

# Engineering Co-op or Summer Internship Program Syllabus

## Course Names, Numbers and Descriptions

**Cooperative Education (Engr 398X):** 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 (Engr 396X):** 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 surveys when instructed. (*Instructions can be found in Canvas*)

1. **Student Learning Objectives and Employment Information.** This survey involves meeting with your supervisor to develop a short list of learning objectives (3-6) and providing your supervisor's contact info that will be used for the next survey. 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.** 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.** You will complete a short survey to provide feedback on the quality of your co-op or internship.

## Survey Deadlines

Term	1 <sup>st</sup> Survey Student Learning Objectives & Employment Information	2 <sup>nd</sup> Survey Student/Supervisor Competency Survey	3 <sup>rd</sup> Survey Student Evaluation of the Work/Learning Experience
Spring 2024	Feb 16, 2024	April 19, 2024	May 2, 2024
Spring/Summer 2024	Feb 16, 2024	July 19, 2024	Aug. 1, 2024
Summer 2024	June 21, 2024	July 19, 2024	Aug. 1, 2024
Summer/Fall 2024	June 21, 2024	Nov. 19, 2024	Dec. 11, 2024
Fall 2024	Sept 20, 2024	Nov. 19, 2024	Dec. 11, 2024

## Grading

This is a satisfactory/fail course. To receive a satisfactory grade, **ALL three surveys must be completed by the due dates** (unless extenuating circumstances warrant an extension), you must not be fired for poor conduct or performance, and you must stay through the agreed-upon date (unless extenuating circumstances warrant you leaving early). 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. Grades will be imputed into the grade book in canvas weekly. 100% means it's completed. 0 (Zero) or -- (Dash) means it still needs to be done.

## Instructor and Communication

- Engineering Career Services (ECS) administers this course in collaboration with your academic advisor.
- Survey instructions and deadlines are available in the Canvas course. It is your responsibility to review the information provided in this syllabus and the Canvas course. Additional information may be communicated via your ISU email account.
- Emails will come from [ecs@iastate.edu](mailto:ecs@iastate.edu) and @qemailserver.com and may go to your junk mail. If you are having trouble completing the surveys, please reach out to Engineering Career Services (ECS).
- If you have problems or questions, contact ECS at [ecs@iastate.edu](mailto: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](http://www.sas.dso.iastate.edu), by contacting SAS staff by email at [accessibility@iastate.edu](mailto: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](mailto: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.

### **Free Expression**

Iowa State University supports and upholds the First Amendment protection of [freedom of speech](#) and the principle of [academic freedom](#) in order to foster a learning environment where open inquiry and the vigorous debate of a diversity of ideas are encouraged. Students will not be penalized for the content or viewpoints of their speech as long as student expression in a class context is germane to the subject matter of the class and conveyed in an appropriate manner.