

## **Co-op & Internship Program Information**

The program gives students the option of exploring and developing their careers through periods of professional practice. These are institutionally supervised, professional, engineering related experiences in business, industry, education or government that are registered with the Co-op & Internship Program of the College of Engineering by students in the program. Qualified students may elect alternating periods of on-campus study with full-time work experience or may elect half-time work experience while taking at least 6 semester hours of classes. The experience can cover one to three semesters, a series of summers or a single summer. Students may apply to the program following their 1st year. Academic record and class status are considered prior to acceptance into the program. Interested students and employers/organizations are required to register on EXPO and contact Phil Jordan, Director, Professional Development, College of Engineering.

### **Essential Elements**

- Institutionally Supervised
- Relevant to Engineering Studies
- Minimum: 20 Hrs/Wk work (half-time) + 6 Credit Hrs class
- Goal Setting Prior to the Experience
- Reflection on Progress and Process
- Evaluation of Program and Position

### **Benefits**

#### **To Employers:**

- Technical: Influx of professional skills and computer knowledge
- Attitude: Fresh perspectives and enthusiasm in an organization
- Recruiting: Identify, evaluate, and develop top talent

#### **To Students:**

- Career Development: Develop professional and career skills through experience and application
- Career Exploration: Experience and evaluate different positions and organizations in Engineering
- Competitive Edge: Increase student competitiveness for full-time positions at a higher salary
- Student Status/Documentation: Receive transcript notation for all qualified work experiences. Full-time student status with full-time qualified work experiences.

### **Responsibilities**

#### **Of Employers:**

- Job Tasks: Offer positions related to academic and career goals
- Training: Inform students of departmental and organizational operating structure, policies, and procedures, including technical, managerial, and HR
- Supervision: Provide effective, defined, and consistent technical and managerial supervision
- Evaluation: Promote professional development through formal evaluation, student/supervisor interaction, and submission of documentation to the University

**Of Students:**

- Commitment: Register for the course, accept the offer in a timely and professional manner, and complete the experience
- Professionalism/Ethical Behavior: Exhibit profession and ethical conduct
- Performance: Effectively complete all duties and responsibilities of the position and the co-op program, while adhering to all policies and procedures
- Evaluations: Complete all university, program, and employer/organization assignments, agreements and evaluations on time and correctly

**Professional Ethical Guidelines****Students**

- Provide accurate information to employers and COE .
- Interview only with employers for whom you are interested in working and whose eligibility requirements you meet, per the Recruiting Information Form.
- Adhere to interviewing schedules.
- Accept an offer of employment in good faith.
- Notify employers in a timely basis of an acceptance or non-acceptance and withdraw from the recruiting process after accepting an offer of employment.
- Request reimbursement from employers only for reasonable and legitimate expenses incurred in the recruitment process. Inquire about reimbursement policies prior to accepting off-campus interviews.

**Co-op & Internship Program**

- Provide students access to all internship and co-op opportunities.
- Provide services to students consistent with employer guidelines.
- Maintain confidentiality of individual student and employer evaluations unless appropriate waivers are signed.
- Maintain Equal Employment Opportunity (EEO) policy compliance and follow affirmative action principles in career services activities in accordance with National Association of Colleges and Employers.

**Employer**

- Follow fair hiring practices, including maintaining EEO compliance and following affirmative action principles.
- Supply accurate information on organization and employment opportunities.
- Maintain confidentiality of student information and prevent disclosure of student information to another organization without the student's prior written consent.

Ethics Guidelines adapted from: Midwest Association of Colleges and Employers Membership Handbook, 4327 Admore Drive, Bloomfield Hills, MI 48302.

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