Experiential Education Guide
For Advisors

This guide was developed to provide the Academic advisors from the College of Engineering important information about the college’s experiential education program. It is intended to provide a general understanding of the program and assist with advising students.

Engineering internships and co-ops are professional work experiences where students perform engineering-related tasks outside of the traditional classroom environment. Internships and co-ops are not required by the College, but they are highly encouraged because of the learning and developmental benefits as well as future employment possibilities. The College has worked to create a barrier-free environment so all students can participate. This includes:

- No defined start date
- No GPA requirement but the student must be in Good Academic Standing
- No tuition or fees
- Full-time student status is retained

BENEFITS

Experiential education experiences exist primarily for the student developmental benefits. Many employers expect students to have experiential education before they graduate. Students that have an internship or co-op prior to graduation have more of a competitive edge for full-time positions at graduation. Employers also benefit since the practice of engineering generally involves the completion of real work. There is also a significant recruiting benefit to the employers but the interns should be the primary benefactors. Some of the student benefits include:

- Enhanced career exploration and clarification of career goals
- Practical work experience that supplements classroom learning
- Have a more competitive edge for full-time positions at graduation
- A greater understanding and appreciation of educational needs and objectives
- An improved ability to apply knowledge and make connections between theory and practice
- Opportunities to develop interpersonal and group communication skills
- A greater sense of responsibility, self-confidence, and maturity
- Professional networking opportunities
- Internships or co-ops that are registered with an educational institution can usually be counted towards the work experience requirements needed to qualify for a professional engineering license. This is a reason it’s important to register summer internships!
- Internships pay well above minimum wage
- Full-time student status is maintained without tuition and fees

FORMS OF EXPERIENTIAL EDUCATION

Experiential education work experiences range from ten week summer internships to multi-term co-ops. In the College of Engineering, internships and co-ops are both academic programs and managed equally. The primary difference is that an internship involves a single semester, semester plus a summer or at least 10-weeks duration in the summer. Whereas
a co-op involves a minimum of two full semesters and one summer semester of work experience with the same company, leading to 12 months or more of acquired work experience.

Definitions
The definitions used to describe the various types of experiential education supported by the College are listed below. (Please be aware that employers often use different definitions.)

Cooperative Education: Alternating periods of full-time engineering-related work experience and full-time academic course work of approximately equal length. A minimum of two full semesters and one summer of work experience at the same company. Co-ops should not involve two semesters (summer excluded) of back-to-back work experience.

Semester Internship: A single period of full-time engineering-related work experience of at least one semester or one semester plus the summer. Multiple internships should not involve two semesters (excluding summer) of back-to-back work experience.

Summer Internship: A single period of full-time engineering-related work experience of at least ten weeks during the summer semester.

Parallel Internships or Co-ops: Experiential education experiences that meet the work time requirements of Engineering Internships or Cooperative Education programs. A student must be enrolled as a half-time student (no more than 6-9 credits) and be employed in an engineering related work experience that encompasses approximately 20 hours per week. A parallel co-op will be at least two years in duration with the same company and a parallel internship will be at least two part-time semesters in duration or a part-time semester and a full-time summer with the same company. Because the student is taking classes at the same time as working, it’s OK for them to be out two semesters back to back. This applies only to parallel work terms.

REGISTRATION
All students should register their internships and co-ops with Engineering Career Services. While students don’t need to maintain full-time student status during the summer, having their internship or co-op noted on their transcript has benefits to both the student and the college. It requires the work supervisor to provide the student with engineering-related tasks, to set learning objectives and to provide feedback to the student on their engineering competencies. The feedback is also used by the college in aggregate form for continuous improvement activities. Registration also allows students to count work hours towards a professional engineering license. Since employers know that registered internships have some college oversight, they tend to value them more than those solely noted on resumes. Registering is an easy process and the first step is to complete the employment acceptance form (EAF). This is done online through CyPoint at https://engineering.cypoint.iastate.edu/unit/CareerServices/Students. As an academic advisor, please verify the student is in good academic standing, doing engineering related work and if working the summer that it’s at least ten weeks in duration. If the student accidently fills the form out incorrectly, you are able to make changes. Example: Says they are international when they aren’t. Please change this so it doesn’t get routed to ISSO. After you approve the EAF it will be routed to me, or ISSO if an international student. I will then review it and send the student an email with registration information.
Registration Deadlines: (Exceptions for late offers – please check with Career Services)

Spring – February 1st
Spring/Summer – February 1st
Summer – May 31st
Summer/Fall – May 31st
Fall – September 1st

Some students will get late offers. When this is the case and it’s after the cut-off date to add the course through Access Plus, a Pink Add Slip must be filled out and sent to Career Services for signature. Late registrations must be approved by Career Services.

VERIFICATION

This is to help you verify that the student is qualified to do an internship or co-op and to be sure the internship is engineering related.

1. The student is in good academic standing – Not on probation
2. The position is related to course of study and is engineering related
   (If Research or Disney – please ask Engineering Career Services if you’re unsure)
3. Give/show course syllabus to student – show assignments & due dates
   (inform them they will get an ‘F’ if they don’t complete all the assignments)
4. Approve Employment acceptance form – Direct the student that they will be receiving an email from ecscoop@iastate.edu with registration information.

DROPPING AN INTERNSHIP OR CO-OP

Occasionally a student will ask to drop their internship or co-op for numerous reasons. All drops should be sent through Engineering Career Services with notification of the circumstances before the pink slip is filled out. This is to ensure Engineering Career Services is aware of any issues and to help prevent future problems.

COURSE REQUIREMENTS

Internships and co-ops are “R” credit courses (zero credits) that are graded as satisfactory/fail. There are three easy-to-complete but very important assignments that must be done in order to receive an ‘S’ grade. Assignment instructions will be e-mailed to the student’s ISU e-mail address about two weeks before the due dates. The three assignments are:

- **Providing employment information, position responsibilities and a short list of learning objectives for the work experience.** This assignment involves logging into their CyHire account (https://cyhire.iastate.edu/students) and completing the sections titled, “Student Learning Objectives and Employment Information”, Supervisor Contact Information and Mentor Contact Information.
- **Completing the OPAL self-assessment.** Near the end of the internship, the student and their supervisor will complete the On-line Performance and Learning (OPAL) assessment regarding the demonstration of 15 workplace competencies. The individual results are only seen by the student and are used to develop a better understanding of their strengths and weaknesses. To get the most benefit from this assessment, it is highly recommended that the
student and supervisor discuss the results together. The College of Engineering and the departments see the combined results of all experiential education students and use this information for program evaluation and continuous improvement. The OPAL assessment can be found at https://opal.eng.iastate.edu/.

- **Completing the Work Experience Survey.** This is a short, online survey (through CyHire) that provides feedback that Engineering Career Services uses to assess the satisfaction with the work experience and identify opportunities for improvement. See Appendix 1 for Course Syllabus

### RESEARCH AND ON-CAMPUS WORK EXPERIENCES

In order to encourage students to pursue industry internships, research and on-campus internship are generally not registered. Employers may not value internships conducted at a university in the same way that they do a work experience in industry. They feel that interns are treated as students when they work on campus. Exceptions to this policy will be made when the following conditions are met:

- A position description is provided and Engineering Career Services approves it
- The position must be full-time
- The work primarily involves engineering tasks related to the student’s major
- The skills or knowledge learned will be transferable to other employment settings
- The position provides opportunities for the intern to develop teamwork skills by contributing to teamwork and other workplace skills
- Summer terms will only be registered with a special request from the student because:
  - They are an international student that needs to be enrolled in order to qualify for Curricular Practical Training (CPT)
  - They are in a ‘formal’ program or can provide us with a description of the position and objectives they will be working towards

### DISNEY WORK EXPERIENCES

The Disney Professional Program is the only Disney program that is accepted as an Engineering work experience. The student will need to provide their offer letter in order to get registration approval. The Disney School to Work Program is not engineering-related work and cannot be registered as an engineering internship.

### INTERNATIONAL STUDENTS AND INTERNSHIPS

International students also want to get relevant work experience but often have to work harder to obtain a position. Below is a brief description of Curricular Practical Training (CPT), guidelines to obtain it, and the amount of CPT they can have. F-1 Immigration Regulations

**Curricular Practical Training (CPT):** Period of practical training that is directly:

- Related to your current level and major field of study
- An academic component of your degree program

**In order for students to be approved for CPT, they must:**

- Be enrolled on a full-time basis for one full academic year
- Be enrolled in a Bachelor’s, Master’s or Doctoral degree program
• Be making normal progress towards completing their degree
• Still be within the original begin and end dates listed on their I-20

The amount of CPT each student can get is:
• 12 months of practical training – then they can get another 12 months if/when they move to a higher educational level
• 365 days of full-time CPT eliminates OPT benefit

The steps a student needs to take in order to get approved for CPT are:
• Attend ISSO CPT workshop
• Obtain job offer letter
• Have academic advisor approve EAF (Employment Acceptance Form)
• Have Career Services approve the EAF
• Register for appropriate course

This information comes from the ISSO office. Should the information change, the ISSO office supersedes anything we have written. https://www.isso.iastate.edu/forms/CPT.pdf

GRADES – ENTERING

At the completion of an internship, a pass/fail grade must be entered by an academic advisor. ECS will inform advisors whether all assignments were completed successfully by the interns.

FREQUENTLY ASKED QUESTIONS BY ADVISORS & STUDENTS

1. When is the last day a student can register their work experience?

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<tr>
<th>Registration Deadlines</th>
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<tbody>
<tr>
<td>Spring</td>
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<td>Spring/Summer</td>
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<tr>
<td>Summer</td>
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<tr>
<td>Summer/Fall</td>
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<tr>
<td>Fall</td>
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2. Does a midterm grade need to be entered for an internship or co-op?
You don’t have to enter a midterm grade. However, if your advisee is in a multiple term work experience, you will need to enter a grade for each term/semester. Ex: Spring/Summer or Summer/Fall. An ‘S’ or ‘F’ grade will need to be entered for each.

3. What happens if a student gets an offer after the registration deadline?
Contact Engineering Career Services and the offer will be reviewed. ECS will work with each situation to get it registered as long as all the qualifications are met.
4. **Can a student go out on an internship two semesters back to back?**
   No, students may not be out on an internship or co-op for back to back semesters (Fall/Spring or Spring/Fall).

5. **When a student does a parallel (Part-time) internship, how many hours must they work and how many credits can they take?**
   Student on a parallel work experience must work 20 hours and take no more than 9 credits of course work.

6. **What is the difference between an internship and a co-op?**
   The difference is in the duration of the work experience. Co-ops require a minimum of two full semesters and one summer semester of work experience of increasing responsibility with the same company. Internships are one semester or a semester plus a summer with the same company. They are both institutionally supervised periods of work experience intended to primarily advance the student’s academic and professional development.

7. **Can students do an internship or co-op with an employer that doesn’t recruit at ISU?**
   Yes. As long as the position the student accepts is related to their major and the company has read and signed our expectations form with our office: Engineering Career Services. Once this is completed, then they can fill out the necessary paperwork to get registered.

8. **When a student returns from a work term, will they be able to retain their space in the residence hall?**
   Students have several options that they can look at to retain space in their current resident hall. It is best that you stop by 2419 Friley Hall to find out more about these options.

9. **How do students find a place to live while out on a work term?**
   Housing information can be acquired from the employer.

10. **What impact does the Experiential Education program have on scholarships and financial aid?**
    The timing of scholarships and amount of financial aid may be altered. Check with the financial aid (0210 Beardshear) and scholarship offices (110 Marston) for specific information. Scholarships are usually just put on hold until the semester you return.

11. **How do students register for classes while out on an Experiential Education experience?**
    The students RAN number should be sent to them via e-mail or they may contact their academic advisor.

12. **Are students considered full-time students while working in an Experiential Education position?**
    Yes! Once students have filled out the Employment Acceptance Form, the Engineering Career Services Office will give them information to register for an “R” credit course. There is no tuition or fees assessed when registered for an internship or co-op class. The class is a satisfactory/fail course.

13. **Can international students be involved in the Experiential Education programs?**
    Yes, but some employers require U.S citizenship, permanent residency, refuge, or temporary resident status for participation; therefore, opportunities may be limited. Please refer them to the ISSO office in order for them to get the correct paperwork in as soon as they can. They do need a signature from the ISO office in order for us to know they are starting the process before bringing their Experiential Education Registration Form to our office.
APPENDIX 1 – COURSE SYLLABUS

Engineering Internship, Co-op or Summer Program Syllabus

TO ENROLL IN AN INTERNSHIP, CO-OP OR SUMMER PROGRAM, YOU MUST MEET ONE OF THE FOLLOWING DESCRIPTIONS:

Cooperative Education (298, 398, 498): Alternating academic classes with periods of engineering related full-time employment of approximately equal length. A minimum of two semesters and one summer is required.

Internship (396, 397): A single work period of engineering related full-time employment of at least one semester or one semester plus one summer.

Summer (396): A single work period of engineering related full-time employment of at least 10 weeks.

FOLLOW THE INSTRUCTIONS FOUND ON THE ENGINEERING CAREER SERVICES WEBSITE:
http://www.engineering.iastate.edu/ecs/internships/

The instructions include the submission of an “Employment Acceptance Form.”

STUDENT LEARNING OUTCOMES

Upon successfully completing your internship or co-op, you should have:
1. Gained an understanding of the engineering workplace
2. Developed and demonstrated workplace competencies necessary for professional and academic success
3. Enhanced your career exploration and better clarified your professional goals
4. Increased your competitiveness for full-time engineering employment

COURSE REQUIREMENTS

1. **Student Learning Objectives and Employment Information.** Log into your CyHire account (https://cyhire.iastate.edu/students). Complete the sections titled “Student learning objectives and Employment Information”, “Supervisor Contact Information” and “Mentor Contact Information” (mentor information is optional).

2. **OPAL Self-Assessment.** You and your supervisor will fill out an assessment regarding your demonstration of 15 workplace competencies during your internship. The link for this assessment is https://opal.eng.iastate.edu/. Complete this assessment near the end of your internship.

3. **Student Evaluation of Company and Experience Survey.** When you log into your CyHire account, you will be directed to complete a survey. You won’t be able to do anything else in your CyHire account until this survey has been completed. This evaluation provides the Engineering Career Services office information on your overall work experience.

Course Deadlines

<table>
<thead>
<tr>
<th>Term</th>
<th>Student Learning Objectives &amp; Employment Information</th>
<th>OPAL Student/Supervisor Assessment Due</th>
<th>Student Evaluation of Company &amp; Experience Due</th>
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<tbody>
<tr>
<td>Spring 2013</td>
<td>Feb 11, 2015</td>
<td>April 1, 2015</td>
<td>May 1, 2015</td>
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<tr>
<td>Summer/Fall 2013</td>
<td>June 10, 2015</td>
<td>Nov. 1, 2015</td>
<td>Dec. 9, 2015</td>
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<td>Fall 2013</td>
<td>Sept 9, 2015</td>
<td>Nov. 1, 2015</td>
<td>Dec. 9, 2015</td>
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COMMUNICATION

- Engineering Career Services (ECS) will communicate assignment instructions and deadlines via your ISU email account. All e-mails will come from ecscoop@iastate.edu.
- If you have problems or questions, contact ECS (ecscoop@iastate.edu, 515-294-9536) or the course coordinator.

GRADING

- THIS IS A SATISFACTORY/FAIL COURSE.
- YOU MUST COMPLETE THE THREE COURSE REQUIREMENTS BY THE DEADLINES IN ORDER TO RECEIVE A SATISFACTORY (S) GRADE. FAILURE TO DO SO WILL RESULT IN A FAILING (F) GRADE.
- This course will appear on your transcript.
- If you are terminated due to performance or conduct, you will automatically receive an “F” grade.

ADDITIONAL INFORMATION

- While you are enrolled in the course, you are considered to be a full-time student. This may be important to you for insurance, student loans, and/or other purposes.
- There is no tuition or fees for these courses.