

Internships and Cooperative Education

Utah Valley State College encourages students to extend learning beyond the classroom by participating in Internships, Cooperative Education, or other professional engagement activities. Students who participate in professionally engaged activities:

- network with peers, mentors, faculty, employers, community leaders, and experienced associates
- acquire the knowledge, skills, and attitudes to be successful, and versatile professionals and citizens
- are confident, competent, creative, and proactive in becoming intellectually engaged in their personal pursuits, careers, and local and global communities

To qualify for Internship or Cooperative Education—academic credit, it is required that the experience:

- relate to the student’s major or professional field of study
- integrate academic and experiential learning
- be at a professional level of responsibility appropriate for academic credit
- include written agreements between the student, employer, and college that outline responsibilities of the parties

Most academic departments in the college have integrated Internship or Cooperative Educational experience into their curriculum either as a required component or as an elective. Generally these courses are designated as 281R (lower division) or 481R (upper division). Some departments require an associated co-requisite.

Academic programs either offer Internship or Cooperative Education experience depending on their fields. Cooperative Education is generally associated with technical or engineering fields, but both Internships and Cooperative Education experience can be paid or unpaid applied learning opportunities. Please refer to specific programs in the catalog for detailed information.

Approval for enrollment must be obtained from the department/school Internship or Cooperative Education Coordinator. Students declared as a General Academics major, or those students who would like to explore career options should consider enrolling in an exploratory Internship through the Department of College Success Studies (CSS).

Academic credit for internships or cooperative work experience is granted according to learning objectives with the academic department and the number of hours a student works during the semester according to the following formula:

Credit Hours	Minimum Hours of Work
1	75
2	150
3	225
4	300
5	375
6	450
7	525
8	600

Grading for Internship or Cooperative Education courses is CR (credit granted) or NC (credit not granted). The maximum number of Internship or Cooperative Education credits that may be applied toward a certificate is eight; a diploma is 14; an associate or bachelor degree is 16 credit hours. In departments where substitutions are clearly defined, they will be listed in the catalog. In other departments, substitution decisions will be based on a student’s particular Internship or Cooperative Work experience and will be negotiated among the student, the Coordinator, and the Department Chair.

Center for Career Services and Student Employment

The College is committed to assisting students in making intelligent and informed career choices. The Career Services and Student Employment Center can assist students in investigating Internship and Cooperative Education opportunities by providing employer leads and information, helping students construct resumes and assisting with interview preparation. Once a student has secured an internship and met with their Academic Internship Coordinator, there is a required Internship/Cooperative Education orientation provided by the Director of Internship Services. Information for participation and scheduling of the Internship Orientation can be obtained through your Academic Internship Coordinator or through the Career Services and Student Employment Center (863-6364).