

Caterpillar College of Engineering & Technology

Co-op/Internship Course Description

Bradley's centralized Cooperative Education and Internship Program provides a dynamic plan for professional development that effectively integrates classroom theory with career-related work experience. The program is available to students in all five colleges of the university.

Registered co-ops and internships are monitored and recognized by the University. Courses are officially noted on the student's transcript. Registered students conduct reflective learning assignments to complement their work experience.

Program Options

- **Internship Program** – Students participate in a full-time internship semester or summer providing career-related work experience.
- **Co-op Program** – Students alternate periods of full-time study with full-time employment. These multiple work assignments are with the same employer.

Benefits of Registering a Co-op/Internship

- Maintain full-time student status.
- Monitored and recognized by the University.
- Establish clear learning goals.
- Access to resources on Professional Skills for the Workplace.
- Notation on your transcript.
- Eligible to apply for certain awards.

Co-op/Internship Assignments:

Meet with your Career Advisor for assistance

- Complete Student Agreement Forms.
- Submit Pre-Evaluations.
- Create a Goals Statement.
- Review resources on Sakai.
- Submit a Post-Evaluation.
- Reflect on skills gained in a Reflection Paper.

Co-op/Internship Registration Requirements

- Minimum of sophomore standing at the start of the work assignment.
- Minimum cumulative 2.0 grade point average at Bradley.
- Registered engineering and technology co-op or internship assignments are full-time assignments.
- Engineering and technology students working on a full-time co-op or internship assignment during an academic semester must complete a work/study schedule with their faculty academic advisor.
- Registered work assignments must have the consent of your Career Advisor and/or Co-op/Intern Faculty Advisor.
- Registration in appropriate co-op or internship course.
- All engineering and technology co-op and internship courses are 0 credit hour courses.
- Registration must be in the semester/summer of the actual work assignment.

Additional Program Policies

- While on a full-time internship or cooperative education assignment, a student is considered to have full-time student status, making normal progress toward a degree and is entitled to all student privileges at the University.
- To register, a student must be classified as a Bradley University student.
- A work assignment or credit cannot be approved retroactively.
- Students apply directly to the co-op/internship employer.

Visit the Smith Career Center online at bradley.edu/scc for more information or call (309) 677-2510 to schedule an appointment with your Career Advisor.

Hints for Conducting a Successful Co-op or Internship Search

- Meet with your Career Advisor for assistance.
- Start your search early.
- Attend information sessions and other job search workshops.
- Prepare a resume and have it critiqued utilizing the Smith Career Center's services.
- Make use of online resources through the Smith Career Center website (bradley.edu/scc/students).
- Utilize multiple strategies for locating job leads (e.g. Bradley netWORK job listings, job fairs, campus recruiters, job search sites, company websites).
- Research employers of interest.
- Submit applications.
- Attend Bradley job and internship fairs.
- Follow-up and network with employers.

Ethics in Your Job Search

- Maintain accuracy and honesty on all application materials.
- Arrive early for scheduled interviews.
- Accept/reject offer in a timely manner.
- Never renege on acceptances.
- Demonstrate professionalism in all interactions.
- Review *Principles for Professional Conduct* on the Smith Career Center website.

Student Work Schedules

Work assignments correspond to the academic calendar.

- **August – December/January** (fall semester)
- **January Interim** (3 week work assignment)
- **January – May** (spring semester)
- **May – August** (summer)

Registration and Monitoring Responsibilities

Bradley Student

- Registers for appropriate co-op/intern course at beginning of each work assignment.
- Completes *Pre-evaluation* for each assignment.
- Meets with supervisor to complete *Goals Statement* at beginning of each assignment.
- Completes *Final Evaluation* and writes *Reflection Paper* at end of each assignment.

Bradley University

- Registers student for co-op/intern course.
- Monitors student progress.
- Provides student and employer with program deadline dates and final evaluation materials.
- Performs midpoint check-in with employers.
- Assigns grade (Pass/Fail).

Employer/Supervisor

- Assigns supervisor.
- Supervises and evaluates student.
- Identifies meaningful and challenging work; establishes expectations.
- Meets with student to complete *Goals Statement* at beginning of work assignment.
- Responds to *Midpoint Check-in*.
- Completes *Student Performance Evaluation* at end of each work assignment.

Why do Employers Hire Co-op or Intern Students?

- Obtain qualified workers to assist during peak periods or with special projects.
- Fill part-time positions with progressive and eager workers.
- Gain visibility on campus as student workers become “ambassadors” for intern employers.
- Use as a recruitment tool for full-time positions.



Meet with your Career Advisor to learn more.
Call (309) 677-2510 for an appointment.