

ENGINEERING CAREER SERVICES

UNDERGRADUATE

Co-op & Internship Program

Process for Reporting Summer Intern Offers (No credit desired)

- 1.) Accept position with employer, either verbally or in writing. It is *highly recommended* you talk with an ECS staff member before accepting a position.
- 2.) Notify all other employers you are no longer available for employment.
- 3.) Log in to myECS and report position in Job Offer section.
- 4.) ECS will review and accept the information or contact you if additional details are required. Your account will be adjusted so employers know you are no longer searching. You will still have account access.

Process for Reporting Co-op/Summer Intern Offers (Credit desired)

- 1.) Accept position with employer, either verbally or in writing. It is *highly recommended* that you speak with an ECS staff member before accepting a position.
- 2.) Notify all other employers you are no longer available for employment.
- 3.) Log in to your myECS account and report position in Job Offer section of website.
- 4.) ECS will review and accept the information or contact you if additional details are required. Your account will be adjusted so employers know you are no longer searching.
- 5.) Attend a mandatory Course Orientation Meeting. Bring a copy of the employer's offer letter/email to the meeting.
- 6.) After the meeting, you will be authorized to register for the co-op course.

Common Questions for Undergraduates

1.) How much is tuition?

Undergrads pay for 1 credit of UW-Madison tuition and prorated differential tuition for 1 credit. (Grads pay for 2 credits of tuition – 1 credit for summer.)

2.) Am I considered a full-time student?

If you register for the co-op course, you are considered full-time for insurance and deferral of student loans.

3.) Will I receive financial aid?

Students do not receive loans/grants since tuition is only for 1 credit. Scholarships are addressed case by case, so you need to contact your scholarship provider.

4.) Is the co-op credit graded?

Yes. Course requirements are explained at the Work Meetings. Students must register according to UW-Madison registration dates/deadlines. No retro-credit.

5.) Do I have to take credit?

During fall or spring semesters, it is required. Your employer hires you under the condition that you are a student. International students must take credit for CPT authorization during summer, fall and spring terms. For US Citizens/US Permanent Residents the summer credit is optional.

6.) What are the course requirements?

Requirements are explained at the work meeting. Students will participate in on-line discussions through moodle.

7.) What if I want to quit early?

Do not terminate employment without first speaking to an ECS staff member. Early termination will result in loss of ECS privileges for one academic year.

Course Orientation for Undergraduates

Please check the ECS Calendar for course orientation sessions:

<https://ecs.engr.wisc.edu/public/student/ecscalendar.php>

HOW TO USE YOUR CO-OP CREDIT TO MEET DEGREE REQUIREMENTS

Biomedical Engineering. May apply one co-op credit towards BME 200, 300 or 301. In addition, students may use one summer intern credit as a technical elective.

Chemical & Biological Engineering. May apply up to 2 co-op credits towards ChE electives.

Civil and Environmental Engineering. Will accept up to 3 co-op credits as applied engineering electives. CEM Option requires 2 credits of co-op/intern.

Computer Engineering. 1 co-op credit can count towards General Electives. NOTE: If admitted to CMPE prior to Fall 2013, credit counts toward advanced elective.

Electrical Engineering. Will accept up to one co-op credit on the advanced course electives. No special requirements.

Engineering Mechanics and Astronautics. Will accept up to three co-op credits to be used as a Technical Elective.

Geological Engineering. New curriculum demands leave no free space for electives. It is possible, however, to switch the co-op credit with a required design credit or engineering science credit.

Industrial & Systems Engineering. Industrial & Systems Engineering. Any credits will be used as IE Technical Electives, subcategory 5) Undesignated. There is no limit to the number of co-op or internship credits that can be applied toward the degree.

Materials Science and Engineering. May apply 1 co-op credit toward MS&E electives. No special requirements.

Mechanical Engineering. May apply up to 3 credits toward technical elective.

Nuclear Engineering/Engineering Physics. Co-op credit may not be applied toward degree requirement.

You are advised to consult with your academic advisor or the department office to ensure the current application.

Questions about the ECS Co-op & Internship Program?

Contact Stephanie Salazar Kann at ssalazar@wisc.edu
