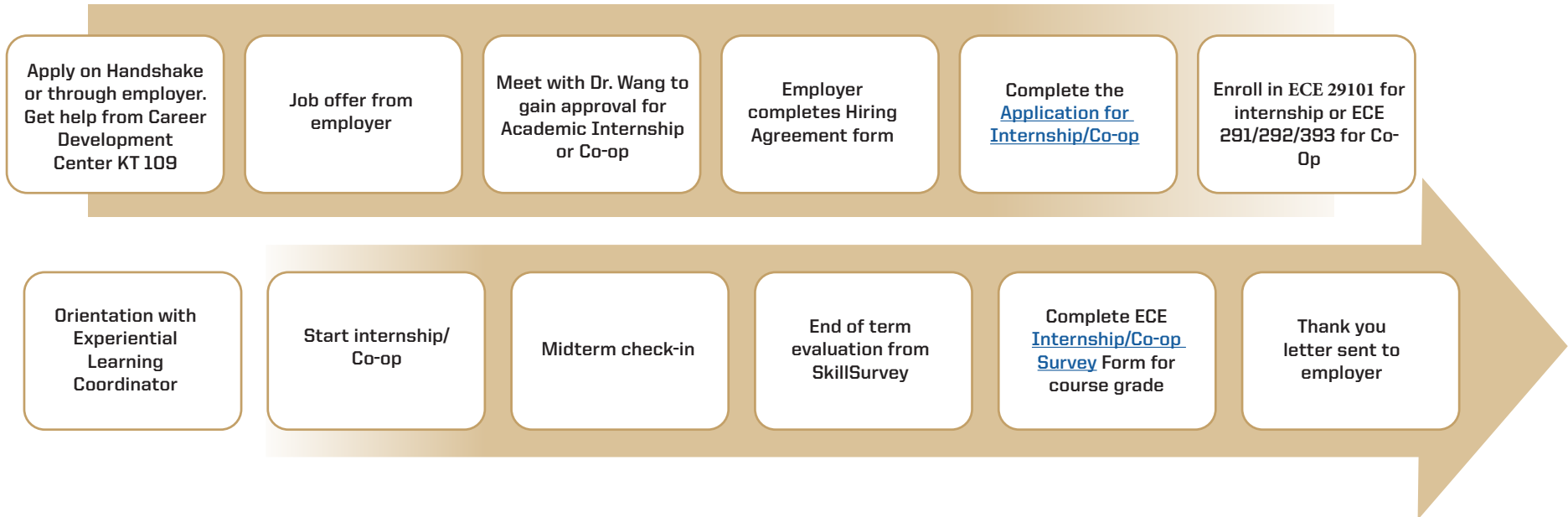


# ECE ACADEMIC INTERNSHIPS AND CO-OPS

## A STUDENT GUIDE



## BENEFITS OF INTERNSHIP OR CO-OP

- Competitive income earned to help finance your educational costs. Those enrolled in academic internships through PFW are earning more than minimum wage.
- Your work experience is related to your major/field of study. Faculty/department approval to determine true internship/Co-Op.
- Great on your resume for related field of study experience and employment prospects post-graduation.
- Internship or Co-Op courses recorded on official transcript.
- Enhance self-confidence and professionalism through awareness and development of workplace competencies.
- SkillSurvey self-assessment and employer evaluation.
- Support from University should there be any concerns/issues and celebrate student success- Midterm check in with student and employer.
- Build networking opportunities and partnership with employers for you as well as to connect PFW students with other internship, co-op/employment opportunities.

# GET READY FOR YOUR FUTURE

## STEPS:

1. **Prep** yourself for job search
  - a. As needed, utilize the Career Development Center office for job search strategies, resume and cover letter critiques, and mock interviews
    - i. Career Development Center tab on goPFW.edu
    - ii. KT 109, [careercenter@pfw.edu](mailto:careercenter@pfw.edu)
    - iii. Schedule an appointment through Handshake or call 260-481-0689
2. **Apply** on Handshake (or through employer)
3. **Interview** as invited to do so
4. **Enrollment into Intern/Co-op course must be pre-approved by department**
5. **Accept** a position and ask for job offer letter and official job description
6. Complete **Qualtrics** form at [pfw.edu/internships](http://pfw.edu/internships) to apply for academic credit and the following documents: **Academic Internships: Request for Academic Credit Form**.
  - a. Ask Supervisor or HR to complete the **Hiring Agreement** form
  - b. **International students- complete Section 1 of CPT form**, email to Experiential Learning Coordinator who will route for approval signatures.
7. When internship is approved, you will be given department permission to register yourself OR may be enrolled in an appropriate course. Ask Experiential Learning Coordinator for help. For internship, please register in IDIS 30001, for Co-op, please register in ECE 29100/29200/39300/39400/39500.
8. **Orientation** coordinated by Experiential Learning Coordinator, Career Development Center
9. **Start internship/Co-op!** (Be sure to stay in touch with academic department)
  - a. Participate in additional professional development opportunities if offered by company
  - b. Contact department and/or Experiential Learning Coordinator with issues or concerns
10. **Introductory greeting email** sent to employer by Experiential Learning Coordinator to build partnership
11. **Midterm check-in** with supervisor and student intern
12. **Watch email** for end of term evaluation from SkillsSurvey (completed by student and employer)
13. **Complete [ECE Internship/Co-op Evaluation Survey](#)** within two weeks after completing the internship/Co-op.
14. **Thank You letter** sent by student to employer for experience, and update resume
15. **If continuing, contact Experiential Learning Coordinator and academic department for new extended internship dates**
  - a. Check nothing has changed from original paperwork and request to register again.
  - b. **International students-** complete CPT form again with new employment dates for approval with Office of International Education.