



OFFICE OF ADVISING
& CAREER SERVICES

CO-OP & INTERNSHIP MANUAL



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Introduction/Information

Experiential Learning Philosophy

The underlying philosophy of the Cooperative Education (Co-op) and Applied Learning (Intern) Program is that the integration of academic training with professional experience provides for a quality education. Learning to apply theory to the world of work produces a combination of applied knowledge and experience essential to the educational process.

Terminology

Internship

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths, as well as give employers the opportunity to guide and evaluate talent. Internships may be paid or unpaid, and students receive academic credit. Interns must work a minimum of one semester; however, they may work more than one semester.

Co-op

Cooperative Education is defined as a method of study that incorporates career-related work experience into the curriculum.

Goals of Co-op/Internship Program

While approval of a student's co-op/internship experience is at the discretion of the academic department and the faculty coordinator, it is the stance of the Office of Advising and Career Services that a student's internship experience should directly relate to or complement their intended course of study. A Co-op/Internship, as defined by the Office of Advising and Career Services, is a structured experiential learning experience that allows students to apply academic skills and knowledge in the workplace. Experiential learning is based on a set of learning outcomes that help students prepare to meet career responsibilities after graduation. The goals of the program are:

- To allow students to apply, evaluate, test, and integrate academic knowledge in a workplace setting.
- To expand students' knowledge about themselves, their skills, goals, and career interests in a work setting.

- To expand students' awareness of the world beyond campus by exposure to a variety of careers, disciplines, organizations, cultures, and environments.
- To encourage students to take a greater responsibility for their own education and life, and develop self-reliance, values, beliefs in a manner consistent with becoming a responsible and productive member of their local communities.
- To allow students the opportunity to network with career professionals in the career fields of their interest.

Length/Hour Information

Per the ECU Course Catalog: Co-op experiences are 16 weeks long (7 wk + 7wk + 1 wk break + 1 wk Finals) and are to be completed during **Fall** and **Spring** semesters, 12 weeks (6 wk + 6 wk) long if completed during the **Summer** term, and 5 weeks long if completed during **Winter** term. Internships have more flexibility but must be pre-approved by the Faculty Coordinator and the Office of Advising & Career Services Co-op Coordinator.

Students must successfully work a minimum of 80 working hours to earn at least .5 or 1 academic credits for an entire semester. Students are eligible to earn up to 8 Co-op/Internship credit hours in the span of a semester, equivalent to working 640 hours.

Experiences lasting less than a full semester should be discussed with the Office of Advising and Career Services and the Faculty Coordinator. A student may work a minimum of 8 weeks over the summer semester/terms and 10 during the academic semester and only when extenuating circumstances apply.

Winter term Co-op/Internship experiences will be discussed on a case-by-case basis with the Office of Advising and Career Services Co-op Coordinator and the Faculty Coordinator.

Credit hours requested cannot be changed during the semester unless unforeseeable instances occur (major illness, leave of absence, employer's needs change) and require written approval from the Office of Advising and Career Services Co-op & Internship Coordinator and the student's Academic Department.

Co-op/Internship Employer Information

Employer/organization relations is one of the top priorities brought on by our Co-op & Internship program. As a Co-op/Internship employer for an Eastern Kentucky University intern, you are responsible for the intern's work activity and schedule. You will facilitate the transition between academic studies and the workplace. Your willingness to provide an opportunity for an Eastern Kentucky University student to expand his or her education beyond the classroom is deeply appreciated. Student interns have the potential to provide your organization with genuine assistance, as well as a fresh perspective and new energy and enthusiasm.

Benefits for Employers

- Aid recruitment efforts, as your company has an opportunity to observe and evaluate the student interns' performance.
- Enable your organization to participate in and influence the educational process and career development of a student.
- Provide you, the employer, with valuable technical and professional assistance and bring new talents and ideas into an organization.
- Integrate education and experience into the field to produce potential employees with greater depth of knowledge.
- Free full-time professionals from time-consuming but essential tasks.
- Create ambassadors for your organization in the university campus community.
- Enhance the industry-college relationship by creating closer ties between the business world and the university community.
- Motivate professional staff to take advantage of continued learning opportunities necessary to stay current in their field.
- Provide an added layer of insurance for their time commitment. Students are obligated to complete their entire internship process. Non-completion of internship experience will result in students failing their Co-op/Internship course.

Co-op/Internship Supervisor Responsibilities

- Ensuring the following duties and responsibilities are directly tied into student's learning objectives.
- The Co-op/Internship work supervisor must assist with and agree to the terms established when reviewing the students Co-op/Internship experience request.
- The supervisor should take an active role in mentoring and be available for meetings or conversations with both the student and the Faculty Coordinator.
- Approve student's experience via email from Handshake to ensure students are on track to earn academic credit for their work.
- Provide an ongoing support system to the student intern.
- Plan the student's work duties.
- Provide qualification criteria and meaningful training.

- Define the student interns duties and responsibilities
- Permit an on-site visit by the students Faculty Coordinator in the student's academic major.
- Provide a safe working and learning environment to their interns.
- Instruct the student with respect to company policy and define expected work tasks, outlining duties and responsibilities.
- Contact the Office of Advising and Career Services if problems arise during the students Co-op/Internship experience.
- Provide challenging, varied, stimulating and measurable assignments.
- Enhance duties each semester and provide a breadth of experiences related to the student's major.
- Have the student provide written and oral reports on their assignments as needed.
- Encourage the student to continually review their assignments and suggest methods of improvement.
- At the end of the semester, students will submit their timesheet to their Co-op/Internship Experience on Handshake to be reviewed by their department Faculty Coordinator. Supervisors must validate students' work and sign their timesheet prior to students' submission.
- An evaluation will be emailed from Handshake to the site supervisor closer to the end of the student's Co-op/Internship experience timeline. The supervisor will submit an evaluation to determine the student's success in their Co-op/Internship experiential learning experience.

The first few days on the job are critical. A thorough orientation and an invested supervisor are essential for initiating, developing and maintaining a successful Co-op/Internship program.

Orientation

All supervisors should provide orientation to the students during the first week of employment.

The orientation should include the following:

- Introduce the student to co-workers.
- Inform the student of the individuals he/she should contact for information.
- Inform the student of their organizations' inclement weather policy.
- Explain student's assignment(s).
- Explain all aspects of the task and expectations.
- Explain how performance will be evaluated and how often this will occur.
- Inform the student of your organizational structure, policies and procedures needed to perform his/her duties more efficiently.
- Provide tours of facilities and an explanation of the equipment.

- Encourage the student to participate in agency meetings, classes and decision-making conferences.
- Familiarize the student with available community resources: housing, churches, restaurants, transportation, recreation, social events, etc.

Co-op/Internship Evaluation

Students' Faculty Coordinators may check on them mid-term. If problems develop, the supervisor should contact the Office of Advising and Career Services and/or the Co-op & Internship Coordinator.

The Co-op/Internship Supervisor is also requested to evaluate the student's performance. This assists us, the Office of Advising and Career Services, in measuring a student's progress and in helping a student understand what qualities they should strive to improve. The evaluation is usually submitted through email sent from Handshake.

Faculty Co-op Coordinator Information

Faculty Co-op Coordinators serve as a support system to the student intern during their Co-op/Internship experience. As a faculty co-op coordinator, you are providing a direct link between the university and the workplace for the intern. In addition to the benefit of working closely with an individual student, supervising internships gives you an opportunity to observe practices and activities in a variety of employment settings and increase your knowledge of workplace trends. Faculty Co-op Coordinators approve of job descriptions and make sure they relate to their students' majors. They also review the students' time sheets and the evaluations before issuing a grade at the end of the term.

Overview of role

It is not the Faculty Co-op Coordinator's responsibility to find a Co-op/ Internship placement for their students. Faculty Co-op Coordinators may provide suggestions or provide professional connections to help students find placement sites.

Contact with intern

Faculty Co-op Coordinators need to play a supportive role in a student's internship experience. Students require feedback and assistance throughout the internship. Faculty Co-op Coordinators are to regularly and consistently communicate with their Co-op/Internship students to maintain a supportive role all throughout their students Co-op/Internship experience.

Faculty Coordinator Instructions

Step-by-step faculty coordinator instructions can be found by clicking [here](#).

Co-op/Internship Student Information

Students participating in a Co-op/Internship have a great opportunity to apply skills they have learned in the classroom into a real-world work environment. Interning while in college provides students with many opportunities to network and market themselves prior to entering the working world. There are many benefits to participating in our Co-op/Internship program that can lead students to a world of opportunity.

Experience Eligibility

Co-op/Internship students must have:

- A minimum of 2.0 GPA to be registered in a Co-op/Internship Course.
- A declared major.
- 30 academic credit hours completed.
- Completed at least one semester at ECU, prior to enrolling in a Co-op/Internship experience.

Employers and specific departments/majors may have higher requirements. For example, the College of Business requires a 2.25 GPA and 60 completed academic credit hours, to be registered in a credit bearing Co-op/Internship Course. Students cannot register for more credit hours than they are able to complete within the semester requested.

- Students can only receive credit for one Co-op/Internship course per semester for each experience they complete.
- Students cannot be supervised by family members or other students. Former students are allowed to host internships.
- Co-op/Internship experiences must be relevant to the student's declared major and give the student work experience needed for employment, post graduation.
- Students must be in an environment where they are completing worthwhile, hands-on, industry-related tasks and be supervised and mentored by an industry professional who can aid in their professional development.
- Students should only complete one internship or co-op experience per semester. Should a student wish to complete more than one experience, prior approval from the Office of Advising and Career Services and the student's Academic Department must be obtained. Students must request to be enrolled in more than one academic credit hour to be considered for this approval.

- Students cannot use past work/co-op/internship experiences for credit. Only work completed DURING the semester, for which the student is registered, can be counted for credit. Please consult the Timesheet for the semester you intend to submit for clarification of weeks accepted for counted hours.
- Timesheets are located on Handshake in the Career Center Tab, filed under Resources.
- Positions in direct sales or independent contract work (1099 employment) cannot be used for credit.
- Elected or appointed positions in organizations/clubs/etc cannot be used for credit.

Student Benefits of completing a Co-op/Internship Experience

- Provides valuable work experiences during college that sometimes cannot be obtained in a classroom setting.
- Gives students the opportunity to explore a career path, feel more confident in the right degree path, and an edge in the job market and stand out to potential employers.
- Make students more marketable as they will sometimes require less training and can handle more responsibilities.
- Allow for feedback from supervisors and others who are established in the field on ways to improve students skills, such as communication, teamwork, and computer proficiency, in the workplace.
- May be paid which means students can gain valuable experience and make money at the same time.
- Prepares students to network with professionals in their field.
- Provide a great opportunity to learn from career professionals in their field.
- Allow students to test out specific techniques learned in the classroom before entering the working world.
- Provide students the opportunity to apply what they have learned in a safe environment where mistakes are expected.
- Co-op/Internship experiences may often transfer into full time employment opportunities.
- Provides students with real, related work experience in their career field.

Student Expectations and Responsibilities

There are several responsibilities that Cooperative Education and Internship Students have during their periods of employment. Students must:

- Adhere to all policies of the employing firm, including personal appearance requirements.
- Co-op/Internship students must complete both the Co-op/Internship Program Orientation Agreement and the ECU Waiver of Liability, Assumption of Risk, and

Indemnity Agreement and return completed documents to the Co-op/Internship Coordinator.

- Expect to work a minimum of 80 hours per .5 academic credit hour requested and must work a minimum of 8 weeks over the summer and 10 weeks over the academic year.
- Fulfill the weekly and hourly commitment mutually agreed upon by the student and the Co-op/Internship employer prior to the start of the internship.
- Report to work promptly, in the event of illness or emergency, notify their immediate supervisor and the Office of Advising and Career Services staff promptly. Student Intern attendance is extremely important.
- Direct energies to the completion of their work assignments.
- Gain the most from their Co-op/Intern experience and ask for additional challenges to expand their breadth of practical experience. Each semester, employers are expected to increase a student's level of responsibilities.
- Continue to pursue academic requirements toward a degree.
- Read and become familiar with the operation of the Co-op/Intern Programs as explained in this document.
- Adhere to all policies of the Office of Advising and Career Services.
- Adhere to all University policies.

*Students may receive a failing grade in their Co-op/Internship Course, if they quit their position during the course of the semester they are earning academic credit for or if students fail to adhere to the policies set forth by the Co-op/Internship Manual. Students will receive an IP (incomplete) if they do not complete their hours and evaluation.

Tips for Maximizing Students Co-op/Internship Experience

Make a good first impression

- Dress professionally
 - Be sure to check with your employer if any specific dress codes are in place
- Always be prompt
- Maintain a positive attitude
- Find out about and follow company regulations
- Respect the time of others

Orientation

If there is no formal orientation program for you, try to give yourself one by:

- Reading everything you can about the organization
- Introduce yourself to coworkers
- Making lists of questions so that you can use your supervisor's time wisely

Getting the job done

- Space out your tasks; break big tasks into smaller ones
- Pace yourself. Find a good balance to prevent workplace burnout.
- Create to-do lists to keep yourself on task

Geographic Location

Most internships obtained by Eastern Kentucky students are local. However, internship opportunities exist in other areas of Kentucky, in other states around the U.S, as well as internationally. Students also have the option to participate in remote internships if approved first by their Faculty Coordinator and then by the Office of Advising and Career Services Co-op/Internship Coordinator.

Inclement Weather Policies

1. Students are expected to participate in their scheduled work activities if their Co-op/Internship site is in full operation during events of severe weather conditions. Students are expected to adhere to the rules and regulations set by their co-op/internship site supervisors.
2. Each intern is expected to attend their Co-op/Internship experiences as scheduled. Precaution should be exercised when driving to and from their Co-op/Internship work site in inclement weather. The intern should anticipate delays and plan travel accordingly.
3. In the event that a student deems it is unsafe to participate in their scheduled Co-op/Internship due to inclement weather, it is the student's responsibility to contact the employer BEFORE they are absent/late for their scheduled shift and explain their absence. Students should also contact their Faculty Coordinator and the Co-op Coordinator explaining their absence for their work activities.

Incident Report Policy and Procedures for Off Campus Injury or Harm

Students safety while conducting an experiential learning experience is our top priority. Students enrolled at Eastern Kentucky University are required to report and document incidents that occur during off-campus activities which may actually or potentially lead to personal injury or harm. Students may access Eastern Kentucky University's Student Injury Report [here](#).

When such an incident occurs, students are required to immediately report the incident to their Co-op/Internship Supervisor. An organization's workplace incident report form should be completed by the student and reviewed by the Co-op/Internship Supervisor before submitting to the agency supervisor.

An Eastern Kentucky University Student Incident Report, filled and signed by both the student and on-sight supervisor, should be completed within 24 hours. In an academic course, the faculty member coordinating the student's course activities (if he/she is not the on-site supervisor) should read and sign the report and send the report to the Department Chair and Traci Patrick, Environmental

Health and Safety/Risk Management and Insurance, ECU, Adams House, or traci.patrick@ecu.edu, as soon as possible.

The Eastern Kentucky University Student Incident Report will be kept in a permanent file. The faculty coordinator and the department chair are responsible for documenting any actions recommended in regard to the incident. Copies of completed Student Incident Reports(s) should be sent to the Eastern Kentucky Police Department, Office of Student Affairs, and the Director of Human Resources.

Discrimination and Harassment

Eastern Kentucky University has multiple resources to assist you if you think you may have been discriminated against or sexually harassed. Even though students' Co-op/Internships may be off campus, Eastern Kentucky University students participating in credit-bearing Co-op/Internship fall under [University Discrimination and Harassment Policy and Sexual Misconduct Policy](#). Please utilize the university provided resources to assist you in an incident of discrimination or harassment in the workplace.

Equal Opportunity/Affirmative Action Statement

Eastern Kentucky University is an Equal Opportunity/Affirmative Action employer and educational institution and does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, ethnicity, disability, national origin, veteran status, and/or genetic information in the admission to, or participation in, any educational program or activity (e.g., athletics, academics and housing) which it conducts, or in any employment policy or practice. Any complaint arising by reason of alleged discrimination should be directed to the Office of Institutional Equity, Eastern Kentucky University, Jones Bldg. Room 416, Richmond, Kentucky 40475 (859) 622-8020, or the Assistant Secretary for Civil Rights, U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue, SW, Washington, DC. 20202 1-800-421-3481(V), 1-800-877-8339 (TTY).

The Office of Institutional Equity is charged with the University's compliance with [Title IX of the Educational Amendments of 1972](#). Sexual harassment and sexual assault are forms of sex discrimination that are prohibited by Title IX and may include off campus conduct of such nature. The Office of Institutional Equity is charged with the University's compliance with Title VI and Title VII of the Civil Rights Act of 1964. Inquiries concerning Title IV and Title IX compliance are coordinated through:

Eastern Kentucky University's [Title IX Coordinator](#)

Carlin C. Conway, J.D

Director of the Office of Equity
and Inclusion
Title IX Coordinator
Jones Bldg. Room 416

521 Lancaster Avenue
Richmond, KY 40475
Phone: (859) 622-5051
Email: carlin.conway@eku.edu

The Title IX Coordinator has ultimate oversight responsibility for the University's Title IX Program and Title IX inquiries and complaints. Working collaboratively with University resources, the Title IX Coordinator identifies and addresses any patterns or systemic problems that may arise during the review of such inquiries or complaints. The Title IX Coordinator also responds to Title IX, Title VI and Title VII inquiries and complaints, as well as provides training, and conducts investigations. Any questions regarding the application of Title IX may be referred to the Title IX Coordinator.

Please refer to the full version of the Policy on Discrimination and Harassment on the University's [policy web site](#) for the associated complaint process and more information.

Veterans Statement

It is the policy of the University that there shall be no discrimination in employment, including recruitment, hiring, promotion, compensation and any other condition, or privilege of employment, on the basis of status as a disabled veteran, recently separated veteran (as defined by P.L. 107-288), veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, or veteran who participated in a US military operation for which an Armed Force Services Medal was awarded pursuant to EO 12985, with regard to any position for which such individual may be qualified. This policy is intended to be in compliance with the University's obligation as a federal contractor under the Vietnam Era Veterans Readjustment Assistance Act, specifically 38 USC Sec. 4212, and its implementing regulations, 41 CFR 60-250. Any complaint arising by reason of alleged discrimination shall be directed to: Office of Institutional Equity, Eastern Kentucky University, Jones Bldg. Room 416, Richmond, Kentucky 40475-3102, (859) 622-8020.

More information:

Overtime

You may be asked, or feel pressured, to work late or on weekends, and working extra hours may help you learn more by experiencing roles or situations not otherwise available. Your commitment to your supervisor and your organization

may demand that you put in extra work. However, you are an independent person, and everyone has a personal life to maintain. So, if you feel confused about work hours and time, talk to your supervisor and negotiate a solution that takes into account both your needs and those of the organization.

Faculty Coordinator list

Students are able to view their Faculty Coordinator contact information by clicking [here](#). Faculty Coordinators are listed under their respected colleges and major concentration areas. If you have difficulty finding your faculty coordinator email Zoie Webb, zoie.webb@eku.edu, the Office of Advising & Career Services Co-op & Internship Coordinator for further assistance.