



COLLEGE of
BUSINESS & TECHNOLOGY
EAST TENNESSEE STATE UNIVERSITY

Career Services

FAQ: CBAT Internship/Co-op Program: Advising Info for DIGITAL MEDIA Co-ops/Interns

1. What is an Internship/Co-Op?


An internship or co-op is when a student works at a business or other organization for class credit. All the details are here: ([CBAT Internship Co-op Program](#))

2. What are the requirements for a DIGM Co-Op or Internship?

- 2.75/4.00 cumulative GPA with at least 3.0/4.0 GPA in your DIGM classes.
- Completion of DIGM 2990 Mid-Point Review.
- Current enrollment in a degree seeking program in the College of Business and Technology.

3. I want an Internship or Co-op. What do I do?

- **Undergraduate Students:** Schedule appointment with Melinda LaPrade via Navigate at <https://etsu.campus.eab.com/pal/mVwMy7Qorr> and complete [Student Release form](#) before you meet with Melinda. (You can bring your resume to the appointment!)

- **Graduate Students: Schedule an appointment on Handshake using  [HANDSHAKE](#).**
- Click on Handshake link and log in.
- Click on Career Center—upper right on screen
- Click on Appointments tile
- Choose “Schedule Appointment”
- Scroll down list and choose CBAT appointment option
- Also, complete [Student Release form](#)

- Create your profile on Handshake.

[HANDSHAKE](#)

- Click link
- Login in with ETSU email address and password
- **FOR JOBS, INTERNSHIPS, EVENTS, EMPLOYERS:**
- Click on Jobs, Events, Employers on upper left of screen. Resource: [Getting Started with Handshake](#)
- Discuss your resume with CBAT Career Services staff or visit the Communications Lab for a first look **before uploading your resume to Handshake-Documents**.
- Note: You will be in pending status until your resume is approved and until you meet the benchmarks for program participation.
- **Benchmarks for approval status include:**

For Undergraduate Students : 2.75 cum GPA with at least 3.0 GPA in major/subject area; completion of DIGM 2990 Mid-Point Review for digital media students; current enrollment in a degree seeking program in

the College; **declaration of CBAT major on Degreeworks.**

4. Which course will the Co-Op substitute for? How many credits are needed?

This course will be used towards your required concentration electives.

5. Which semester(s) will I work? How many hours of work are required?

Look at your schedule with your advisor to determine which semesters are best choices for an internship or co-op based on when required courses are typically offered. Students typically work a *minimum* of 130 hours over the course of an academic semester to earn 3 credit hours. Many employers, however, may ask the intern/co-op to work 20 or even 30 hours per week. Hours above the minimum are negotiable between the employer and the student intern/co-op.

6. How do I apply for opportunities?

- **Once approved in Handshake, you will apply to the internship and co-op opportunities.**
- Search “Jobs” for internships. Follow application instructions on the system; apply to company leads via email or as outlined by the employer.
- Apply to personal leads as well.
- Attend CBAT and university sponsored events promoting employer engagement.
- Wait to hear the outcome of the application process; follow up with employers as necessary.

7. What do I do once I receive an offer?

- Upon hire, contact Melinda LaPrade to inform her of the offer. **NEVER, UNDER ANY CIRCUMSTANCES, ACCEPT MULTIPLE OFFERS AT THE SAME TIME!!!**
- You need to formally accept the offer, informing the supervisor and/or the human resources contact of your acceptance and that you plan to use this experience as a Co-Op course in your school program of study.
- The employer needs to be willing to assist you with coaching, the Experience Learning form, and student evaluation toward the end of the semester. If the employer has process questions, refer him/her to Melinda LaPrade.

8. What forms will need to be completed before I begin the Co-Op?

- You and your supervisor complete an Experience document on Handshake outlining tasks, projects, and learning objectives for the semester. The department chair or designated internship faculty supervisor approves the Experience for each student.
- From your landing page on Handshake, click on “Career Center” and then click on the “Experiences” tile. Next click on “Request an Experience.” From dropdown, choose CBAT Internship/Co-op Learning Experience Application.
- The Experience Learning form will be approved by department chair for each student and employer.
- Your academic advisor will issue a permit to enroll in the course when the Experience Learning form has been completed and approved by all parties, including your faculty supervisor and your work supervisor.

9. What course number do I register for?

Subject to change: ENTC4989/4999 (1, 2, or 3 credits). Contact your Advisor to confirm how this course will be used in your academic program.

10. Will I have to attend a co-op/internship class on campus and go to work?

No. Your site supervisor directs your projects, activities, and schedule at work. The remaining deliverables (video review/quiz, written reports and form submissions) are managed via the D2L website for the course.

11. How will my grade be assigned?

When all the tasks listed in D2L are complete the student is given either a Pass or a Fail for a final grade by the department chair.

12. What do I have to do for a second co-op experience?

For the second semester Co-Op to complete all the credit hours required for a course substitution, the student will make a new Experience Learning form and enroll in the class. We will check to see that you still meet the academic requirements.

13. Who will be my employer during my second co-op experience?

If you are working for two semesters, you could have two different employers to fulfill the credit hours needed **OR** you may remain with your current employer as long as new projects are outlined for completion. Many employers like to keep students more than one semester, if acceptable by all parties.