Internships & Cooperative Education

WHAT ARE CO-OPS AND INTERNSHIPS?

Internships and Cooperative Education (Co-op) are experiential learning opportunities where students can participate in work experiences directly related to their major. Students participate in work-based learning that combines theory from the classroom with hands-on experience in the workforce.

Internships and Co-ops:
- Provide for professional practice tied to a student’s academic pursuits
- Are meaningful, hands-on experiences outside the classroom
- Require structure, mentoring, and involve reflection

Co-ops are multi-semester experiences, usually for academic credit, and are typically paid. Students may work consecutive semesters while enrolled in school, or may alternate semesters between work and school. Students typically pursue a Co-op during their sophomore, junior or senior years.

Internships are most often a one semester experience that may or may not be for academic credit. It may also be paid or non-paid. Students can typically pursue an internship at any point in their college career and even after graduation. If academic credit is desired, students must work with their academic department to confirm their readiness to participate.

WHAT ARE THE BENEFITS OF INTERNSHIPS AND CO-OPS?

Internships/Co-ops will provide you with a competitive edge in today’s job market. Approximately 60% of 2012 college graduates who took part in a paid internship or co-op received at least one job offer (National Association of Colleges and Employers). Additionally, NACE’s 2011 Student Survey found that paid internships and co-ops correlate to better job-search success for college students. Paid interns and co-ops were more likely to get a job offer, have a job in hand by the time they graduated, and receive a higher starting salary than their peers who took part in an unpaid internship or no internship at all. These experiences help you make career decisions, develop your professional and personal skills, help you start networking early, and test classroom skills in real-life learning situations.

GETTING STARTED

First Step
All students interested in internships and co-ops should create a resume and have it reviewed by Career Services before you begin your search process. Career Services can also provide you with tools for conducting an internship/co-op search and learning how to network with employers. You will also want to complete a Mock Interview (or two!) with Career Services before you start applying.

Finding an Internship
- Log into CareerLink, Career Services’ online job, internship, and co-op database, located on the Career Services website, careers.slu.edu. Create an account and search by industry, geography, or job function.
- Use social media to learn about employers and connect with contacts (LinkedIn, Facebook, Twitter, etc.)
- Conduct your own search using the web.
- Identify companies you would like to work for, check out their website, and call their Human Resources department.
- Use your contacts! Talk to:
  - Your parents, their friends and co-workers;
  - Your friends and their parents’ friends and co-workers;
  - Professors;
  - Former employers; and
  - Anyone else that will talk to you!
Research, Research, Research!
As you are preparing to send out your resume and complete applications, it is also important for you to practice interviewing. While you may have some time between when you apply and when you interview, an employer may call you immediately and conduct an impromptu telephone interview. If they call you before you’ve had the chance to practice and before you’ve done any company research, this could impact their decision to hire you. Make sure to schedule a mock interview with Career Services as you get ready to apply!

REGISTERATION GUIDELINES

Please refer to the chart below to determine the best registration choice for your situation.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>INTERNSHIP with Industry</th>
<th>INTERNSHIP with Industry</th>
<th>CO-OP with Industry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
<td>376; 476</td>
<td>376; 476</td>
<td>275; 375; 475</td>
</tr>
<tr>
<td>Description</td>
<td>A one semester experience working a minimum of 40 hrs during the semester for each hour of credit registered</td>
<td>A one semester work experience; 15-40 hrs a week in or outside of the St. Louis area</td>
<td>A work experience with a single organization, 15-40 hrs a week, over 3 semesters (consecutive or alternating)</td>
</tr>
<tr>
<td>Credit Hrs</td>
<td>1 – 3 credit hours</td>
<td>0 credit hours</td>
<td>0 credit hours</td>
</tr>
<tr>
<td>*Pseudo Hrs</td>
<td>None</td>
<td>Part-time</td>
<td>12 pseudo hours</td>
</tr>
<tr>
<td>Student Status</td>
<td>Must enroll in additional credit hours to be full-time student.</td>
<td>must enroll in 6 additional hours to reach full-time student status</td>
<td>Full-time</td>
</tr>
<tr>
<td>Grading Scale</td>
<td>A - F</td>
<td>Satisfactory;</td>
<td>Satisfactory;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not Satisfactory</td>
<td>Not Satisfactory</td>
</tr>
<tr>
<td>Scholarships</td>
<td>Depends on student status</td>
<td>Depends on student status</td>
<td>Deferred</td>
</tr>
<tr>
<td>Loans</td>
<td>If less than full-time status, you will lose scholarships</td>
<td>Must enroll in at least 6 additional hours to retain scholarships</td>
<td>Deferred</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must enroll in at least 6 additional hours to avoid entering loan repayment.</td>
<td>Won’t enter repayment</td>
</tr>
<tr>
<td>Tuition Rate</td>
<td>Hourly tuition rate; unless enrolled full-time. If full-time, course tuition cost is included in regular tuition charge.</td>
<td>None Charged; unless enrolled in additional hours</td>
<td>None Charged</td>
</tr>
<tr>
<td>Best Time</td>
<td>Fall or Spring; will be charged Summer tuition rate if used in Summer</td>
<td>Summer; or if student is not working full-time and plans on taking additional coursework at SLU</td>
<td>Fall, Spring, Summer</td>
</tr>
</tbody>
</table>

*Pseudo hours are credit hours added to a student record but that do not carry a tuition charge. These are designed to allow students to defer scholarships and loans while pursuing off-campus academic opportunities.

**Do You Have To Register Your Internship Or Co-op?**
No. But be sure to discuss your situation with your advisor, the Academic Services Manager, and Financial Aid so you can plan out your future semesters and fully understand the consequences of not registering for a semester.

If you wish to complete an internship or co-op for credit, it will not apply toward your degree requirements without the permission of your department chair. Please discuss your situation with your advisor and/or department chair if you would like the internship or co-op to count toward your degree requirements.

**Aviation Management** students may register a Spring or Fall internship using ASCI 478 Internship with Industry for 3 credit hours. This course includes 9 pseudo hours* so the student will maintain full-time status and receive the 3 credit hours required to graduate.

**Financial Aid/Scholarships**
Please contact the Office of Student Financial Services for important information regarding your student loans, grants, and/or scholarships during the internship/co-op experience.
GETTING ACADEMIC RECOGNITION FOR YOUR INTERNSHIP/CO-OP

Initial Procedures
*Once you’ve secured an internship or co-op, follow these easy steps.*

- Follow up verbal acceptance of job offer with a written acceptance letter.
- Meet with advisor to discuss effect of the work assignment on schedule and future semesters.
- Contact the Academic Services Manager for general questions about your internship or co-op.

Requirements for Registration
*To receive academic recognition for your internship or co-op you must complete the following requirements. These requirements also apply to zero credit hour registrations.*

- **Register**
  Complete the Internship/Co-op Enrollment Form to register for the appropriate internship or co-op course number. The Academic Services Manager or your department will either register you or sign a Change of Registration Form to allow the Registrar’s Office to add you to the course.

- **Learning Agreement**
  The Learning Agreement must be completed; signed by the student, site supervisor, and course instructor; and returned to the Academic Services Manager.
  **DUE:** No later than **THREE WEEKS after** the start of the internship/co-op

- **Reflection Assignment**
  Reflect on your internship/co-op through a 4-5 page essay and submit to the Academic Services Manager. Demonstrate how you did or did not reach the learning objectives outlined in your Learning Agreement. Some instructors or departments may require alternative or additional assignments.
  **DUE:** No later than the **LAST DAY OF CLASSES**

- **Performance Evaluation**
  The Academic Services Manager will forward the evaluation to the site supervisor approximately 3-4 weeks before the end of the semester. The site supervisor should complete the evaluation, discuss it with you and return it to the Academic Services Manager. You may want to follow-up with your site supervisor to make sure this happens.
  **DUE:** No later than the **LAST DAY OF CLASSES**

IMPORTANT PROCEDURES FOR EACH WORK TERM:

- Gain your academic advisor’s approval prior to registering for any academic course that will be taken during a work term.
- Visit housing, financial aid, and parking offices to discuss the effect of your work assignment and student status during the work term.
- Keep track of course registration, housing, financial aid, and parking deadlines which will occur during your work terms.
- Check your campus email account during work terms.
- Maintain regular contact with your faculty sponsor and/or Academic Services Manager throughout work and school terms to discuss concerns, problems or questions that may arise.
- Contact your academic advisor to complete registration for the next academic term.
CONTACTS

Internship & Cooperative Education Program
Jennifer Masiulis, Academic Services Manager
Location: McDonnell Douglas Hall, Room 1004
Phone: (314) 977-8225
FAX: (314) 977-8403
E-mail: masiulis@slu.edu
Website: parks.slu.edu
Mail: Parks College of Engineering, Aviation and Technology
Saint Louis University
3450 Lindell Boulevard
St. Louis, MO 63103

Resume, Cover Letter, and Interview Assistance
Wendy LaBenne, Career Development Specialist
Career Services
Location: Busch Student Center, Room 331
Phone: (314) 977-2831
E-mail: wlabenne@slu.edu
Website: careers.slu.edu
Schedule Appointment: SLU Appointments or (314) 977-2828

Scholarships & Financial Aid
Office of Student Financial Services
Location: DuBourg Hall, Room 121
Phone: (314) 977-2350
Toll-free: 1-800-SLU-FOR-U
E-mail: SFS@slu.edu
Website: http://www.slu.edu/x21861.xml

Parking
Location: DuBourg Hall, Room 33
Phone: (314) 977-2957
Website: http://www.slu.edu/services/parking/

Housing
Phone: 1.800.SLU.FOR.U
Email: reslife@slu.edu
Website: http://www.slu.edu/services/residence/

University Calendar
Office of the University Registrar
Website: http://www.slu.edu/x22706.xml