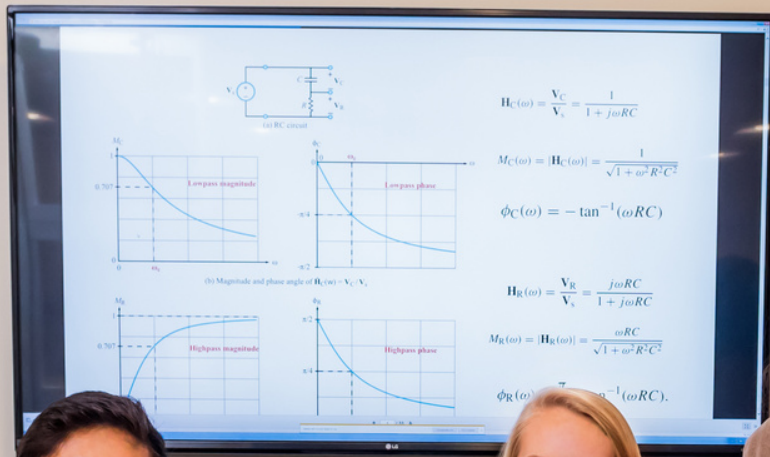




UNIVERSITY OF
GEORGIA
College of Engineering



Cooperative Experiential Learning Program

Employer Handbook | 2023 - 2024

Welcome to Co-Op at UGA Engineering

On behalf of the College of Engineering, I would like to thank you for your support and partnership in our Cooperative Experiential Learning Program!

The experiences provided by our employer partners allow Bulldog Engineers to develop critical technical expertise and professional skills that will help them to reach their academic and career goals. In return, our co-op students make significant contributions to the projects and teams on which they work.

Our Co-Op program has grown to support 90+ students each year, and over 130 unique employers. I am extremely proud of the high-quality experiences that this program provides for our students and partners. I look forward to partnering with you in this program, and to connecting you with our talented engineering students!



Lauren Anglin

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- Lauren Anglin

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About Cooperative Education

Cooperative Education has been a vital part of educating future engineers since the first co-op program was created at the University of Cincinnati in 1906. Cooperative Education (Co-Op) programs provide a structure for students to gain hands-on experience and academic credit while working in their field of study. Co-Op positions are full-time work experiences under the mentorship of a professional in a student's chosen career path. In exchange for a student's work, partner organizations offer compensation, training, supervision, and opportunities for evaluation and professional development for Co-Op students.

Co-Op programs differ from internships, part-time and other related work experiences in that they involve multiple semesters (rotations) of work for the same company, and progressive responsibility over assignments and job-related tasks. Subsequent rotations of work allow students to become exposed to multiple teams or departments, contribute to different projects, and gain a deeper understanding of a business or industry. In between co-op work semesters, students return to campus and take a normal load of academic courses, gaining additional skills and knowledge they then bring back to their places of employment. Many employers report that they think of and are able to treat second and third semester co-op students exactly as they would any other full-time employee.

Employers hiring for a Co-Op role can generally expect:

- Students to work a minimum of 2+ rotations with their company
- A full-time (average 40 hours/ week) work schedule during rotations
- Students to enroll in academic credit for the co-op experience
- Students to be able to function more independently with each subsequent rotation
- Students to develop skills and expertise specific to their organization and industry

Co-Op Program at a Glance



10 UNDERGRADUATE MAJORS

All undergraduate engineering and computing majors are eligible to participate in Co-Op



AVAILABLE FALL, SPRING & SUMMER

Rotations can be completed each semester throughout the entire academic year.



FLEXIBLE ROTATION SCHEDULING

While alternating schedules are common, employers are able to customize timing of rotations to best fit their needs



ACADEMIC CREDIT FOR STUDENTS

Students enroll in a class when on co-op, ensuring they remain full-time students at UGA

\$22.03 PER HOUR
Average hourly wage
for 2022 - 2023

STUDENTS EACH SEMESTER
Students on rotation in
co-op roles per semester **35+**



IMPACTING GA AND BEYOND

Students work for organizations across the state of Georgia, the nation, and the world

Mission Statement

The UGA Engineering Cooperative Experiential Learning Program (co-op program) provides a structured means for engineering students to gain valuable and relevant experiential learning through a work experience while growing as a professional in their chosen field. We seek to establish partnerships with organizations and firms from a wide range of areas, including industry and manufacturing, engineering design and consulting, research laboratories, governmental agencies and professional organizations.

Program Guidelines

The partner organizations that participate in our program will operate under very general guidelines set by UGA and that apply to each organization. In addition, some firms and organizations may require customized agreements per their own internal requirements. An individual firm may participate in both the UGA co-op program and hire students as interns for individual semesters or periods of time, as their company needs dictate. However, if a student begins a relationship with the partner organization as a co-op, it is expected that they will continue to work under the guidelines and schedules of the co-op experiential learning program.

A co-op experience is not to be confused with having a part-time job with a professional organization. Each participating student will be expected to work “full-time” at their sponsoring partner organization through the entire semester. Exceptions for this full-time requirement may be made, but only on a case-by-case basis and with the approval of the appropriate school chair and the co-op program coordinator and for due cause. Feedback will be garnered from the partner organization after each semester and used to evaluate the student’s progress and success with this program, as well as to provide feedback on the program as a whole.

It is the responsibility of every staff or faculty member that serves as an academic advisor to be aware of how the co-op program works and identify and recommend students who would be good candidates for participation. Participation in engineering co-op will not be mandatory, even though participation provides vital professional experience. Participation in the UGA co-op program will be treated as an honor, and the students will be expected to uphold the highest professional standards as a representative of the university and of themselves while participating in this program.

Outcomes & Expectations – Student

For the Student

1. Participation in the co-op program is an honor for the student. Each student will be expected to represent themselves and UGA with the highest degree of professionalism.
2. A student must maintain a cumulative GPA of 2.8 or greater in order to continue participation.
3. Students may start their first semester of co-op after they have completed 30 credit hours (2nd year status or higher). Students, however, may begin to plan and interview for co-op positions during their first year of studies in preparation for their entering the co-op program.
4. Students are expected to work out a proposed schedule for their course work and co-op semesters in advance with their academic advisors. A Co-Op Eligibility Form with a proposed plan of study that includes a minimum of two, and preferably three, semesters of co-op work participation shall be prepared and submitted to the co-op coordinator before beginning the first semester of co-op work at the partner organization.
5. Each semester that the student works at the partner organization, they will register for ENGR 3910: Cooperative Work Experience
6. As part of her/his co-op work semester, each student must submit the required forms and a written report documenting the work experience and lessons learned for each semester they work for their employer. A separate file will be submitted by the student, which provides specific feedback on the partner organization, and this file will be kept separate and confidential from the formal end of semester report. At the conclusion of their final semester of co-op, the student will be expected to give a presentation to faculty and student groups or classes to highlight the experiences that they had, knowledge learned from the work experience, and the benefit of co-op to them.
7. Some engineering programs (such as mechanical engineering) may allow for the ENGR 3910 Co-op Work Experience courses to count for program requirements for graduation, but the actual determination of that is up to each individual program curriculum committee. It is the student's responsibility to check with their program curriculum committee to determine whether credit towards graduation can be earned for their degree.

Outcomes & Expectations – Employer

For the Partner Organization

1. A mutually agreed upon Memorandum of Understanding (MOU) agreement (see Appendix A) should be signed by both the College of Engineering and the Partner Organization and kept on file for the duration of the cooperative education partnership.
2. A contact person shall be designated within the organization who will serve as the primary channel for information concerning the overall relationship between UGA engineering and the organization.
3. The organization will provide one designated supervisor for the UGA student during each co-op semester. This supervisor can change with different semesters, but it is expected that the same person will be in charge for the entire semester.
4. The organization is expected to provide work that will be meaningful and educational for the student and their career growth.
5. The organization agrees to provide feedback on the student's performance during each semester no later than the last day of classes for that particular semester of work.
6. The organization is understood to have no obligation to hire the student after their graduation, but it is hoped that the experience gained by both parties may lead to future employment if business conditions warrant.
7. The organization will be asked on an annual basis to provide feedback to the UGA co-op program coordinator on the overall program's impact and suggestions for future improvements.

Getting Started as a Partner Organization

Organizations interested in partnering on our Cooperative Experiential Learning Program, simply need to offer a position that meets the definition of a co-op, be willing to fulfill employer expectations, and be ready to hire a UGA Engineering student.

Once your organization is ready to partner, please follow the below next steps:

1. Prepare a job description

A detailed description of your co-op role, responsibilities, and desired qualifications is needed to begin promoting your opportunity to students. When possible, it can often be helpful to also include compensation details, and professional development opportunities available to selected candidates.

2. Post the position on Handshake

The best way to let students know about your employment opportunities is via our online job board. Posting your positions at UGA is a free service:

- Simply visit www.hireUGA.com
- Select "Post Jobs/Internships" tab
- Select "First-Time Users" or "Returning Users"
- Register for a new account and follow prompts

3. Consider additional opportunities to connect with UGA Engineering students

Participating in targeted recruitment and engagement opportunities will allow your organization to build your brand on campus, and help to draw additional interest to your co-op positions.

4. Collect applications, interview, & make employment offers

Co-Op employers are able to follow their typical, internal processes for reviewing applications, interviewing candidates, and extending offers of employment.

5. Report hires to Director of Experiential Learning & Outreach

Contact Lauren Anglin, to let her know you have extended offers to UGA Engineering students. She will then coordinate with the students directly for the academic component of the program.

6. Review and sign Memorandum of Understanding (Appendix A)

Recruitment & Engagement Opportunities



The College of Engineering offers a number of opportunities and events in which employers can connect with our students and recruit for open positions.

Resume Books

The Office of Student Success proactively collects resumes from students seeking full-time, co-op, and internship positions, and who are interested in sharing their information with companies for recruitment purposes. Employers can request access to these resume books and use them to find and contact students who might be interested in their open positions. Contact [Lauren Anglin](#) for more information and to request access to current resume books.

Weekly Newsletters

Employers can share information on their open positions and upcoming events to be distributed to engineering students via our weekly newsletters and promotional emails to our listservs. To request an item be promoted via newsletter, please provide details to [Lauren Anglin](#) via email.

Engineering and Computer Science Career & Internship Fairs | Fall & Spring Semesters

The Engineering and Computer Science Career & Internship Fair provides an opportunity to meet with top UGA engineering and computer science talent eager to learn more about your company and apply for your open internships, co-ops, and/or full-time positions. Our students major in one of eight engineering degree programs including Agricultural, Biochemical, Biological, Civil, Computer Systems, Electrical, Environmental, and Mechanical Engineering. Our fairs take place in each fall and spring semester. Information on upcoming events & registration can be found [here](#).

Recruitment & Engagement Opportunities

Employer of the Day | Fall & Spring Semesters

The Employer of the Day program provides a space for employers to connect with engineering students in the main engineering instructional facility on campus. The program takes place on Tuesdays, Wednesdays and Thursdays from 9:00am - 12:30pm. This drop-in event provides a casual and familiar environment for students to interact with you. Employers are welcome to bring company brochures, business cards, giveaways, food, etc. for the students. Your presence on campus will be marketed to our students through listserv, newsletter and display screens.

Engineering Expeditions | Fall & Spring Semesters

Interested in hosting our students and your facility/site to give them an idea of what it would be like to work for you? Our Engineering Expeditions programs transports students to employer sites for tour and Q&A with working engineers. The structure of this day can be tailored based on your needs and interests. Expeditions in the past have included tours, Q&A with engineers, breakout sessions, company presentations and overviews, networking lunch, etc. If you are interested in this program the first step is to identify a date that works best for your team. We typically hold Expeditions on Tuesdays, Wednesdays and Thursdays.

Capstone Senior Design Projects

Each year, we solicit projects for our Capstone Senior Design course a variety of companies, organizations, and industry partners. These projects last a full academic year (August - April). Companies submit a proposal for a design project to develop, improve or enhance something within their company. The company's commitment is to identify a project supervisor in the company that will communicate with the student group over the course of the academic year. The deadline to submit is in early July. More information about the program and expectations can be found [here](#).

Student Organization/Classroom Presentations | Fall & Spring Semesters

Our student organizations and classes host employer presenters on a regular basis. We would love to have you on campus speaking to our students in this setting. An overview of all of our Engineering specific student organizations can be found [here](#). We are happy to assist you with connecting to the right groups of students and customizing your schedule while you are on campus to make the most of your time.

Co-Op Calendar | 2023 - 2024

Fall Term 2023

<i>Report to Work</i>	<i>August 16th</i>
<i>Classes Begin</i>	<i>August 16th</i>
<i>Midterm</i>	<i>October 9th</i>
<i>Fall Break</i>	<i>October 27th</i>
<i>Holiday: Thanksgiving Break</i>	<i>November 22nd – 24th</i>
<i>Final Examinations</i>	<i>December 7th – 13th</i>
<i>Work Period Ends</i>	<i>December 5th</i>

Spring Term 2024

<i>Report to Work</i>	<i>January 8th</i>
<i>Classes Begin</i>	<i>January 8th</i>
<i>Midterm</i>	<i>February 29th</i>
<i>Spring Break</i>	<i>March 4th – 8th</i>
<i>Final Examinations</i>	<i>May 1st – May 7th</i>
<i>Work Period Ends</i>	<i>April 29th</i>

Summer Term 2024

<i>Report to work</i>	<i>May 14th</i>
<i>Classes Begin</i>	<i>May 27th</i>
<i>Holiday: Memorial Day</i>	<i>May 29th</i>
<i>Holiday: Juneteenth</i>	<i>June 19th</i>
<i>Midterm</i>	<i>June 21st</i>
<i>Holiday: 4th of July (observance)</i>	<i>July 4th</i>
<i>Final Examinations</i>	<i>August 1st – 2nd</i>
<i>Work Period Ends</i>	<i>July 31st</i>

This is a recommended rotation calendar for this time period. Small deviations from these recommendations may be acceptable.



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College of Engineering

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