

Engineering Co-op or Summer Internship Program Syllabus

Course Names, Numbers and 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. (16-26 weeks) or approved part-time work of at least 20 hours per week.

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

Student Learning Outcomes

Upon successfully completing your internship or co-op, you will have:

- Gained a better understanding of the engineering workplace
- Developed and demonstrated workplace competencies necessary for professional and academic success
- Clarified your career preferences and professional goals
- Increased your competitiveness for full-time engineering employment

Course Requirements

Complete engineering-related work for an employer of your choosing for the time period specified above, and complete the following three assignments when instructed. *(Instructions will be emailed two to three weeks prior to the due date.)*

1. **Student Learning Objectives and Employment Information.** This assignment involves meeting with your supervisor to develop a short list of learning objectives (3-6) and providing employer contact info that will be used for the next assignment. The discussion to produce the learning objectives will get your co-op/internship off to a good start by ensuring that both you and your supervisor understand that developing engineering knowledge and skills must be part of the job.
2. **Competencies Survey.** Near the end of your internship, you and your supervisor will complete a survey regarding your demonstration of 15 workplace competencies during your internship and discuss the results.
3. **Student Evaluation of the Work/Learning Experience Survey.** At the end of your internship, you will complete a short survey to provide feedback on the quality of your co-op or internship.

Assignment Deadlines

Term	1 st Assignment Student Learning Objectives & Employment Information	2 nd Assignment Student/Supervisor Competency Survey	3 rd Assignment Student Evaluation of the Work/Learning Experience
Spring 2019	Feb 20, 2019	April 25, 2019	April 25, 2019
Spring/Summer 2019	Feb 20, 2019	July 24, 2019	July 24, 2019
Summer 2019	June 20, 2019	July 24, 2019	July 24, 2019
Summer/Fall 2019	June 20, 2019	Nov. 29, 2019	Nov 29, 2019
Fall 2019	Sept 20, 2019	Nov. 29, 2019	Nov 29, 2019

Grading

This is a satisfactory/fail course. To receive a satisfactory grade, all three assignments must be completed by the due dates (unless extenuating circumstances warrant an extension), and you must not be fired for poor conduct. The course will appear on your transcript, and may count towards the work experience hours needed for a professional engineering (P.E) license.

Instructor and Communication

- Engineering Career Services (ECS) administers this course in collaboration with your academic advisor.
- ECS will communicate assignment instructions and deadlines via your ISU email account.
- Emails will come from ecscoop@iastate.edu, @sharepoint.com, and @qemailserver.com
- If you have problems or questions, contact ECS at ecscoop@iastate.edu, or 515-294-2540.

Additional Information

- No tuition or fees are charged for these courses, but you are considered a full-time student. This may be important to you for insurance, student loans, and/or other purposes.
- Engineering co-ops/internships are not required but are highly recommended due to the many benefits they provide.

Workplace Concerns or Issues

If you have a concern or experience an issue while on a co-op or internship, talk to your supervisor or the human resources department of your employer. Contact ECS if you do not feel comfortable with these resources or if they are not taking corrective action. If you feel unsafe at any time, immediately remove yourself from the situation and contact ECS.