

Get the Credit!

Check off these simple steps to make your internship work for you. Here's what to do:

- TAKE AND PASS THE PREREQUISITE CLASS, **COOP 210, INTRODUCTION TO CAREER PLANNING. IT IS RECOMMENDED THAT THIS REQUIREMENT BE COMPLETED BY THE END TO THE SOPHOMORE YEAR.**
- FIND AN INTERNSHIP THAT IS RELATED TO YOUR DECLARED MAJOR. The Cooperative Education Department and/or your academic advisor can help you with this search. You can also find a list of participating businesses, government agencies and organizations at <http://wau.edu> under "Center for Learning Resources/COOP".
- COMPLETE THE **COOP PLACEMENT INFORMATION FORM**. Ask your academic advisor and the Co-op Director to sign it. (**NOTE:** This form **must** be completed prior to registering for your internship. Without this form, you will not be permitted to register.)
- REGISTER FOR YOUR INTERNSHIPS. First, take the signed **Placement Information Form** to the COOP Director in the Center for Student Success. He/she will complete a COOP **Registration Form** which you will then take to the *Records Office* where you will be officially registered.
- RETURN THE REGISTRATION FORM TO THE CO-OP DIRECTOR IN THE CENTER FOR STUDENT SUCCESS.
- COMPLETE THE **LEARNING AGREEMENT FORM**. Using the form's guidelines, discuss and list at least three learning outcomes with your academic advisor and your work supervisor. You must have both of their signatures, along with your own, before submitting the form. Be sure to turn it in on time to the Co-op Director--no later than two weeks *after* you start your internship.
- At the end of your internship, **ASK YOUR** employer to complete the **EMPLOYER EVALUATION FORM**. USE THE **STUDENT EVALUTATION FORM** to guide you through the self-assessment process and summarize your experience in a 1-2 page essay., return both evaluation documents to the Career Director to complete your Co-op paperwork. You will then receive a P/F grade for your Co-op experience.

Take Note...

- ❖ All Co-op internships must last for the duration of *at least* twelve weeks from the starting date.
- ❖ **COOP 351, Parallel Work Experience**, represents part-time work for at fifteen to twenty hours per week, per semester.
- ❖ **COOP 360, Alternating Work Experience**, represents full-time work for at least thirty hours per week, per semester.
- ❖ The equivalent of two full-time semesters of work experience must be completed to fulfill your graduation requirement for Co-op.
- ❖ **Mix and Match** - each of these combinations meets the requirements:
 - 2 semesters of **COOP 360** or 1 semester of **COOP 360**
 - PLUS**
 - 2 semesters of **COOP 351** or 4 semesters of **COOP 351**

What about a "DG or NG?"

If you receive Deferred Grade (DG) or No Grade is posted for any of your Co-op classes or internships, it means that some element of the Co-op process is missing. Kindly provide the missing information to your instructor or to Career Services immediately.