

The Cooperative Education/Internship Documentation Process

1. The **pre-requisite** for registering for an internship is the completion of COOP 210 (**Introduction to Career Planning**) or an equivalent course.
2. Students are expected to complete two full-time internships (360 hours each) or 4 part-time internships (180 each) hours each or a combination of full and part-time internships to equal 720 hours. (The preference is for students to commit to at least 12 weeks with an employer such that a full-time internship is about 30-35 hours per week for twelve weeks (COOP 360) and a part-time internship is 15-20 hours per week for 12 weeks (COOP 351).
3. **Before starting** an internship, students need to consult with their advisor to insure that the internship that they are considering is appropriate for the major. Once there is agreement on this, the student fills out The **Placement Information Form**. This is then signed by the advisor/chair to indicate that the placement is approved by the department.
4. The advisor can also fill out and sign **the COOP Registration Form** and the student takes both forms to the COOP office in the Betty Howard Center. The Cooperative Education Director then signs the registration form which the student takes to the Registrar's office. Please note that students cannot register for COOPs by using a Drop-Add form. This process ensures that appropriate consultation has taken place between the student, advisor, and the COOP office.
5. Within two weeks of starting the internship, a student completes **the Learning Agreement** in collaboration with the advisor and his/her supervisor. The two week period gives the student and employer some time to agree on the details of the learning objectives and resources that will be make available to help the student to meet the objectives. This agreement is then signed by the student, the supervisor, the advisor, and the Director of Cooperative Education.
6. The student can expect advisor-led contact between WAU and the work site during the period of the internship. This facilitates accountability, and the building of a relationship between WAU and each employer. A **Site Visit** evaluation form documents a student's progress at the midpoint and after completion of the internship. (This form is for WAU faculty/staff use only.)
7. At the end of the internship, students write a short evaluation/summary of their experience. The **Student Evaluation form** provides guidelines for writing the summary.
8. The supervisor's is then asked to assess the internship by completing the **Employer Evaluation**. Both the student and employer evaluations are sent to the COOP office.
9. The COOP director then assigns a P/F grade for the internship.