

- Cooperative Education is a semester-long course with an academic component taught on-line that is administered by USF Career Services while the student is accumulating practical on-site training with an employer.
- It is a formal course which allows students to gain paid, real world training in their chosen career field.
- Employers will recruit from a prescreened candidate pool. Students from this pool have been required to tailor their application materials using USF Career Services' standards.
- Students who receive and accept a Co-op training offer, will be required to register for a Co-op Course which is for "0" credit and is graded "S" or "U" (Satisfactory or Unsatisfactory).
- Co-op will appear on the student's transcript each semester they participate in Co-op.
- Co-op students can choose from an alternating plan and train 35 – 40 hours a week or a parallel plan and train 15 – 25 hours a week.
- Students must have a min. 2.5 GPA and have completed a min. of 45 hours of coursework.
- Students must have declared a major and be accepted into their academic department.

- Internships can vary in length depending on the preference of the employer. Career Services does not administer a concurrent course, but students can discuss the option of obtaining academic credit with their major department.
- Internships can be paid or unpaid, but employers must comply with all laws and pay special attention to the Department of Labor standards for unpaid internships.  
[http://www.naceweb.org/connections/advocacy/internship\\_position\\_per/](http://www.naceweb.org/connections/advocacy/internship_position_per/)
- Applicants are not from a prescreened candidate pool.
- Students are not required to register for a course in order to do an internship. Thus, a grade for the internship experience will not show up on a student's transcript unless a student has checked with his/her major department and has been given permission to enroll in academic credit for the internship. Requirements for the department's internship course may be different than those required for a Career Services' Co-op.
- Career Services does not coordinate the approval process for a student who wants to receive credit for an internship from his/her academic department.
- Students determine how many internship hours they will work with the employer that will become their supervisor.
- Students should not be on academic probation, so they should have a 2.0 GPA or higher.
- There is no requirement that a student must declare a major. Any curriculum requirements are decided on by the employer.

# What is Co-op?

*And How it Differs from Internships*

## Our Expectations of Employers

- Provide on-the-job training for the designated training period
- Supervision of daily work performance; an initial sit-down at the beginning of the term to determine 3 learning objectives for the student to accomplish during that semester
- Provide on-going mentoring and feedback throughout the semester
- Completion of a final evaluation, provided by the student, at the end of the training period that reviews the students work performance and skill development

