

Co-Op Program 14:155:496, 497
Internship Program 14:155:495

Fall, spring, and summer semesters

Instructions:

- 1) Review this Internship/Co-Op Packet.**
- 2) Contact undergraduate program director
Dr. Yee Chiew, ychiev@scarletmail.rutgers.edu.**

Co-Op/Internship Program

What is the co-op/internship program?

The co-op/internship program allows you to take an apprenticeship-engineering job in industry during the pursuit of the B.S. degree in the discipline.

What are the requirements?

The co-op/internship program requires: (1) the approval of the Undergraduate Director; (2) good academic standing (≥ 2.5 GPA required); (3) a written report from the student upon completion of the internship work experience; and (4) a brief evaluation of the student's work from the immediate internship supervisor upon completion of the work experience.

What is the difference between co-op and internship?

The duration of the **co-op program** is a minimum of six continuous months of full-time employment. Partial credit cannot be issued. A maximum of six (6) credits are allowed toward the 130 credits required for graduation. **Internships** are short-term work experiences, typically full-time during the summer or part-time during the academic year. Three (3) internship credits are allowed toward the 130 credits required for graduation.

How many internship credits are allowed?

- 1 credit = 1 month of full-time work hours
- 2 credits = 2 months of full-time work hours
- 3 credits = 3 months of full-time work hours

How do I look for a co-op/internship position?

You are encouraged to look for the co-op/internship position on your own. However, you can also meet with your advisor to ask for leads. Positions are e-mailed to students when available. You can also contact Career Services.

Should I participate in the co-op/internship program?

If you prefer experimental and practical work to theoretical work, and if you like to work with people (or seeking the experience of working with people), this is the experience for you. If you need money to pay for your education, participation in the internship program is a way to help alleviate your financial problems. Employers and graduate schools value this experience.

Can I get a job on campus for co-op/internship credits?

In general, no. Co-op/internship credits are those earned from industrial jobs. If you are interested in doing research, register for Department sophomore, junior, or senior research. These do not count as co-op/internship credits.

Report Format

- Title page (including course code, semester/year, student name, company)
- Executive summary
- Description of your internship/co-op experience, responsibilities, and accomplishments
- Laboratory learning experiences and design experiences
- Safety training received
- Findings and conclusions
- References

Helpful Hints: Your co-op/internship must be scientific in nature and so must your report. It must be similar to a lab report and NOT a journal entry and should include graphs, charts, statistics, analysis of your work, etc.

Supervisor Evaluation

Supervisors will receive an automated link for submission. Final grades will be processed after the report and evaluation are received.

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