

FAQ: CBAT Internship/Co-op Program: Advising Info for *Computing* Co-ops/Interns

1. Who do I talk to learn more about 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 faculty internship supervisor, who will be your instructor of record for an intern/co-op course.

- ✓ If you are an undergraduate, confirm that you meet the following eligibility requirements:
 - 2.75 cum GPA with at least 3.0 GPA in major/subject area;
 - 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 (CBAT).

OR

- 2.75 cum GPA with at least 3.0 GPA in major/subject area;
 - completion of CSCI 2210 or CSCI 2910 and endorsement from faculty internship coordinator/chair;
 - current enrollment in a degree seeking program in the College of Business and Technology (CBAT).
- ✓ Register and obtain approval for an internship, as follows:
 - complete the [Student Release form](#);
 - activate your account on [CBAT Connect](#).
 - schedule an appointment with Melinda LaPrade on CBAT Connect or at <http://snapappointments.com/listing/3Op>.
 - bring your resume to your appointment. Do not upload your resume to CBAT Connect until your resume has been reviewed by CBAT Career Services, Dr. Lehrfeld, or the CBAT Communications Lab in 124 Sam Wilson Hall.

Account activation and internship/co-op approval are REQUIRED before moving forward.

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

CBAT defines an internship as a paid 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.

CBAT defines a co-op as a multiple term, paid, learning/work experience that 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 undergraduates only, the internship counts as a computing free elective, a general free elective, or as an Approved Major Elective—but not an Upper Division Elective. See the advising team if you have questions.

- ✓ **CSCI 4905** for 3 credits
- ✓ **CSCI 4989** (1-3 credits) may be used in conjunction with or instead of **CSCI 4905**.

4. Which semester(s) will I work? How many hours of work are required?

Review 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*. **Please see the faculty internship supervisor regarding required hours worked**. Many employers employ students 20 hours per week.

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 the system, you will have access to the internship or 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.
- ✓ Attend employer engagement events sponsored by CBAT and the university.
- ✓ 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?

When you are hired, you **MUST CONTACT** Melinda LaPrade to inform her of the offer. **NEVER, UNDER ANY CIRCUMSTANCES, ACCEPT MULTIPLE OFFERS AT THE SAME TIME!!!**

Also, you must formally accept the offer, informing the supervisor and/or the human resources contact of your acceptance and of your intent to use this experience as a co-op/intern course in your school program of study.

The employer must be willing to assist you with coaching, the learning agreement, and student evaluation toward the end of the semester. Refer any process questions that your employer may have to Melinda LaPrade.

7. What paperwork will need to be completed before I begin the co-op or internship?

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 must be approved by the faculty supervisor for computing internships, the intern, and the employer.

A permit to enroll in the course will be entered by Corey Dean or Jessica Houston when the learning agreement has been completed and approved by all parties.

8. Will I have to attend a co-op/internship 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?

The faculty internship supervisor for computing internships/co-ops will determine your grade by evaluating all work, tasks, reports, forms, and evaluation submitted on D2L and on the CBAT Intern/Co-op System. The grade will either be **Pass** or **Fail**.

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

No, **UNLESS** you are a double major in the College. If so, you can enroll in an internship/co-op experience for credit for EACH major if you have space in your program of study.

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 #6 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? 10.14.19

If you are working for two semesters, you could have two different employers to fulfill the credit hours needed for a 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.