Cooperative Education and Internship Programs Handbook

*Give yourself a **career advantage***

ILLINOIS INSTITUTE
OF TECHNOLOGY

Career Management Center

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Overview of the Career Management Center (CMC)

The CMC is a 'full service' university career services center with locations on the Main Campus (MC) and downtown at the Stuart School of Business (SSB). We provide a wide range of services to both current students and alumni such as co-op and internships (part-time & full-time), full-time positions, resume and cover letter writing, networking advice, company research assistance, mock interviews, dinner/business etiquette workshops, and more. Individual and group advising is provided. We also participate in open house and orientation programs, encouraging students to start early and use our services regularly. Our office coordinates two career fairs each year during the fall and spring semesters. The fairs and other on-campus events attract many employers to come and recruit our highly qualified students and alumni for employment opportunities.

Overview of Cooperative Education and Internship Programs

The Illinois Institute of Technology (IIT) Cooperative Education and Internship Programs are experiential education programs through which students provide support to industry professionals, while gaining practical experience in their fields of study. As students gain experience they take on larger, more challenging tasks. This provides students with meaningful experience and worksite supervisors with the ability to focus their attention on other crucial, higher level responsibilities.

Cooperative Education Program

The Cooperative Education (Co-op) Program is a *multiple* term work experience related to students fields of study. Employers find the co-op program beneficial because it provides a relatively long time frame for students to work with and learn about the organization, which enables them to contribute in a significant way to the company's success. As co-op students gain experience they are given more responsibility, reflecting their increasing knowledge and ability. Permanent employees can be relieved of some of their tasks as co-op students' contributions increase. The result is that permanent employees have more time available to concentrate on their most pertinent responsibilities.

Many employers choose to use co-op as a recruitment tool in identifying future permanent employees. Co-op allows employers to temporarily hire students to work for their company and in the process decide if they would be a good long term fit for the organization. At the same time, employers do not need to make any commitment to employ students beyond their co-op, enabling the employer to have greater flexibility in meeting personnel needs.

Through the co-op program students can work part or full time throughout the academic year and summer term, as long as they meet the minimum requirements (Undergraduate students work three full time terms or the equivalent; Graduate students work two full time terms or the equivalent).

Because co-op is an academic program, the start and end dates during each co-op term follow the university calendar. Co-op terms may vary in length, depending on the time of year. Fall and spring co-ops should be at least 16 weeks long, while summer co-ops should be at least eight weeks long.

Internship Program

The Internship Program is a *single* term work experience that complements students' coursework. Employers find the internship program beneficial in getting results while filling a short term hiring need. The internship program provides employers with flexibility because they are only committing to a single semester of employing a student. Many employers utilize the internship program to give students a trial work period before making any longer term commitments.

Through the internship program students work part time during the academic year and part or full time during the summer term. During the academic year students must take a full course load while working on an internship. However, there is no similar course load requirement during the summer term, providing greater scheduling flexibility.

Because internship is an academic program, the start and end dates for internship terms follow the university calendar. Internships may vary in length, depending on the time of year. Fall and spring internships should be at least 16 weeks long, while summer internships should be at least eight weeks long.

Benefits of Co-op and Internship Programs for Employers
(*Source: www.ilceia.org/benefits.html*)

- The cost of recruiting co-op students averages 16 times less than recruiting recent college graduates.
- Almost 50% of co-op students accept permanent positions with their co-op employers. The retention of college graduates after five years of employment is 30% greater for co-op graduates.
- Co-op programs provide an opportunity to evaluate employees prior to a decision regarding full time employment.
- The co-op graduate's work performance is often superior to that of a college graduate without a co-op. Students are more flexible and easily adapt to a professional environment.
- Regular staff members are freed up from more basic aspects of their jobs to focus on more demanding and profitable assignments.
- Co-op programs supply students who have new ideas and fresh approaches. Co-op students bring state-of-the-art technical knowledge to their work assignments.
- Co-op graduates are generally promoted sooner (and further) than other graduates.
- Co-op programs build positive relationships between businesses and schools.

Co-op and Internship Guidelines for Employers

The IIT Cooperative Education and Internship Programs combine learning in the classroom with learning and application of students' education, in the workplace. As such, they are considered "work-integrated learning" programs. All co-op and internship work experiences are administered and monitored by the Career Management Center (CMC) at IIT.

The co-op and internship programs involve a partnership between a student, an employer, and the university. This collaboration helps ensure that the work that students do is meaningful and relevant to their professional and educational goals, and will add value to the students' academic programs.

Co-op Structure & Regulations:

- Students in good academic standing (2.5 minimum GPA for undergraduate students and 3.0 minimum GPA for graduate students) are eligible to participate in co-op, including U.S. citizens, Permanent Residents and International Students in F1 student status.
- Co-op is an academic program that follows the university calendar. Work terms must coincide with university academic terms and students must begin working no earlier and can work no later than the dates determined by the CMC. Dates and deadlines are posted for each academic term on the CMC website *(www.cmc.iit.edu/students/Coop_dates1.asp)*.
- Co-op terms must cycle through the academic year and may not occur solely during summer terms. Co-op terms may be successive or alternating academic terms. The terms are determined by the employer, student, and the CMC, before the co-op is approved.
- Students and employers must commit to multiple work terms. Undergraduates are required to work the equivalent of at least three full time academic terms and graduate students must work the equivalent of at least two full time academic terms, with one employer. Full time is defined as over 20 hours per week. Two part time sessions (10 – 20 hours per week) equal one full time session of co-op. Working multiple terms with a single employer gives students an opportunity to take on increasingly responsible tasks as they continue to develop their skills and make viable contributions to the company.
- At the start of a co-op experience, the employer's intention should be to employ the co-op student long enough to meet the minimum co-op requirement. However, the CMC understands that conditions may change during the time a student is completing a co-op. The employer has the right to terminate a student's employment if the student is not meeting employment requirements or if unforeseen business circumstances deem it necessary to end the relationship.
- Employers are required to complete the Employer Agreement and Employer Information Forms, as well as sign the second page of the Student's Co-op Forms (a schedule that shows all coursework completed and planned, including co-op semesters, during the student's program of study at IIT). *Copies of these*

forms are located in the Co-op and Internship Forms section at the end of this handbook.

- Employers must provide an offer letter which includes the student's name, job title, work location, start date, worksite supervisor's name, salary (all co-ops are paid employment) and the number of hours the student will work each week. A job description is also required, for approval by the student's academic advisor, and needs to be included in the offer letter or on a separate sheet. The CMC can approve only *original signatures* on co-op forms. Faxed and scanned documents are not accepted.
- Students are required to renew their co-ops for each academic term they plan to work and must register for the co-op each term. A Work Term Evaluation (WTE) must be completed by the employer and student and then submitted to the CMC near the completion of *every co-op work term.* The WTE must be submitted to the CMC for co-op renewal. Students must also complete an on-line renewal form to request renewal. *See Evaluation Process on page 12.*
- International students in F1 status are permitted to work full time as a co-op student for less than 12 months during their program of study, and can work part time (10 – 20 hours per week) for an unlimited number of academic terms. For additional information, please go to: *www.iit.edu/~internat/forms/CPT_guidelines.pdf.*
- International students provide their employers with a SEVIS I-20 Work Authorization which includes the employers' name and address, as well as the dates approved to work each term, for completion of the I-9 form.
- Students are permitted to take up to two courses during each academic term that they are working as a co-op.
- Students are expected to maintain contact with their CMC advisor throughout their participation in the Co-op Program. Employers are also encouraged to contact the co-op student's CMC advisor, if there are any concerns about the program or students' work performance.

Internship Structure & Regulations:

- Students in good academic standing (GPA of 2.5+ for undergraduates and 3.0+ GPA for graduate students) are eligible to participate in the IIT Internship program, including U.S. citizens, Permanent Residents, and International Students in F-1 status.
- Internship is an academic program that follows the university calendar. Work terms must coincide with university academic terms and students must begin working no earlier and can work no later than the dates determined by the CMC. Dates and deadlines are posted for each academic term on the CMC website *(www.cmc.iit.edu/students/Coop_dates1.asp).*
- Internships may take place throughout the year. However, internships during fall and spring academic terms must be part time (10 – 20 hours per week). Summer internships may be part or full time.

- An internship requires a commitment of only one academic term. Students and employers wishing to extend the experience are advised to consider participating in the co-op program instead.
- At the start of an internship experience, the employer's intention should be to employ the intern for one semester. However, the CMC understands that conditions may change during the student's experience. The employer has the right to terminate a student's employment if the student is not meeting employment requirements or unforeseen business circumstances deem it necessary to end the relationship.
- Employers are required to complete the Internship Employer Agreement Form and sign the Internship Signature Page. *Copies of these forms are located in the Co-op and Internship Forms section at the end of this handbook.*
- Employers must provide an offer letter which includes the student's name, job title, work location, start date, worksite supervisor's name, salary (*see the bullet point below*) and the number of hours the student will work each week. A job description is also required, for approval by the student's academic advisor, and may be included in the offer letter or on a separate sheet. The CMC can approve only *original signatures* on internship forms. Faxed and scanned documents are not accepted.
- While it is highly recommended that all internships be paid, the CMC will review each internship on a case-by-case basis to decide whether it is acceptable for it to be unpaid.
- A Work Term Evaluation must be completed by the employer and student and then submitted to the CMC at the completion of the internship. *See Evaluation Process on page 12.*
- International students in F1 status are permitted to work full time for less than 12 months during their program of study, and can work part time (10 – 20 hours per week) for an unlimited number of academic terms. For additional information, please go to: *www.iit.edu/~internat/forms/CPT_guidelines.pdf.*
- International students will provide their employers with a SEVIS I-20 Work Authorization, which includes the employer's name and address, as well as the dates approved to work each term, for completion of the I-9 form.
- Students working in internships during academic terms are required to register for a full program of courses to maintain their status as full time students. They are also required to register through the IIT Office of the Registrar for the internship after the internship application is approved by the CMC. Internships carry no academic or administrative credit.
- Students are expected to maintain contact with their CMC advisor throughout their participation in the Internship Program. Employers are also encouraged to contact the intern's CMC advisor, if there are any questions about the program or the student's work performance.

Hiring International Students

International students in F1 status are eligible to participate in the Co-op and Internship Programs through Curricular Practical Training (CPT). *Employers do not need to sponsor international students in order to hire them while using their CPT.*

Upon graduation, international students are eligible to be hired through Optional Practical Training (OPT). *Like CPT, hiring an international student using their OPT does not require sponsorship.* International students in F1 status are eligible to work on OPT post-graduation for 12 months. International students who complete Science, Technology, Engineering, or Math (STEM) degrees are eligible for a further OPT extension of 17 months.

IIT Departments

Armour College of Engineering	Biomedical Chemical & Biological Civil, Architectural, & Environmental Electrical & Computer Mechanical, Materials, & Aerospace
Chicago-Kent College of Law	
College of Architecture	

College of Science & Letters	Applied Mathematics
	Biological, Chemical, & Physical Sciences
	Computer Science
	    Computer Engineering
	    Computer Information Systems
	    Telecommunications & Software Engineering
	Food Safety & Technology
	Lewis Department of Humanities
	    Humanities
	    Internet Communications
	    Journalism of Technology, Science, & Business
	    Professional & Technical Communication
	    Technical Communication & Information Design
	    Information Architecture
	Math & Science Education
	Social Sciences
	    Political Science
	    Public Administration

Institute of Design	
Institute of Psychology	
School of Applied Technology	Information Technology & Management Industrial Technology & Management
Stuart School of Business	Business Administration Business Administration & Applied Science Environmental Management Finance Financial Markets Marketing Communication Mathematical Finance Management Science

Recruiting IIT Students

The Career Management Center (CMC) would like to assist employers in finding qualified applicants for co-op, internship, and permanent positions. In order to meet student and employer needs the CMC has developed several recruitment opportunities:

- *Career Fair:* The CMC holds two career fairs each school year (fall and spring). Approximately 1,000 students and alumni from a wide variety of majors attend each of these events. The IIT fall and spring career fairs are excellent opportunities for employers to meet highly qualified, eager candidates for co-op and internship openings, as well as full time permanent positions. *Visit the CMC website (www.cmc.iit.edu) to sign up for the next career fair at IIT.*

- *NACElink:* The online NACElink System provides employers a central location to post co-op, internship, and permanent employment openings. Employers can also search for candidates that meet their specific requirements, view their resumes and invite them to interview. All position descriptions sent to the CMC that meet co-op, internship or permanent position requirements are displayed in the NACElink System. *Contact the CMC to set up an account at 312.567.6800 or cmc@iit.edu.*

- *On-Campus Interviewing:* By taking advantage of on-campus interviewing, employers can interview several qualified candidates in one day to efficiently meet company hiring needs. On-campus interviews are held throughout the fall and spring semesters. Employers generally choose to do all interviews in one day, although they can choose to schedule them over several days, depending on company needs. *See On-campus Interviewing Procedures on page 10.*

- *Company Information Sessions:* A company information session is an excellent opportunity to create positive awareness about your company and its hiring needs. Employers present information about the company, industry, and any available positions (co-op, internship and/or permanent employment positions). The presentations generally are 60-120 minutes in duration, including a question and answer portion. *See Company Information Sessions on pages 10-11.*

- *Other:* Assisting students through resume critiques, mock interviews, and other workshops benefits employers through increased visibility on-campus. Maintaining a relationship with the CMC and IIT students enables employers to easily expand on-campus recruitment when the need arises. All the while, IIT students benefit from increased access to industry information and openings. *Contact the CMC if your company is interested in getting involved with any of these opportunities.*

On-campus Interviewing and Company Information Sessions

On-campus interviewing sessions and company information sessions are tremendous opportunities to recruit for and share information about your company. The CMC will work with your company to find a suitable location on-campus that will offer your company access to students and alumni.

On-campus Interviewing Policies

The main CMC office is housed on IIT's Main Campus in the Galvin Library which opens at 8:30am. Interviews may begin at 9:00am and should end by 4:45pm. If your company prefers to use its own schedule, please check the appropriate box on the online registration form.

- Companies pre-select the candidates they choose to interview at least one week in advance.
- Academic transcripts are not provided by our office. If you require students to bring transcripts to their interview, please **indicate that on your form** and the students will be notified so they can request them from the Registrar.

On-campus Interviewing Procedures

1. Visit the CMC website *(www.cmc.iit.edu)*, fill out an On-Campus Interviewing Request Form and submit it four to six weeks prior to your planned visit.
2. After the On-Campus Interviewing Request Form is submitted, you will be contacted with the confirmation of your date(s) or help to reschedule if the date you requested is unavailable.
3. Students will apply online for interviewing consideration until the application deadline date which is generally two weeks prior to your visit.
4. You may access the resumes and make your selections after the application deadline date by logging into your IIT NACElink account. If you do not wish to make your decisions using NACElink, you may forward your candidate selection list to the, Recruitment and Operations Manager at lindsey@iit.edu.

Company Information Sessions

During company information sessions corporate representatives meet with students and alumni interested in their company. These are informal events where employers provide company information, detail their requirements and answer students' general questions. If you wish to provide an information session, we suggest the event take place approximately two weeks prior to your interviewing date.

Open & Closed Company Information Sessions

Company information sessions are open to all students unless the employer specifies it to be closed. Closed information sessions are open only to persons previously selected for interviews. Since information sessions are not openly advertised, it is the responsibility of the employer to invite their candidates. Employers may make attending the information session a pre-requisite to interviewing.

The Career Management Center cannot guarantee student attendance at company information sessions. We will announce the sessions on our website and post company provided flyers on-campus to promote the events.

Reservations & Refreshments

Company information sessions are usually held in Hermann Hall, the McCormick Tribune Campus Center (MTCC) or the Career Management Center. There is no charge for use of these spaces provided your reservation is made through our center. To reserve a space, contact the Recruitment and Operations Manager at lindsey@iit.edu. Audio-visual equipment and refreshments may also be ordered, however there is a charge for these services. There are no refunds for information sessions, regardless of student attendance.

TechNews

You may advertise in TechNews, IIT's campus newspaper. This weekly publication has a broad reach among IIT students, faculty, and staff. If interested, please contact TechNews directly at 312.567.3084 or technews@iit.edu. *(Note: TechNews is a student run newspaper. Response times to inquiries may vary depending on the time of year.)*

Evaluation Process

The Co-op and Internship Programs are academic programs. Students are expected to apply concepts learned in the classroom during their co-op or internship experience. Likewise, they are expected to apply the knowledge gained while working to their coursework, creating deeper understanding. Each student's performance during co-op or internship must be evaluated at or near the end of each work term.

Student performance is measured in the form of the Work Term Evaluation (WTE). This form allows students to provide feedback on the overall work term and employers to provide performance feedback on students. With the majority of our students majoring in engineering/computer science, the WTE covers the Accreditation Board for Engineering and Technology (ABET) 'A thru K' criteria for accreditation:

> *(a) an ability to apply knowledge of mathematics, science, and engineering*
> *(b) an ability to design and conduct experiments, as well as to analyze and interpret data*
> *(c) an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability*
> *(d) an ability to function on multidisciplinary teams*
> *(e) an ability to identify, formulate, and solve engineering problems*
> *(f) an understanding of professional and ethical responsibility*
> *(g) an ability to communicate effectively*
> *(h) the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context*
> *(i) a recognition of the need for, and an ability to engage in life-long learning*
> *(j) a knowledge of contemporary issues*
> *(k) an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.*

We know that the work experience obtained through their participation in the co-op and internship programs helps strengthen students' professional development. The ABET criteria helps students prepare for a successful career, contributing to the success of an organization from day one. As a result of obtaining 'real world' experience through our programs, students have developed the ability to transition into a new position faster. They also develop a clearer understanding of not only their position but also of how their role adds to overall effectiveness of the organization.

In order to make the student's co-op or internship a worthwhile academic experience, it is very important that the worksite supervisor and student each complete the appropriate portions of the WTE. Upon completion, the worksite supervisor and student must discuss the results, giving each other feedback on the experience. Providing students with feedback is crucial in making co-op and internship worthwhile academic experiences through which students create deeper understanding of themselves and their fields.

Salary Information

The CMC recommends paying co-op and internship students a salary proportionate to the completion of their degree. For instance, it is recommended a bachelor's degree candidate who has completed 75% of their degree program be paid a salary that is approximately 75% that of an entry level employee with similar responsibilities. Following this type of payment scale will enable employers to increase the salary of co-op and internship students as they gain experience and make greater contributions to the company.

As stated in the *Co-op and Internship Guidelines for Employers*, co-op students must be paid for their work. While it is highly recommended that internship students be paid for their work, the CMC will review each internship on a case-by-case basis to decide whether it is acceptable for it to be unpaid. All unpaid internships must pass the six criteria put forth by the U.S. Department of Labor under the Fair Labor Standards Act. The criteria are listed at: *www.dol.gov/whd/regs/compliance/whdfs71.htm*

Contact the CMC for salary information from previous semesters.

Co-op and Internship Forms

The following pages include all the forms employers need to complete and give to their co-op/internship student.
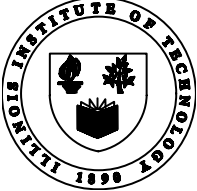
Co-op Program
Employer Cooperative Education Agreement
Co-op Education Program – Employer Information
Student Cooperative Education Plan (2 pages)
Work Term Evaluation (4 pages)

Internship Program
Internship Employer Agreement
Internship/CPT Signature Page
Work Term Evaluation (4 pages)

Please note: The same Work Term Evaluation is used for both the Co-op and Internship Programs.

	Employer Cooperative Education Agreement	**Illinois Institute of Technology**

Career Management Center (CMC)
Paul V. Galvin Library   312.567.6800
35 West 33rd Street   fax: 312.567.6801 or 6489
Chicago, IL 60616   **www.cmc.iit.edu**

The Co-operative Education Program at IIT, monitored by the CMC, follows guidelines set by the Accreditation Board for Engineering and Technology. In order to establish a mutual understanding of what our Program involves, please read the following guidelines, and sign below. By signing this agreement, you, the employer, agree to abide by these policies.

1. While admission of students to the Co-operative Education Program is the responsibility of the IIT Career Management Center (CMC), the employer agrees to inform the CMC of a student's work arrangements. These include hiring, discharge, evaluations, changes in schedule, etc.

2. *A minimum of two (2) full-time work terms for graduate students, or (3) three full-time work terms for undergraduate students, with the same employer is required.* This minimum can be fulfilled with any combination of full and part-time work terms (two part-time terms are considered the equivalent of one fulltime work term), prior to the student's completion of his/her degree program. Since co-op is an academic program, start and end dates of work terms must follow academic semesters.
Co-op work periods are roughly designated as follows:
Fall semester.. September - December
Spring semester .... January - April
Summer semester .... May - August
Changes to the student's schedule must have the consent of the work-place supervisor and the CMC advisor.

3. The employer agrees to provide two (2) work terms to graduate students, or three (3) work terms to undergraduates of institution-monitored, full-time equivalent employment, based upon suitable student performance and availability of budget and relevant work (and assuming student does not change major).

4. The work provided to and expected from co-op students must be relevant to their academic programs, increasing in complexity and/or breadth as each student progresses through successive work terms.

5. The employer will submit an evaluation of student performance to the CMC at the end of every work period, based on learning objectives established by student and supervisor at the beginning of each work term. Supervisors should discuss with the student their evaluation.

6. IIT will only recognize co-ops that are being monitored by the CMC.

7. The university acts in accordance with all federal, state, and local regulations regarding providing equal opportunity in employment and education, insofar as those regulations pertain to IIT. IIT prohibits and will act to eliminate discrimination and segregation on the basis of race, color, sex, religion, national origin, age, veteran status, handicap or disability, or sexual orientation. CMC services are available only to employers whose employment practices are consistent with this policy and are similarly non-discriminatory.
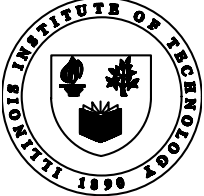

_____   _____
Company Name (please print)   Co-op Student's Name (please print)

_____   _____
Company Representative Name (please print)   Company Representative Signature

_____   _____
Telephone   Date

	Co-op Education Program - Employer Information	**Illinois Institute of Technology**
		Career Management Center (CMC)
		Paul V. Galvin Library 312.567.6800
		35 West 33rd Street fax: 312.567.6801 or 6489
		Chicago, IL 60616 **www.cmc.iit.edu**

COMPANY
WORKSITE SUPERVISOR'S NAME & TITLE
COMPANY ADDRESS
CITY   **STATE**   **ZIP**
WORKSITE SUPERVISOR'S PHONE   **FAX**
WWW / URL   **WORKSITE SUPERVISOR'S E-MAIL**

Job Title/ Department: _____

Job Description: (required in order to participate in co-op program)
- ☐ attached
- ☐ on home page _____
- ☐ to follow

Additional Information:

Citizenship Requirements: ☐ U.S. Citizen   ☐ Permanent Resident   ☐ F-1 Visa

Degree Type: ☐ Bachelor's (B.S. / B.A.)   ☐ Master's (M.S. / M.A.)

Please indicate the major(s) requested by checking the appropriate box:

☐ AEROSPACE ENGINEERING	☐ COMPUTER SCIENCE	☐ MANUFACTURING ENGINEERING
☐ APPLIED MATH	☐ COMPUTER SYSTEM ENGINEERING	☐ MECHANICAL ENGINEERING
☐ ARCHITECTURE	☐ COMPUTING	☐ MECHANICAL & AEROSPACE ENG.
☐ ARCHITECTURAL ENGINEERING	☐ DESIGN	☐ METALLURGICAL ENGINEERING
☐ BIOLOGY	☐ ELECTRICAL ENGINEERING	☐ PHYSICS
☐ BUSINESS ADMINISTRATION **	☐ ELECTRICAL & COMPUTING ENG.	☐ PSYCHOLOGY
☐ CHEMICAL ENGINEERING	☐ ENVIRONMENTAL ENGINEERING	☐ PUBLIC ADMINISTRATION **
☐ CHEMISTRY	☐ FINANCIAL MARKETS & TRADING **	☐ REHAB COUNSELING
☐ CIVIL ENGINEERING	☐ FOOD SAFETY TECHNOLOGY	☐ TECHNICAL COMMUNICATIONS
☐ COMPUTER ENGINEERING	☐ MANAGEMENT **	☐ **ALL MAJORS**

** These programs and majors are served by the Stuart School of Business Career Center. All inquiries will be referred to their attention. They may be directly contacted at 312.906.6534
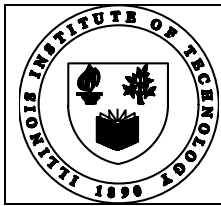
	Student Cooperative Education Plan	**Illinois Institute of Technology** **Career Management Center (CMC)** Paul V. Galvin Library 312.567.6800 35 West 33rd Street fax: 312.567.6801 or 6489 Chicago, IL 60616 **www.cmc.iit.edu**

STUDENT INFORMATION (please print or type)   **Date** _____

Last Name _____ **First Name** _____ **MI** _____

Student ID# _____ Major _____ Degree _____ Graduation Date _____

Address _____

City, State, Zip _____

Telephone _____ E-mail _____

Residency status [ ] U.S. Citizen [ ] Permanent Resident [ ] F-1 Visa

Faculty Advisor _____ CMC Advisor _____

EMPLOYER INFORMATION (please print or type)

Company Name _____

Address _____

City, State, Zip _____

URL (website) _____

CO-OP SUPERVISOR INFORMATION (please print or type)

Name _____ Title _____

Telephone _____ Fax _____ E-mail _____

INSTRUCTIONS FOR COMPLETING THE CO-OP EDUCATION PLAN
1. Start with your first semester at IIT, when you began your current degree program, and list **ALL** of the classes you have taken thus far towards that degree. (If you've been at IIT for more than a semester or two, you may wish to get a copy of your transcript to make this easier.)
2. Now fill in what classes you expect to take, *up until you graduate.* (You want to show that you have a plan to fit in all the classes you need to graduate – during semesters when they're actually offered – so that your work experience doesn't interfere with your academic requirements.) You can change this at any time and notify your CMC advisor about the revisions.
3. Now fill in what terms you intend to work (at least 2 full-time terms if you're a graduate student, and 3 fulltime terms if you're an undergraduate), and if those are full-time (FT) or part-time (PT) work terms. List them as Co-op 1, Co-op 2, Co-op 3, etc. Check out the sample Co-op Plan if you have any additional questions regarding filling out this form. Make sure this Plan is completely filled out with classes and co-op work terms BEFORE anyone signs it.

COOPERATIVE EDUCATION PLAN:

ACADEMIC YEAR	FALL	SPRING	SUMMER
20____ - 20____ (Example: 2009-2010)			
20____ - 20____			
20____ - 20____			
20____ - 20____			
20____ - 20____			

_____   _____
Student signature   Date

_____   _____
IIT Faculty Advisor signature   Date
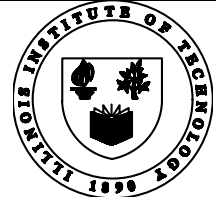
_____   _____
Worksite Supervisor signature   Date

_____   _____
CMC Advisor signature   Date

In order to establish a mutual understanding of the program, please read the following guidelines and sign below. By signing this agreement the employer agrees to abide by these policies:

1. Admission of students to the Curricular Practical Training/Internship Program (CPT/IP) is the responsibility of the Career Management Center (CMC) of the Illinois Institute of Technology (IIT). The employer hiring a student within this program agrees to inform the CMC of any changes to the student's terms of employment.

2. The student shall work part-time (20-hours per week or less) during his/her Fall and/or Spring semesters, but can work part-time or full-time (21-or-more-hours per week) during the Summer semester.

3. The work assigned to students must be <u>relevant to the degree programs</u> in which they are enrolled.

4. The CPT/IP authorization must be obtained from the CMC before the student can begin working.

5. CPT/IP authorization is valid for only one semester. If the employer wishes to have the student to continue working, the internship must be converted into a co-op.

6. An evaluation of the student's performance needs to be submitted by the employer to the CMC at the completion of the term. Employers should discuss the evaluation with the student prior to submitting it to the CMC.

7. The CMC reserves the right to contact the employer to discuss the student's performance and progress.

8. **Registration Deadlines** – Students participating in the Curricular Practical Training/Internship Program must abide by all of the registration deadlines of IIT, their academic department and the CMC.

9. It is the intention of the CMC to act in accordance with all regulations of federal, state and local governments in respect to providing equal opportunity in employment and education. IIT prohibits, and will act to eliminate discrimination and segregation on the basis of race, color, sex, religion, national origin, age, veteran status, handicap, disability, or sexual orientation. The CMC services are available only to employers whose employment practices are consistent with this policy and are similarly non-discriminatory.

_____   _____
Company Name (please print)   Intern's Name (First and Last)

_____   _____
Name of Company Representative (please print)   Signature of Company Representative

_____
Telephone   Email   Date

	Internship/CPT Signature Page	**Illinois Institute of Technology**
		Career Management Center (CMC)

Paul V. Galvin Library   312.567.6800
35 West 33rd Street   fax: 312.567.6801 or 6489
Chicago, IL 60616   www.cmc.iit.edu

STUDENT INFORMATION
Name_____ CWID _____
Address_____
Email _____ Major _____ Degree _____

INTERNSHIP & EMPLOYER INFORMATION
Internship Title _____
Employer Name _____
Department/Group _____
Employer Address _____
Employer URL/Website _____

WORKSITE SUPERVISOR INFORMATION
Work Supervisor's Name _____
Title _____
Phone _____
Email _____

FACULTY ADVISOR INFORMATION
Faculty Advisor's Name _____
Phone _____
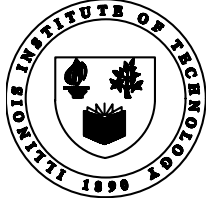Email _____

Job Description - or attach a separate sheet

Signatures:

_____   _____
Faculty Advisor   Worksite Supervisor

_____   _____
Student   Career Management Center

	Work Term Evaluation – Co-op Education/ Internship Programs	**Illinois Institute of Technology**
		Career Management Center
		Paul V. Galvin Library telephone: 312.567.6800
		35 West 33rd Street fax: 312.567.6801 or 6489
		Chicago, IL 60616 URL: **http://www.cmc.iit.edu**

_____   _____
Student Name   Major

_____
Company

_____
Address

_____   _____
City, State, Zip Code   Telephone

_____   _____
Supervisor' Name   Title

_____   _____
CMC Advisor   Work Term
                                                                                 (specify Fall, Spring, or Summer + year)

PART I – WORK OBJECTIVES & RESPONSIBILITIES

Supervisor: Please describe the student's major areas of responsibility for this work term, and the objectives toward which he/she will be working. (These should be established at the beginning of the work term.) What role will he/she play in your company, and how will his/her contribution be measured?

PART II A – LEARNING OBJECTIVES & GOALS

How will the student's work responsibilities relate to their academic training and studies? What skills are needed for she/he to successfully carry out her/his work objectives? How will these be developed and/or enhanced in the scope of the student's work for your company?

PART II B – DEMONSTRATION OF ABET CRITERIA

According to the Accreditation Board for Engineering and Technology (ABET), students in science, engineering, and technology programs should be able to display competently the 11 skills listed below. What traits, skills, and accomplishments do you look for in order to evaluate success in each of these areas?

(a) An ability to apply knowledge of mathematics, science, and engineering

(b) An ability to design and conduct experiments, as well as to analyze and interpret data

(c) An ability to design a system, component, or process to meet desired needs

(d) An ability to function on multi-disciplinary teams

(e) An ability to identify, formulate, and solve engineering problems

(f) An understanding of professional and ethical responsibility

(g) An ability to communicate effectively

(h) An understanding of the impact of engineering solutions in a global and societal context

(i) A recognition of the need for, and an ability to engage in life-long learning

(j) A knowledge of contemporary issues

(k) An ability to use techniques and modern engineering tools necessary for engineering practice

PART III – REVIEW OF ACCOMPLISHMENTS

Student's review of accomplishments (complete this section before asking your supervisor for feedback):

Please evaluate your work over this past work term. How well did you meet your objectives and fulfill your responsibilities? In what areas do you need improvement or additional learning? What accomplishments are you proud of? What have you learned about your field than you did not know before this work experience?

Supervisor's review of accomplishments:

Please evaluate your co-op student's work over this past work term. How well did he/she meet their objectives and fulfill their responsibilities? What is your assessment of his/her overall skills and abilities, especially as they relate to the ABET criteria noted on the previous page?

PART IV – FUTURE EXPECTATIONS OF STUDENT

Anticipated responsibilities and objectives for the next work term:

Additional student comments:

Additional supervisor comments:

PART V – CO-OP STATUS OF STUDENT

This evaluation has been discussed with the student: Yes ☐ No ☐

This work term's start date: _____ end date: _____

Student will report back for next work term: Fall ☐ Spring ☐ Summer ☐ Year _____
Number of work terms completed: _____

If student is not returning for another work term, please explain:

_____ _____
Student signature   Date

_____ _____
Supervisor signature   Date