**COOPERATIVE EDUCATION & INTERNSHIP PROGRAMS**

**BENEFITS:**

*Benefits of doing co-ops and internships are many.*

You have the opportunity to:

- Start networking - make connections in your field of interest.
- Put your education to work – if you were looking to get hands-on, this is it.
- Do work you can add to a professional portfolio.
- Discover your professional - and personal - strengths and weaknesses.
- Test your choice of major.
- ... not to mention, it looks great on your résumé!

**THE DIFFERENCE BETWEEN A CO-OP & INTERNSHIP:**

<table>
<thead>
<tr>
<th>COOPERATIVE EDUCATION:</th>
<th>ACADEMIC INTERNSHIPS:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>You have two options when setting up your co-op:</strong></td>
<td><strong>When planning for your internship, you may choose to enroll in a lighter course load (3-4 classes) while working 8-40 hours per week for academic credit during the fall or spring semesters. Internships are typically unpaid, although it is possible to find paid positions.</strong></td>
</tr>
<tr>
<td>1. <em>Semester or Year Plan:</em> You have the option to take a semester or year off and work <strong>40 hours per week</strong> in paid positions related to career fields of interest to you. This could include a summer position.</td>
<td>You will create a <strong>learning plan</strong>, and will usually complete a journal, 1-2 academic papers, and have a supervising faculty member (often your advisor) conduct a site visit. Upon completion of your internship, your employer will complete an evaluation.</td>
</tr>
<tr>
<td>2. <em>Parallel Cooperative Education Plan:</em> You may choose instead to enroll in a lighter course load (3-4 classes) while working <strong>20 hours per week</strong> in a paid position in a field of interest.</td>
<td>CSO posts professional jobs and internships on their website (<a href="http://www.gordon.edu/careerservices">www.gordon.edu/careerservices</a>) as well as a long list of helpful sites to aid you in your internship search.</td>
</tr>
</tbody>
</table>

With either of the above options, **academic credit is not awarded**, although upon completion of the co-op commitment your experience will appear on your academic transcript.

You are required to create a **learning plan** detailing the work you will be performing and arrange for a faculty advisor conduct a site visit. You and your employer will complete evaluations at the end of the co-op experience. **Both plans are administered through the Career Services Office.**

Please note that **internships are administered through academic departments** NOT through CSO. You should plan to meet with your academic advisor(s) as soon as possible, as internships must be registered by the fifth day of classes. **Internships are required for some majors.**