



Welcome to Experiential Learning



As a [Georgia Institute of Technology](#) student, you have the opportunity to receive a truly comprehensive education in which you connect theory with practice through participation in the experiential learning program.

It will also help you confirm your career choice. Students occasionally change their majors because of what they experience on the job.

During your work semesters, you will gain essential skills that are not covered in the classroom. You will improve your ability to work on teams, and learn the types of skills and behavior expected from a professional employee. Your ability to network with other professionals will be invaluable as you further your career.

Another benefit to a co-op or internship is that you will be benefiting from a break away from your regular courses. Georgia Tech is a leading research university committed to improving human condition through advanced science and technology.

Students who co-op or intern come back to school refreshed and ready to hit the books again. In fact, Tech co-ops and interns consistently have a higher grade point average than students who choose not to pursue experiential learning because of that reason.

Finally, co-ops who complete the program requirements receive a seal of distinction on their diplomas upon graduation and are recognized for this honor during the commencement ceremony. More importantly, co-ops and interns build remarkable resumes that bring in higher starting salaries and a larger number of job offers after completing their programs of study.

Contents

- Welcome 1
- What is Co-op? 2
- Co-op Rotations 2
- What are Internships 3
- Why Pursue Exp. Learning 3
- Exp. Learning Eligibility 4
- Why You Register Your Work 4
- Registration Requirements 4
- Work Auth. for Int'l Students 6
- Workplace Essentials 8
- Workplace Challenges 9
- Frequently Asked Questions 12

Mojoreoluwa Oni
Industrial Engineering Co-op
Sophomore
Spring 2018
Coca-Cola North America
Atlanta, GA



Diana Yunda
Biomedical Engineering Intern
Senior
Spring/Summer 2017
Johnson & Johnson
Somerset, NJ
GROUP OF CONSUMER COMPANIES





Cooperative Education is a creative partnership between the student, the Institute, and the employer — a partnership in which the employer agrees to help educate you through practical experience related to your major. Participation involves a commitment on the part of the student and employer. As a Georgia Tech co-op, you will alternate between school and work semesters with the same

employer until you have completed at least three work terms. Co-op is a continuous commitment of one work semester followed by one academic semester, until 3 work terms are completed. This work rotation will include one short semester (summer) and two long semesters (fall and spring).

Co-op Rotations

To qualify for the co-op designation upon graduation, students must complete at least three alternating work terms, two of which must be longer semesters (fall or spring). Except in special circumstances, e.g., a major change or a work abroad assignment, co-ops must complete at least three work terms with the same employer.

Between work terms, co-op students must take at least twelve hours of classes during a fall or spring semester and at least six hours during a summer semester.

The following charts illustrate some common school work scenarios:

Year	1	2	3	4
Fall Semester	Academic Studies	Work Term	Academic Studies	Academic Studies
Spring Semester	Academic Studies	Academic Studies	Work Term	Academic Studies
Summer Semester	Academic Studies	Work Term	Academic Studies	Academic Studies

Year	1	2	3	4	5
Fall Semester	Academic Studies	Academic Studies	Work Term	Academic Studies	Academic Studies
Spring Semester	Academic Studies	Work Term	Academic Studies	Academic Studies	
Summer Semester	Work Term	Academic Studies	Work Term	Academic Studies	

Year	1	2	3	4
Fall Semester	Academic Studies	Academic Studies	Work Term	Academic Studies
Spring Semester	Academic Studies	Work Term	Academic Studies	Academic Studies
Summer Semester	Academic Studies	Academic Studies	Work Term	Academic Studies

Year	1	2	3	4	5
Fall Semester	Academic Studies	Academic Studies	Work Term	Academic Studies	Academic Studies
Spring Semester	Academic Studies	Work Term	Academic Studies	Work Term	Academic Studies
Summer Semester	Out of School	Academic Studies	Work Term	Academic Studies	



What are Internships?

Internships are single-semester, major-related full-time or part-time work experiences that help students better understand the “real world” applications of their academic studies. An internship can occur during the

fall, spring or summer semesters.

Involvement in the GT Internship program requires a commitment of full-time or part-time employment for a minimum of 8 weeks for the summer term, or 14 weeks in the fall or spring terms. Interns typically work a semester, with the flexibility of participating in multiple internships. Some internships have the option of working for two consecutive terms (e.g. spring and summer or summer and fall). Full time work assignments are for a minimum of thirty-five hours per week, and part time assignments require at least ten hours of work per week.

Why Pursue Experiential Learning?

- Explore and confirm career options early
- Enhance your coursework through real-world work experience
- Develop job search and interviewing skills
- Develop a network of professional contacts
- Earn a competitive salary
- Build a great resume
- Improve your after-graduation job prospects
- Graduate with co-op designation on your diploma

Kristin Dagley
Computer Science Intern
Junior
Spring 2018
PatientCo
Atlanta, GA

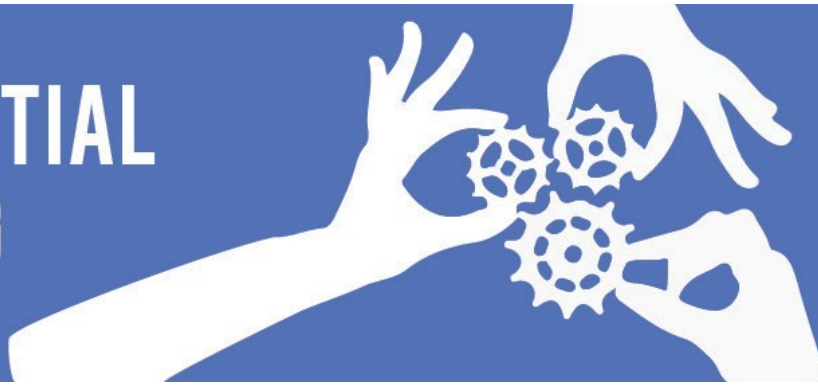


Phillip Vo
Mechanical Engineering Co-op
Junior
Spring 2018
Siemens Energy, Inc.
Suwanee, GA

SIEMENS



EXPERIENTIAL LEARNING



Program Eligibility

- **GPA of 2.0** or above
- Good academic standing
- Co-op students must have three or more academic semesters remaining at start of first work term
- Experiential learning application must be completed in [CareerBuzz](#)

Why you should register your Exp. Learning Work Terms

- Your work is supported by Georgia Tech
- You maintain enrollment status during work terms
- Work is recorded on your official transcript
- Earnings do not affect your [FAFSA](#) status
- You receive support from your [Career Development Advisor](#)

Registration Requirements

You **MUST** follow these steps to register your co-op or internship, following the official registration calendar:

Enter placement information in [CareerBuzz](#) (Select “Experiential Learning” from the menu and then “Add New”)

- o **Attach a copy of the offer letter** from your prospective co-op/internship employer (Offer letters must include start/end dates of co-op/internship, how many hours per week you will work, and exact address of work site). If you are being paid by a third-party that information should be listed on the offer letter as well.

- o **International Students:** Please find more details regarding CPT work authorization at: <https://b.gatech.edu/3vZr2f5>
- o **Complete a new placement form before EACH semester's work term.**

Note: Co-op work term requirement is at least 14 weeks during a fall or spring semester, and at least 8 weeks during a summer semester.

To gain audit hours for each work term you have to complete the following requirements:

- **Register for the co-op or internship course (steps included above).** This tuition-free, audit-only course will allow you to maintain your enrollment status as a full-time or part-time student during the respective work semester.
- **Complete the required number of weeks.** During fall or spring semesters, co-op and interns work fourteen weeks. In the summer semester, co-op students work eight weeks or more.
- **Complete the [Work Term Goals & Objectives](#) in CareerBuzz (under Quicklinks) by the third week of each work term.** This report captures your goals, learning objectives, and training for the work term and confirms your director supervisor information.
- **Complete a [Work Report](#) in CareerBuzz during the last week of each work term.** This report provides an opportunity for you to summarize your accomplishments and to rate your experience based on various criteria.
- **Ask your supervisor to complete a Student Performance Evaluation at the end of the work term.** Your employer will be e-mailed a link to the performance evaluation near the end of each work term. We encourage you to discuss your evaluation with your supervisor. You will be able to review the completed evaluation on your CareerBuzz account. If your supervisor has not received the email by finals week, email your [Career Development Advisor](#) to request the link to be resent.

Clifford Panos
Computer Science Intern
Senior
Spring 2018
Apple, Inc.
Cupertino, CA



Yuri Terada
Chemical & Biomolecular
Engineering Co-op
Senior
Spring 2016
ExxonMobil
Baytown, TX

ExxonMobil





Work Authorization for International Students

International students in F-1 status are eligible to work legally in the United States under [Curricular Practical Training \(CPT\)](#) or [Optional Practical Training \(OPT\)](#). To be eligible for either CPT or OPT, F-1 students must be registered

full-time in classes and be in good academic student status for one full academic year prior to beginning employment.

International students (F-1) are eligible to work full-time or part-time however, when working part-time during the Spring and Fall semesters F-1 students must maintain full-time status. Students working part-time and registering for 3-9 hours of the internship audit course must also register for 3-9 semester credits of coursework at Georgia Tech for a total of 12 hours.

International student may use their CPT for co-ops and internships that meet the following criteria:

- **Work Weeks**
 - o **Summer - 8 week minimum**
 - o **Fall/Spring - 14 week minimum**
- **The co-op or internship is directly related to student's major**
- **Student MUST be registered for the appropriate Co-op or Internship Course (Students will be registered only after they have obtained CPT or OPT work authorization.)**

International students who wish to obtain OPT work authorization for an internship must start the process by viewing OIE's mandatory OPT tutorial (oie.gatech.edu/OPT). We recommend that you view the OPT tutorial several months before you wish to begin your internship. OPT is recommended by an OIE advisor but authorized by U.S Citizenship and Immigration Services (USCIS). It can take up to 90 days for USCIS to process an OPT application. Therefore, students should plan ahead if applying for OPT.

Failure to obtain work authorization prior to beginning employment may jeopardize a student's status at Georgia Institute of Technology and their ability to remain in United States.

Workplace Essentials



WORKING ON A CO-OP OR INTERNSHIP

As a co-op or intern student, you are an ambassador of Georgia Tech, and your performance may have an impact on the Institute and the employer. Your behavior may also impact future co-ops or internships.

You are expected to observe Georgia Tech's [Code of Student Conduct](#) on the job, as well as on campus.

(See the current Undergraduate Student Handbook for the complete code.) In addition, your conduct on campus—any and all disciplinary actions—may impact your co-op or internship and possibly result in termination. Being fired may very well negatively impact your future career. Your work history follows you into future job interviews and situations. Tech students have been terminated for:

- sleeping on the job
- forging time cards/sheets
- coming to work late or leaving early (not working required hours)
- taking a sick day without calling in
- using the company phone to make personal, long-distance calls
- not following company-wide policies
- surfing the Internet or working on other personal projects during work time
- having an unprofessional attitude
- failing to follow directions of the supervisor

Now that you have considered some behaviors to avoid, let's consider what the employer will expect from you:

- Report to work regularly and punctually
- Notify your supervisor immediately if an emergency causes you to be late or absent
- Be enthusiastic, positive, and productive — no matter what task you are assigned
- Abide by work regulations as defined by the employer
- Dress appropriately for the work environment and according to employer expectations
- Communicate professionally when answering emails or phone calls
- Break out of your cubicle and meet people from other departments
- Seek feedback concerning your job performance

- Ask questions if unsure about procedures or expectations
- Contribute fresh ideas and participate in team meetings and projects
- If you encounter a “slow” time, ask your supervisor if you can take on a new project
- Conducting yourself appropriately and making a sincere effort to produce high- quality work

Workplace Challenges

Dealing with stressful and uncomfortable situations is part of Experiential Learning. As with every other aspect of experiential learning, the Institute and your career development advisor are here to support and guide you as necessary. We encourage you to make an effort to resolve issues on your own with your immediate supervisor or another manager at the job site. Should you feel uncomfortable discussing a problem with your supervisor, ask your career development advisor for assistance or advice. It is important to address issues as they arise, rather than postpone such a discussion or ignore the problem altogether.

Absences

Contact your employer immediately if you must be absent because of illness or emergency. If the absence is for a week or more, also call your career development advisor. If you miss work because of a work-related injury or illness, be sure to formally report the illness or injury to the employer according to the company’s policy.

Katherine Fan
Civil Engineering Co-op
Junior
Summer 2017
AECOM-Hunt
Atlanta, GA



Miles Parker
Mechanical Engineering Co-op
Junior
Spring 2017
BMW Manufacturing Co.
Greenville, SC



AECOM HUNT

Layoffs

Occasionally, economic conditions may force employers to terminate your employment before the end of the co-op or internship term. If you are notified of a layoff, contact your career development advisor as soon as possible so that he or she may work with you to secure another job or make other arrangements for the semester.

Discharge or failure to complete a co-op

Employers may discharge (terminate) a co-op or intern student just as they would any other employee for reasons including unsatisfactory performance, incompetence, inability to perform required tasks, irregular attendance or tardiness, and unacceptable attitude or behaviors. Typically, the co-op or intern student's supervisor will meet with the student to discuss performance issues and try to work with the student to resolve them before termination occurs. If you find yourself in this situation, contact your career development advisor immediately. They will work with you to offer guidance and advice and may also contact the employer for assistance in developing a plan to help you succeed on the job.

There may be extenuating circumstances that result in failure to complete a co-op or internship assignment (i.e., quitting the job). These circumstances may include such things as an unsafe work environment, a lack of relevant/agreed upon work, or health related issues. If you find yourself in a situation like this, contact your career development advisor immediately. You must make every effort to discuss your situation with your career development advisor who can work with you to develop a strategy for successful completion or a mutually agreed upon separation plan.

Please remember that co-op and internship assignments have been developed for a number of reasons including assisting students with their personal and professional development. The career development advisors work hard to develop positions that deliver learning outcomes that lead to lifelong learning and successful professional careers.

As a Georgia Tech co-op or intern your actions represent yourself, your peers, and Georgia Tech.

Discrimination

Georgia Tech does not condone any form of discrimination or harassment toward students, either on or off campus. Although Georgia Tech makes reasonable efforts to ensure that co-op and internship sites are free of discriminatory practices, it is possible that a co-op or intern may experience illegal or unethical behavior in the workplace.

If you experience any kind of harassment or unfair treatment on the basis of race, color, religion, religious creed, gender, gender identity, sexual orientation, age, national origin, ancestry, genetics, disability, or veteran status during a job interview or while employed, contact your career development advisor immediately.

Retaliation

You should contact your career development advisor if you feel you have been retaliated against for exercising certain rights, such as filing a complaint of discrimination or harassment. You will not be penalized in any way for reporting such a situation to the Institute. You may also contact:

Title IX: titleix.gatech.edu

VOICE: healthinitiatives.gatech.edu/VOICE

The various options available to you include:

- Resolving the problem through discussion with your supervisor or a person in authority at your worksite
- Attending a joint meeting with your career development advisor and supervisor to seek a resolution
- Improving the immediate work environment or transferring to another department
- Leaving the co-op or internship position without penalty
- Filing a formal grievance with the co-op or internship employer's affirmative action office
- Filing a formal grievance with the appropriate state or federal agency.

Sexual Harassment

Sexual harassment is a form of gender discrimination and is a serious concern. The law generally recognizes two types of sexual harassment: quid pro quo and hostile environment. Quid pro quo normally occurs when someone with authority

William Mitchell
Computer Science Co-op
Junior
Spring 2017
Nead Werx, Inc.
Atlanta, GA



NEADWERX
THERE IS ALWAYS A NEED™

Veronica Chua
Industrial Engineering Intern
Senior
Summer 2017
The Home Depot
Atlanta, GA



makes submission to sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, an explicit or implicit term, or condition of evaluation, employment, advancement, training, compensation, or opportunity for professional development. Hostile environment involves verbal or physical conduct of a sexual nature that unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working environment.

If you feel that you are a victim of sexual harassment, you should contact your career development advisor immediately.

Possible actions to rectify your situation may be similar to those listed under the retaliation section above.

You may also contact the Equal Opportunity, Compliance, and Conflict Management Office who can advise and/or refer you to the appropriate campus resources. You may reach the **Equal Opportunity, Compliance, and Conflict Management** at **404-894-3959** or <http://eoc.gatech.edu/>

We strongly encourage you to inform your career development advisor of any sexual harassment, discrimination or retaliation encountered on the job as soon as predictably possible. Such communication will allow us to better assist you and will provide important information as to whether other students should be referred to that employer.

You may have the same legal protections as regular employees, and students on co-op or internships who experience sexual harassment may also receive Institute support services under the Institute's **Title IX** policy. Title IX is a federal law that bans gender discrimination including sexual harassment in certain education programs.



FREQUENTLY ASKED QUESTIONS

What is the role of my career development advisor in the Career Center?

Your career development advisor will offer guidance during your job search and make sure you know how to research job opportunities. However, it is your responsibility to apply and interview for available co-op or internship positions. There are no guarantees that you will secure a co-op or internship.

Barriers to locating a co-op or internship position may include being inflexible regarding the geographic location in which you are willing to work and/or the term in which you wish to begin working.

Another possible barrier is having a GPA that is lower than what employers typically seek. Your advisor will be there to assist you throughout the time you are working with the Career Center.

May I apply for co-op opportunities that I locate on my own?

Yes! However, the Career Center must approve the company as well as the co-op or internship opportunity in which you are interested. You must work out such arrangements with your career development advisor. Remember that the job must be related to your major, paid, full-time, supervised, and with increasing responsibility for at least three alternating semesters, if it is a co-op. If it is an internship it must be related to your major but it can be either full or part-time.

What if I choose not to co-op?

If at any point you choose not to participate in the co-op program, please let your career development advisor know. He or she will ask you to either transfer out of the program or into the internship program. Since co-op is an official academic program, the Career Center must track which students choose not to complete requirements for the co-op designation.

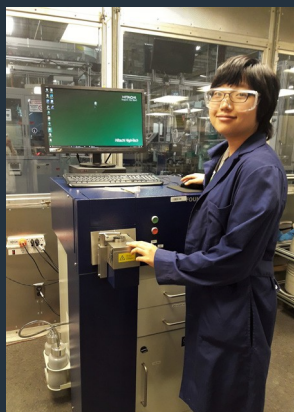
May I begin the co-op program if I am not committed to completing it?

No. You will be allowed to begin co-op employment only if you intend to meet all requirements of the program, including working a minimum of three work terms — two of which must be during a fall or spring semester. If you do not have time to complete the required number of work terms, you should consider the internship program.

If I decide to accept a verbal offer?

In certain situations, you may receive a verbal offer. You may accept the offer over the phone; however, you must follow up with a written acceptance letter to the individual who has extended the offer. If you receive the offer during a second interview, you still must follow up in writing.

Heyinn Rho
Materials Engineering Co-op
Senior
Fall 2017
Robert Bosch Corporation
Charleston, SC



Jade Marcus
Chemical & Biomolecular
Engineering Intern
Junior
Spring 2017
Eastman Chemical Company
Kingsport, TN



After accepting a co-op or internship — even if the acceptance has been only verbal — you may not consider other offers.

Once you accept a job offer, inform other employers with whom you have pending offers.

NOTE: You **MUST** cancel any other scheduled interviews or on-site visits once you have accepted your co-op or internship.

How many work terms must I complete to earn the co-op designation on my diploma?

You must complete at least three (3) alternating work terms, at least two(2) of which must be during fall or spring.

What options do I have to intern if I co-op?

Most students will find they have the flexibility to intern with one or two additional employers after completing the three (3) co-op rotations, or before beginning the co-op program.

I tuition charged for the co-op course?

No tuition is required for this course.

Is a grade given for the co-op course?

Co-op is an audited course, and a letter grade is not given. A successful audit results in a designation of **V** on the transcript, and an unsuccessful audit results in a designation of **W** on the transcript.

What happens if I accept a co-op/intern job offer, but decide on another company? May I rescind my acceptance?

You must go to work for the company that hires you first. If you renege on the agreement, the Career Center reserves the right to refuse registering your work term, or providing further service to you. Companies plan hiring several months out. When you renege on the agreement you cause inconvenience and further expense for the employer, which negatively impacts Georgia Tech.

Under what conditions can I change my co-op employer, or terminate my co-op?

You are required to complete at least three work terms with the *same employer* to receive the co-op designation. However, if you change your major, or the company downsizes and no longer employs you, your career development advisor can help you figure out how to find another position so you can complete the co-op program.

Is a grade given, or tuition charged for the audit course I am enrolled in when I register my job with the Career Center?

Your audit course serves as 'placeholder' for you in your school schedule, and does not cost or receive a grade. The course maintains your Tech enrollment, and appears on your transcript. Successful work terms appear as a '**V**', unsuccessful as a '**W**'. In order to succeed, co-op and intern students must work a total of 14 weeks in either fall or spring semester. Co-ops and intern must work at least eight weeks in a summer semester.

What happens if I do not register my internship?

If you do not register your internship, the Career Center will not be able to provide support for you on the job, nor will you be considered an active student that semester. All students benefit from registering their jobs through having an Ombudsman to assist with any challenges that occur on the worksite.

Is co-op registration mandatory?

Yes. If your job is a co-op, not registering means your work term will not count toward your completion of the co-op program, and also run the risk of not getting the co-op designation. Registering your co-op terms maintains your full-time student status.

Can I negotiate my co-op or intern salary, or make a counter offer?

Most companies have preset salaries for these positions, negotiating a salary is not recommended.

I am working in Atlanta, can I continue living in campus housing?

Yes, if it is available and if you have met deadlines required by [Housing](#).



Georgia Tech
Career Center

Bill Moore Student Success Center
219 Uncle Heinie Way
Atlanta, GA. 30332
www.career.gatech.edu