



# ADDENDUM

## COOPERATIVE EDUCATION/INTERNSHIP PROGRAM

The Cooperative Education/Internship Program integrates college-level academic study with on-the-job work experience. Students participating in the Cooperative Education/Internship Program are among TCI's best and brightest students. These competitive positions will offer students hands-on experience in their field of study. Students may receive academic credit, and in some cases the participating company or organization provides a salary or stipend. It will take a minimum of two (2) semesters to complete the Cooperative Education Program

In order for the student to be considered for the Cooperative Education Program, the student must successfully complete the following eligibility requirements to achieve candidacy<sup>1</sup> status:

- complete two (2) terms of study ( completion of at least 24 Credits)
- apply for the program in the beginning of their third term
- have a minimum GPA of 3.0 or higher
- Interview internally with the Department of Career Services for the Cooperative Education/Internship Program
- Complete the nine (9) week Cooperative Education/Internship Program training sessions

After the student achieves candidacy status, the student must then interview externally with a corporate representative<sup>2</sup> in order to become a placed Cooperative Education/Internship Intern

Students must fulfill certain academic requirement in addition to their cooperative work assignment. These include the following items:

- Meet bi-weekly with assigned Faculty Advisor
- Identify cooperative program goals in conjunction with their industry or organization supervisor
- Submit written monthly progress report(s) to the faculty advisor
- Submit a final report to the faculty advisor that summarizes the experience
- The final grade is based on a combination of the industry/organization supervisor's appraisal and the student's submissions to the faculty advisor.

The Cooperative Education Program is a highly competitive program, and TCI students will be competing for internship positions with other college students from around the metropolitan area. Many Cooperative Education Internships become full-time employment opportunities upon program completion.

If you have any questions, please visit the Department of Career Services in Room 300 or call Extension 5236.

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<sup>1</sup> The Department of Career Services does not guarantee an internship for every candidate who has successfully completed the eligibility requirements for internship candidacy.

<sup>2</sup> Company will determine number of corporate interviews.