

### 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 via Handshake (see instructions below) and complete [Student Release form](#) before you meet with Melinda.

-  **HANDSHAKE**
- -Click link
- -Login in with ETSU email address and password
  
- **FOR APPOINTMENTS with MELINDA LAPRADE:**
- -Click on Career Center—upper right on screen
- -Click on Appointments tile
- -Choose “Schedule Appointment”
- -Scroll down list and choose CBAT appointment option
  
- **FOR JOBS, INTERNSHIPS, EVENTS, EMPLOYERS:**
- -Click on Jobs, Events, Employers on upper left of screen.
- Resource: [Getting Started with Handshake](#)

- Create your profile .
- Discuss your resume with CBAT Career Services staff or visit the Communications Lab for a first look **before uploading your resume to Handshake-Documents**.
- Note: You will be in pending status on the new system until your resume is approved and until you meet the benchmarks for program participation.

✓ **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 on Degreeworks.**

**For Graduate Students:** 3.3 cum GPA with completion of at least 3 graduate courses completed. See your advisor.

### 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-BANKING, ECON, MGMT, MKTG) for 3 credits
- ✓ **4906** (FNCE) for 3 credits
- ✓ **5905** (ACCT, BADM) for 3 credits; **MSDM** students can register for BADM 5905 with approval; the internship often substitutes for the Business-to-Business course.
- ✓ 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. **Credit hours are not free.**

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

- ✓ **Once approved in Handshake, you will have access to the internship and co-op opportunities.**
- ✓ Search "Jobs" for internships. Follow application instructions on the system; apply to company leads via email or as outlined by the employer.
- ✓ Apply to personal leads as well.
- ✓ Attend CBAT and university sponsored events promoting employer engagement.
- ✓ 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 experience learning application, and student evaluation toward the end of the semester. If the employer has process questions, refer them to Melinda LaPrade.

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

You and your supervisor complete an Experience document on Handshake (beginning SG 2022) outlining tasks, projects, and learning objectives for the semester. (**For FA 2021**, use "experiential" on the left navigation on CBAT Connect to create the learning application.) The department chair or designated internship faculty supervisor approves the Experience for each student.

From your landing page on Handshake, click on "Career Center" and then click on the "Experiences" tile. Next click on "Request an Experience." From dropdown, choose *CBAT Internship/Co-op Learning Experience Application*.

Business advisors enter the permit for student registration once the Experience Application has been e-signed by the faculty supervisor and employer representative.

**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?**

Not usually, UNLESS you are a double major and then you can enroll in an internship/co-op experience for credit for EACH major. **Check with your advisor.**

**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 Experiences form. *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. 6.23.2021