

# Guiding Principles for Internship/Co-op Participation

## Internship/Co-op Processes and Procedures

To receive academic credit for an internship/co-op experience, students must submit the required application and requested documentation by the posted deadlines set by the academic department and/or Career Planning and Development. Retroactive credit will not be awarded.

Applications should be submitted in a timely fashion and students are expected to follow-up on any pending applications. Applications received after the advertised deadline are not guaranteed to be processed before the end of the registration period.

Students should allow at least 1-2 weeks for the processing of an internship/co-op application. This timeline is significantly 0.0fould allow at least 1



should remain accessible for questions and assistance throughout the student's internship/co-op experience.

**Orientation & Training:** On-site supervisors are expected to orient intern/co-op students to their organization's policies and procedures, including all necessary safety rules and regulations. Continual training is highly recommended following initial onboarding and training.

**Concerns/Grievances:** On-site supervisors should report any concerns related to a student's internship/co-op participation (including but not limited to inappropriate behavior, excessive absences, violations of rules and regulations, etc.) to the faculty instructor or a Career Planning and Development representative so that appropriate action may be taken.

**Evaluations:** On-site supervisors are expected to complete a performance evaluation sent to the organization for each assigned intern/co-op student for each work term and should return the evaluation promptly. On-site supervisors are encouraged to evaluate student performance and provide feedback throughout the semester.

**Technology:** On-site supervisors should provide interns with the necessary technology to effectively perform in their roles, specifically for virtual or remote internships.

**Academic Credit:** On-site supervisors cannot guarantee academic credit for an internship or co-op experience. Career Planning and Development reserves the right to disallow future student participation in an employer's internship/co-