Cooperative Education/Internship Program Employer Responsibilities

- The Cooperative Education –Internship employer is responsible for providing, the student intern with challenging experiences which will allow the intern to use his/her academic program major knowledge to gain valuable practical work experience.

- Students will work an average of 10 - 15 hours per week for the employer based on program credit hour requirements (80 – 320 program contact hours) with in the semester.

- The employer will submit a detailed job description which will outline the job duties, and course objectives.

- The employer is also responsible for identifying a specific representative, referred to as the work site supervisor, to work with the student and faculty advisor. They will verify student documented hours and submit a final overall evaluation of the student intern.

- The employer will sign the cooperative education learning plan, and will complete two timely evaluations on the student, mid-term and at the conclusion of the semester, final evaluation which will help determine the student’s final grade and conduct an evaluation interview with the student, as to his or her progress during the program.

- The employer guarantees that the student will be allowed to work for the entire semester, barring incident. (Fall or Spring Semester 7-15 weeks) or (Summer Semester 6-12 weeks)

- Termination of the co-op-internship position is at the option of the employer, should need arise, with prior notification of the faculty advisor or work experience coordinator.

Compensation
In general the students should be paid the hourly rate of an entry level employee, or no less than the minimum hourly wage rate. Employers are encouraged to pay interns, but this is not a requirement.

College of Technology

School of Computer Science
- Computer Programming
- Computer Information Specialist
- Computer Engineering Technology
- Network Services Technology
- Internet Services Technology
- Electronics Engineering Technology
- Web Development Specialist
- Robotics & Simulation Technology

School of Building & Architectural Technology
- Architectural & Building Technology
- Drafting & Design Technology
- Interior Design Technology

School of Workforce Education
- Automotive Services Technology
- Industrial Management Technology
- Machining – Welding Technology
- Automotive Collision Repair & Refinishing

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