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

<table>
<thead>
<tr>
<th>Term</th>
<th>1st Assignment</th>
<th>2nd Assignment</th>
<th>3rd Assignment</th>
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<tbody>
<tr>
<td></td>
<td>Student Learning Objectives &amp; Employment Information</td>
<td>Student/Supervisor Competency Survey</td>
<td>Student Evaluation of the Work/Learning Experience</td>
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<tr>
<td>Spring 2020</td>
<td>Feb 19, 2020</td>
<td>April 24, 2020</td>
<td>April 24, 2020</td>
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<tr>
<td>Summer/Fall 2020</td>
<td>June 18, 2020</td>
<td>Nov. 30, 2020</td>
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<td>Fall 2020</td>
<td>Sept 20, 2020</td>
<td>Nov. 30, 2020</td>
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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 or performance. The course will appear on your transcript but will not affect your GPA, 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 ecs@iastate.edu, @sharepoint.com, and @qemailsrver.com
- If you have problems or questions, contact ECS at ecs@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.
Accessibility Statement

Iowa State University is committed to assuring that all educational activities are free from discrimination and harassment based on disability status. Students requesting accommodations for a documented disability are required to work directly with staff in Student Accessibility Services (SAS) to establish eligibility and learn about related processes before accommodations will be identified. After eligibility is established, SAS staff will create and issue a Notification Letter for each course listing approved reasonable accommodations. This document will be made available to the student and instructor either electronically or in hard-copy every semester. Students and instructors are encouraged to review contents of the Notification Letters as early in the semester as possible to identify a specific, timely plan to deliver/receive the indicated accommodations. Reasonable accommodations are not retroactive in nature and are not intended to be an unfair advantage. Additional information or assistance is available online at www.sas.dso.iastate.edu, by contacting SAS staff by email at accessibility@iastate.edu, or by calling 515-294-7220. Student Accessibility Services is a unit in the Dean of Students Office located at 1076 Student Services Building.

Discrimination and Harassment

Iowa State University does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. Veteran. Inquiries regarding non-discrimination policies may be directed to Office of Equal Opportunity, 3410 Beardshear Hall, 515 Morrill Road, Ames, Iowa 50011, Tel. 515-294-7612, Hotline 515-294-1222, email eooffice@iastate.edu

Religious Accommodation

Iowa State University welcomes diversity of religious beliefs and practices, recognizing the contributions differing experiences and viewpoints can bring to the community. There may be times when an academic requirement conflicts with religious observances and practices. If that happens, students may request the reasonable accommodation for religious practices. In all cases, you must put your request in writing. The instructor will review the situation in an effort to provide a reasonable accommodation when possible to do so without fundamentally altering a course. For students, you should first discuss the conflict and your requested accommodation with your professor at the earliest possible time. You or your instructor may also seek assistance from the Dean of Students Office at 515-294-1020 or the Office of Equal Opportunity at 515-294-7612.