LAMAR UNIVERSITY

Guidelines for Receiving Engineering Co Op/Internship Credit

Engineering Co Ops and Internships are very important ways for students to gain experience while attending college. They can be rewarding and can lead to exciting careers. Real-world, practical experience can enrich an already top-notch curriculum.

**Key Facts of the Course:**
- Students must enroll in Career Development course (3 semester hours) each semester that they work full time up to a maximum of (5) semesters.
- Enrollment requires completion of Pre-Screening Form and Learning Agreement.
- If you do not currently have an Internship site, Career and Testing Center will assist you in the process.

For the *(Course)*, credit can be earned for Co Op/Internships under the following conditions:

**Guidelines for Approval:**
- Must attend Internship orientation with Director, Recruiting and Cooperative Education.
- Credit is not given for general work experience. It must be an Internship—not a job.
- Duties and project descriptions will be provided by the employer.
- The Internship should be a necessity for entering a career field and a valuable experience.
- Students need a cumulative GPA of 2.5 or higher.
- Students must have completed a minimum of 30 academic credit hours.
- Students must agree to work a minimum of 400 hours during Internship.
- Students must apply and be approved to participate in the Internship program with the Director, Recruiting and Cooperative Education.

**How to Register for Class:**
All the necessary forms are available on the Construction Management and Career and Testing Center websites. The following pages further list all materials and forms that must be submitted to the Career and Testing Center and Director, Recruiting and Cooperative Education before you can enroll in the course.
LAMAR UNIVERSITY
PRE-SCREENING FORM

PLEASE BE SURE TO READ AND COMPLETE ALL PARTS OF THE FORM

The purpose of this form is to assist all parties with understanding information needed prior to formal commitment to an Internship. The form should be completed by the Student and submitted to the Career and Testing Center.

PART 1: STUDENT INFORMATION

Name__________________________ Major ____________________________

Address________________________ Telephone ____________________________

__________________________ Email ____________________________

GPA: __________________________ Classification ____________________________

During which term and academic year will you be doing the Internship? _______________

During which term and academic year will you be enrolling for academic credit? _______________

PART 2: EMPLOYER INFORMATION

Organization ____________________________________________________________

Address ________________________________________________________________

Supervisor __________________________ Title ____________________________

Email __________________________ Ph ____________________________

I hereby request an Internship as described in Part 2 above:

__________________________ Student Signature ____________________________

__________________________ Career Center Consultant Signature ____________________________

__________________________ Dir, Recruiting & Co Op Signature ____________________________

__________________________ Date ____________________________

__________________________ Date ____________________________

Update: 02-22-11
The purpose of this agreement is to assist all parties with understanding mutual obligations involved in the Internship program for academic credit. Within the guidelines and provisions below, the parties hereby agree to the following:

1. **Student Obligations**
   1.1 *Student must meet with the Director, Recruiting and Cooperative Education once Internship is secured and attend a mandatory Internship Orientation prior to enrollment for academic credit. Student agrees to complete all forms required at the Orientation.*
   1.2 Upon accepting an Internship, the student is expected to fulfill the work experience. This means completing all reports, projects, and proposals by the deadline given by the employer and the Director, Recruiting and Cooperative Education.
   1.3 Before the end of the semester, the student will submit to the Director, Recruiting and Cooperative Education the following (3) documents: student evaluation form, employer evaluation form and either a 4-page, double-spaced written report describing the projects he/she worked on or a copy of Power Point slides as part of his presentation to his employer.
   1.4 Student should be covered by his/her own insurance or by Employer’s insurance.
   1.5 Student agrees to the terms listed in the attached Student’s Waiver of Liability.

2. **Employer Obligations**
   2.1 Employer, when possible, shall provide Student with a full-time supervisor who will guide, mentor, monitor, and advise Student throughout the Internship process.
   2.2 Employer is to provide Student with real “hands on” career-related work experience and give training sufficient enough so that Student has every opportunity to successfully perform his/her duties.
   2.3 Supervisor will be expected to complete a brief evaluation at the completion of the Internship, which will be used to determine Student’s final grade.
2.4 Supervisor shall agree to serve as a role model and to contribute his/her experience, knowledge, and leadership abilities to provide Student with an important practical learning experience.
2.5 Employer shall comply with all federal and state employment, safety, and civil rights laws applicable to the position.

3. **Director, Recruiting and Cooperative Education Obligations**
   3.1 The Director, Recruiting and Cooperative Education shall assign a final grade for the Internship based on the 3 reports submitted as described in section 1.3 above.
   3.2 The Director, Recruiting and Cooperative Education shall determine that Student meets all eligible criteria and that the Internship opportunities properly supplement Student’s academic work.
   3.3 The Director, Recruiting and Cooperative Education shall allow adequate office time to meet with Student for guidance on assignments and projects during the mandatory Orientation.

4. **Career and Testing Center Obligations**
   4.1 *Career Center Consultant shall assist students in locating Internship opportunities that provide experience in career-related positions to supplement their academic experience."
   4.2 *Career Center Consultant may visit Student’s employment site.*

All Parties agree to comply with all stipulations and requirements.

__________________________________________  ____________________________
(Student Signature)  (Date)  

__________________________________________  ____________________________
(Employer Signature)  (Date)  

__________________________________________  ____________________________
(Director, Recruiting and Cooperative Education Signature)  (Date)
Student's Waiver of Liability

Lamar University does not provide health or liability insurance coverage for Internship Students. If health and/or liability insurance coverage are required by the participating business it is the responsibility of the student to provide documentation of coverage.

I, __________________________________________ (student name) in consideration of being permitted to participate in this internship and recognizing the current educational and potential career value and professional experience that I will reap from it. I, on my own behalf of my heirs and estate or any other person claiming through me, hereby voluntarily waive, release, and hold harmless Lamar University, the Texas State University System, their regents, employees, instructors, volunteers, and agents [the released parties] from any loss, claim, liability, or damage arising out of the Internship Program. I intend this waiver to include any and all losses I may suffer including personal injury, property damage or death. I voluntarily intend this waiver to be broadly interpreted in favor of the released parties. **Further, I intend hereby to waive any and all claims I may have that result from the ordinary negligence of the Released Parties.**

I fully understand that by signing this form, I am

a). **giving up legal rights and/or remedies, that may be available to me for the ordinary negligence of Lamar University or any of the parties listed above; and**

b). accepting and assuming all personal and property risks inherent to the activities of said course(s).

__________________________________________  __________________________
Student                                      Date