

# 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:

### COOPERATIVE EDUCATION:

You have **two options** when setting up your co-op:

1. Semester or Year Plan: You have the option to take a semester or year off and work **40 hours per week** in **paid** positions related to career fields of interest to you. This could include a summer position.
2. Parallel Cooperative Education Plan: You may choose instead to enroll in a lighter course load (3-4 classes) while working **20 hours per week** in a **paid** position in a field of interest.

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.**

### ACADEMIC INTERNSHIPS:

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.

You will create a **learning plan**, 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.

CSO posts professional jobs and internships on their website ([www.gordon.edu/careerservices](http://www.gordon.edu/careerservices)) as well as a long list of helpful sites to aid you in your internship search.

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.**

