

Engineering Co-op or Summer Internship Program Syllabus

Engineering internships are not required but are highly recommended to help in securing a full-time position upon graduation. When registering your work experience, you will keep full-time status and no tuition assessed. This will also document your experience on your transcript, and work hours could be granted towards a professional engineering (P.E) license.

To enroll in an Internship, Co-op or Summer Program, you must meet one of the following descriptions:

Cooperative Education (398): A single work period of engineering related full-time employment of at least one semester or one semester plus one summer.

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

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 (*Assignments can't be completed until they are emailed to you*)

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. **Competencies Survey.** You and your supervisor will fill out a survey regarding your demonstration of 15 workplace competencies during your internship. Complete this survey 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

Term	Student Learning Objectives & Employment Information	Student/Supervisor Competency Survey	Student Evaluation of Company & Experience
Spring 2017	Feb 17, 2017	April 5, 2017	May 4, 2017
Spring/Summer 2017	Feb 17, 2017	July 27, 2017	Aug 10, 2017
Summer 2017	June 15, 2017	July 27, 2017	Aug 10, 2017
Summer/Fall 2017	June 15, 2017	Nov. 22, 2017	Dec. 16, 2017
Fall 2017	Sept 21, 2017	Nov. 22, 2017	Dec. 16, 2017

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 of the 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.