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

- ✓ An electronic learning agreement document, found on CBAT Intern/Co-op system, 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 faculty supervisor and 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.

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
*Students should contact their advisor to confirm how this course will be used in his/her individual academic program.		

- ✓ **FALL Semester co-op/internship: ENTC 4989 (1, 2, or 3 credits)**
- ✓ **SPRING Semester co-op/internship: ENTC 4999 (1, 2, or 3 credits)**
- ✓ **SUMMER Semester co-op/internship: SURV 3989 (2 credits); ENTC 4989 (1,2, or 3 credits)**

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 learning agreement. *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.