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.

SD Mines Career Center: The Career and Professional Development Center publishes a number of documents relating to internships and co-ops. The documents can be found at:

sdsmt.edu/Campus-Life/Career-Center/Internships-and-Co-ops/

At the time of the writing of this document, the Career Center provided information about academic credit, your student report, your employer's evaluation form, and a checklist of items to complete. Be sure to obtain the latest version of each and follow their guidance.

Use of CP credits to replace electives: ECE students may use CP credit to replace electives. From the 2017-2018 Academic Catalog:

- **BS.EE Program**: “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.

  “A maximum of four (4) co-op credits may be used toward the EE senior electives requirement if a written request presented by the student is approved by the ECE faculty. The student request must justify that the EE design requirement is met.”

- **BS.CENG Program**: “A maximum of four (4) co-op credits may be used toward the CENG senior 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.”

Faculty approval to replace a senior elective is rare and granted only in exceptional cases.
Course Registration: Credit for co-op requires registration in CP 297, 397, 497, or 697, each of which can be varied from one to three credits.

- Students may register for the course number that matches their class standing, e.g., students with senior class standing may register for CP 497. The same course number may be repeated for multiple semesters at the same class level, e.g., a student with junior class standing who is doing a full year co-op could register for CP 397 in the fall, and then CP 397 again in the spring.
- Register for the minimum number of credits that you can use for completion of your degree so that you don't pay for credits you cannot use toward graduation.
- A “Permission of Instructor Form” must be completed and submitted to the registrar before you can register. The forms are available in the ECE office; please complete one and take it to the ECE Co-Op Coordinator prior to attempting to register.

CP Course Grade: Since grades are due before the internship/co-op typically ends, an interim grade of C is given initially (instead of an Incomplete which can affect financial aid). When the internship/co-op is complete, ensure that your employer submits their evaluation, and submit your student report to the ECE co-op coordinator, who will then assign a final grade. The student report evaluation form is attached at the end of this document.

2017-2018 Academic Catalog Course Descriptions

**CP 297/397/497 Cooperative Education**
Credits: 1 to 3
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 in 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 on 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**
Credits: 1 to 3
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.

**Prerequisites:** Permission of instructor

**Notes:** Students must have the approval of their graduate committee and permission of instructor in order to enroll.
SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY
ELECTRICAL & COMPUTER ENGINEERING DEPARTMENT

CO-OP REPORT EVALUATION FORM

Course: CP □ 297 □ 397 □ 497 □ 697  Semester: □ Fall □ Spring □ Summer  Credits: □ 1 □ 2 □ 3

Student submitting: ___________________________  Student ID 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
____ other

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
____ other

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
____ other

Conclusions  ____/
____ goals of co-op achieved
____ career development
____ personal development and growth

Appendices  ____/
____ figures, diagrams, photographs not appropriate for body of report