



**FAQ: CBAT Internship/Co-op Program:
Advising Info for *Computing Co-ops/Interns*
CBAT Career Services: *Melinda LaPrade*
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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:
 - Schedule appointment with Melinda LaPrade (see instructions below) and complete [Student Release form](#) before you meet with Melinda.

Undergraduate Computing Students—Appointment Scheduling: Use EAB Navigate:
<https://etsu.campus.eab.com/pal/mVwMy7Qorr>

Graduate Computing Students—Appointment Scheduling: Use Handshake

-  **HANDSHAKE**
 - Click link
 - Login in with ETSU email address and password
 - 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: Use Handshake—see link above**
 - Click on Jobs, Events, Employers on upper left of screen.

 - Resource: [Getting Started with Handshake](#)
 - Bring your resume to your appointment. Do not upload your resume to Handshake until your resume has been reviewed by CBAT Career Services, Computing Faculty Supervisor for Internships, 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.

On rare occasions, graduate students in computing may register for credit hours in the summer. Consult with Graduate Coordinator in Computing.

- ✓ **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 apply to internship or co-op opportunities.**
- ✓ Follow application instructions on Handshake; 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 experience application, 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?

You and your supervisor complete an Experience document on Handshake outlining tasks, projects, and learning objectives for the semester. 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*.

Advisors or departmental support staff enter the permit for student registration once the learning agreement has been e-signed by the faculty supervisor and employer representative.

A permit to enroll in the course will be entered by a computing advisor when the Experience Application 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 **A-F**.

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

Talk to your advisor to see how this might work 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 #7 with the Experience Application. *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 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.