ECE Internship/Co-op Information

An internship or co-op is a valuable experience with several advantages:

- You get paid.
- You can experience a field of work to determine if you would like a career in that field.
- You can become familiar with a company to determine if you would like a career there.
- The company gets to know you and may offer a job on graduation (often with credited service for the internship or co-op).
- You have an advantage in securing a full-time job on graduation with co-op experience on your resume. Employers view an internship/co-op as valuable practical experience.
- You can return to campus with a new appreciation of what you are learning in your courses.

Generally an internship is a summer experience and a co-op experience can be for a semester or a semester and a summer. You are considered a full-time student when registered for CP credit.

You should work with your advisor in planning a co-op since some courses are offered only once per year. Without careful planning you may extend graduation by a year even though the co-op is only an extra semester.

For both EE and CENG majors co-op credits may be used for free electives.

For EE majors, co-op credit may apply to the tech elective requirement with approval of the ECE Department Head.

For CENG majors, co-op credits may be used as a senior elective with approval of the ECE faculty. It is an exceptional case for this to be approved.

Registration for co-op credit includes CP 297, 397, 497, and 697 which are variable credits from 1 to 3. Register only for the number of credits that will apply so that you don't pay for extra credits beyond that required for graduation.

2011-2012 Catalog Course Descriptions

CP 297/397/497 COOPERATIVE EDUCATION 1 to 3 credits. Applied, monitored and supervised, field-based learning experience for which the student may or may not be paid. Students gain practical experience; they follow a negotiated and or directed plan of study established between the student, instructor and field experience supervisor. Due to the presence of a field experience supervisor, a lower level of supervision is provided by the instructor in these courses than is the case with an internship or practicum course. Students must satisfy departmental co-op requirements, which include a written report of the co-op work experience and an employer's evaluation, to earn credit for the course. Minimum GPA and other co-op eligibility requirements vary among employers. Because the work performed by a student while on co-op is equivalent to the workload of a full-time student, a student on co-op assignment who is registered for CP credit shall be considered to have full-time status.

CP 697 COOPERATIVE EDUCATION 1 to 3 credits. A single semester work experience at the employer's location. Students will be asked to utilize specialized skills learned in the classroom and will be permitted to develop human relations skills and maturity in a degree-relevant work environment. Each student must satisfy departmental requirements in order to earn credit for the course. Requirements will include but not be limited to a written report of the work experience and an employer's evaluation of work performance. Students must have the approval of their graduate committee in order to enroll.

p 81 2010-2011 catalog section for CENG: A maximum of 4 co-op credits may be used toward the CENG electives requirement if a written request presented by the student is approved by the ECE faculty. The student request must justify that the CENG design requirement is met.

p 98 2010-2011 catalog section for EE: A technical elective is any science or engineering course 200 level or above that does not duplicate the content of any other course required for graduation. Co-op credits may be used for technical elective credit. A maximum of 6 co-op credits may be used for the EE degree.

Since grades are due before the internship/co-op typically ends and report is submitted, an interim grade of C is given (instead of an Incomplete which can affect financial aid). When the internship/co-op is complete, the report is submitted to ECE co-op coordinator who assigns a final grade. A written request must be submitted to the ECE Department Head if you wish evaluation of the internship/co-op report for EE tech elective credit or CENG senior elective credit.

12/15/2011

Co-op Report Evaluation: CP 297__ 397__497__ 697__ Fall__ Spring__ Summer___ Credits 1__ 2__ 3___

Student submitting:_____ Student number:_____

Faculty Evaluator: _____

REPORT FORM ___/___

_____ a coherent discourse with appropriate headings
_____ figures, diagrams, and tables as appropriate (labels and titles, referred to in text)
_____ standard spelling
_____ standard grammar
_____ language (concise and readable)
_____ professional appearance
_____

REPORT CONTENT

Introduction or Abstract ___/___

_____ a brief statement of the co-op work, experience gained, and the outcome

Table of Contents

Description of Work Assignment ___/___

_____ company description
_____ division in which you had your co-op experience and function of your group
_____ engineering, design, testing, etc you performed
_____ data you collected
_____ reports you wrote
_____

Experience Gained ___/___

_____ with engineering tools including instrumentation and software
_____ with legal issues, regulations, and industry standards
_____ with teams
_____ with internal politics
_____ with professional issues
_____ with safety issues and standards
_____ with people and acknowledgment to those helped you gain experience
_____

Relationship Between Academic Program and Work Assignment ___/___

_____ application of knowledge from courses
_____ co-op experience that leads to appreciation of courses yet to be taken
_____

Conclusions ___/___

_____ goals of co-op achieved
_____ career development
_____ personal development and growth

Appendicies ___/___

_____ figures, diagrams, photographs not appropriate for body of report

Employer Evaluation Form

Internship and co-op Information from the Career Center web site is repeated here. Always check for updates at: http://careers.sdsmt.edu/students/coops-interns/ to be sure that you have current information.

Co-op Student Checklist

Obtaining a Co-op:
1. Visit with your Department Co-op Coordinator or advisor to develop a degree completion plan.
2. Register with the Career Center to apply for positions with companies recruiting on campus.
3. Conduct a job search of prospective co-op/intern employers.
4. Interview with companies visiting campus and apply to other employers that post co-op/summer internships with the Career Center.

After Accepting a Co-op:
1. Complete and return Co-op/Intern Survey to the Career Center with information about your co-op offer.
2. Obtain **Co-op Student Report Format** and **Employer Evaluation Form**.
3. Visit with your Department Co-op Coordinator to discuss how many credit hours (1-3) you should register for.
4. Register for co-op course (CP 297/397/497) via WebAdvisor. *NOTE: WebAdvisor shows 1 credit hour for co-op courses. To register for more than 1 credit, change the number of credits **BEFORE** clicking "submit".
5. Check with Financial Aid about your co-op's effect on any scholarships or other financial aid you have been awarded for the semester you will be on co-op. Inform Financial Aid of the date you will return to school.
6. Contact Business Office (Cashier) to arrange payment for tuition/fees of your co-op course.

While on Co-op:
1. Do a good job for your employer, work hard, learn a lot, and prove that the employer made the right decision in hiring you!
2. Keep a record of your co-op work experience to help in writing your co-op report.
3. Call or email the Career Center if you need any assistance.
4. Register for your returning semester courses via WebAdvisor.

After Returning from Co-op:
1. Visit with the Career Center staff about your co-op experience.
2. Turn in your co-op report and Employer Evaluation form to your Department Co-op Coordinator.
3. Update your résumé to reflect your relevant work experience.

Co-op Academic Credit

To obtain academic credit, students who have accepted a co-op position must register for a Cooperative Education (CP) course of 1-3 variable credit hours for the semester or summer they are on Co-op. The variable credit hours allow greater flexibility for students in applying co-op credits to individual department curricular requirments for graduation. Co-op credits may be applied toward graduation requirements in accordance with university and departmental policy.

297/397/497 Cooperative Education

1-3 credits. Prerequisite: Permission of instructor. Credit is available for each semester or summer work experience upon approval by the departmental Cooperative Education Coordinator. Students should check with their co-op coordinator for advice on the number of credit hours for which they should register. [**NOTE: WebAdvisor shows 1 credit hour for co-op courses. To register for more credits, change to the appropriate number of hours BEFORE clicking "submit" when registering.]

After accepting a co-op offer, students should complete and return the Co-op Intern Survey to the Career Center. Students will be expected to utilize specialized skills learned in the classroom and to develop human relations skills and maturity in a work environment relevant to their career field. Students must satisfy departmental requirements in order to earn credit for the course. Requirements will include, but not be limited to a written report of the work experience (Co-op Student Report Format) and an employer's evaluation of the work performance. (**Employer Evaluation Form**)
Because the work performed by a co-op student is equivalent to the workload of a full-time student, a student on a co-op assignment **WHO IS REGISTERED FOR CO-OP CREDIT** shall be considered to have full-time status.

The Co-op Report

An important segment in the training of students involves the ability to communicate. The report submitted by the cooperative education student is viewed as an instrument in this segment of the development of the student. In preparing the Co-op Report, you should follow this format:

A. Title Page
- Use this sample Co-op Report Cover Page or follow a similar format.

B. Introduction or Abstract
- A brief synopsis of the report, usually one or two paragraphs in length.

C. Table of Contents
- A listing of the major parts of your report and the appropriate page numbers.

D. Body of Report
- A description of your work assignment. Sensitive material should be cleared with the employer. Illustrations, graphs, charts and sketches are properly part of the report and may be placed throughout the text or included in an appendix and referenced. The report should establish a relationship between your academic program and your work assignment. Application of knowledge gained through course work or related to course work should be emphasized.

E. Conclusion
- This should contain your personal response to the work assignment and should reflect such items as the assignment's influence on your personal development and career objectives.

F. Cover
- A manila folder or plastic report cover should be used to enclose the report.

G. Optional
- A short statement allowing the Office of Cooperative Education to use your report for instructional and informational purposes, if possible, would be appreciated. This permission, if granted or denied, will in no way affect the grade or credit granted.

Complete and return Co-op/Intern Survey to the Career Center with information about your co-op

COMPANY: _____ **OFFER:** ___ ACCEPTED

___ DECLINED

COMPANY LOCATION: _____ ___ UNDECIDED

HOURLY SALARY OFFER: $ _____ **OTHER:** $ _____

OR

MONTHLY SALARY OFFER: $ _____

IS THIS A SUMMER INTERN OR COOP POSITION? _____

WILL YOU TAKE THIS FOR COOP CREDIT? ___ YES **START DATE:** _____

___ NO

END DATE: _____

SDSM&T ADVISOR'S NAME: _____

YOUR EMAIL ADDRESS: _____

CURRICULUM

BS MS PhD (Circle your degree level)

ENGINEERING

___ BIOMEDICAL ENGINEERING
___ CHEMICAL ENGINEERING
___ CIVIL ENGINEERING
___ COMPUTER ENGINEERING
___ ELECTRICAL ENGINEERING
___ ENVIRONMENTAL ENGINEERING
___ INDUSTRIAL ENGINEERING
___ GEOLOGICAL ENGINEERING
___ MATERIALS ENGINEERING
___ MECHANICAL ENGINEERING
___ METALLURGICAL ENGINEERING & SCIENCE
___ MINING ENGINEERING & MANAGEMENT
___ NANOSCIENCE & NANOENGINEERING

SCIENCES

___ ATMOS. SCIENCES AND METEOR.
___ CHEMISTRY
___ COMPUTER SCIENCE
___ INTERDISCIPLINARY SCIENCE
___ GEOLOGY
___ MATHEMATICS
___ PHYSICS
___ PALEONTOLOGY
___ TECHNICAL MANAGEMENT

SALARY INFORMATION IS KEPT CONFIDENTAL AND ONLY USED FOR STATISTICAL PURPOSES.

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY
Rapid City, South Dakota 57701
Employer's Evaluation of Cooperative Education Student

Name of Student _____Dates of Employment_____

Employer_____

INSTRUCTIONS -IMMEDIATE SUPERVISOR: Please evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

RELATIONS WITH OTHERS
[ ] Exceptionally well accepted
[ ] Works well with others
[ ] Gets along satisfactorily
[ ] Has some difficulty working with others
[ ] Works very poorly with others

ATTITUDE -APPLICATION TO WORK
[ ] Outstanding in enthusiasm
[ ] Very interested and industrious
[ ] Average in diligence and interest
[ ] Somewhat indifferent
[ ] Definitely not interested

JUDGMENT
[ ] Exceptionally mature
[ ] Above average in making decisions
[ ] Usually makes the right decision
[ ] Often uses poor judgment
[ ] Consistently uses bad judgment
.

DEPENDABILITY
[ ] Completely dependable
[ ] Above average in dependability
[ ] Usually dependable
[ ] Sometimes neglectful or careless
[ ] Unreliable

ABILITY TO LEARN
[ ] Learns very quickly
[ ] Learns readily
[ ] Average in learning
[ ] Rather slow to learn
[ ] Very slow to learn

QUALITY OF WORK
[ ] Excellent
[ ] Very good
[ ] Average
[ ] Below average
[ ] Very poor

ATTENDANCE: [ ] Regular [ ] Irregular

PUNCTUALITY: [ ] Regular [ ] Irregular

OVER-ALL PERFORMANCE:
Outstanding ____Very Good _____ Average _____ Marginal _____ Unsatisfactory _____

What traits may help or hinder the student's advancement?

Additional remarks (over if necessary):

This report has been discussed with student. [ ] Yes [ ] No

I have read the student's academic co-op report. [ ] Yes [ ] No

Rated by _____Title _____Dept._____
Endorsed by _____Title _____Dept._____

This form is recommended by the Cooperative Education Division, ASEE