Internships are single semester work commitments to an employer. The shorter nature of internships gives the benefit of allowing students to work with multiple employers if they choose to do more than one internship; essentially, it allows students the opportunity to experience multiple facts of a field before making longer commitments.

Co-ops, short for “cooperative education,” are multi-semester commitments with one employer. The longer nature of a co-op means that students will be more likely to be involved in long-term work projects and see the end product of their efforts. **At a minimum students must commit to a co-op at least 2 full time semesters, 4 part time semesters, or some equivalent combination such as two part time semesters equal one full time semester.**

**INTERNSHIP/CO-OP ARRANGEMENTS** - Admission of students to the Internship and Cooperative Education Program at Illinois Institute of Technology (“Illinois Tech”) is the responsibility of Illinois Tech’s Office of Career Services (“Career Services”). Illinois Tech will only recognize internships and co-ops that are approved and monitored by Career Services. The employer agrees to inform Career Services of a student’s internship/co-op arrangements. These arrangements include, but are not limited to the student’s start-date, end date, performance evaluations, and changes in schedule.

**WRITTEN OFFER** - The employer agrees to provide a written internship/co-op offer to students once they have been accepted for an internship/co-op. This offer will include a start date, end date, salary, supervisor’s name, work location, and job title for the internship/co-op assignment. The employer also agrees to provide a position description for the assignment. The work required of the student must be relevant to the student’s current major and at a level commensurate with the degree the student is pursuing. Ideally the offer letter and job description should be provided 2-3 weeks before the start date to allow sufficient time for Career Services to process any required work authorization.

**WORK TERMS** - An internship is valid for only one semester. If the employer wishes to have the student continue working, the internship may be converted into a co-op. A co-op requires that a student complete a minimum of two (2) full-time work terms with the same employer. This time requirement may be fulfilled with any combination of full- and part-time work terms (two part-time terms are considered the equivalent of one full-time work term), prior to the student’s completion of his/her degree program.

**DATES** - Students participating in an internship/co-op must abide by all of the key deadlines (https://web.iit.edu/career-services/students/internships-and-co-ops/key-deadlines) of Illinois Tech, including those designated by their respective academic departments and Career Services. Start and end dates of work terms must follow academic semesters and any changes to a student’s schedule must have the written consent of the student’s faculty advisor, workplace supervisor, and Career Services Coach before they are implemented. Work terms are generally designated as follows:
- **Fall Semester** .................................................. September-December
- **Spring Semester** ................................................. January-April
- **Summer Semester** ............................................. May-August
ACADEMIC RELEVANCY - The position description and the work completed during the internship/co-op must be relevant to the student’s current field of study and commensurate with the student’s degree level. The work should increase in complexity and/or breadth as students progress through successive work terms.

EVALUATION - The employer will submit an online evaluation of student performance to Career Services at the end of every work term, based on learning objectives established by the student and supervisor at the beginning of each work term. The supervisor should discuss this evaluation with the student prior to submission to Career Services.

EQUAL OPPORTUNITY - Illinois Tech acts in accordance with all federal, state, and local regulations regarding providing equal opportunity in employment and education, insofar as those regulations pertain to Illinois Institute of Technology. Illinois Institute of Technology prohibits and will act to eliminate discrimination on the basis of race, color, religion, national origin, gender, age, veteran status, disability, or sexual orientation. The services of Career Services are available only to employers whose employment practices are consistent with this policy and are similarly non-discriminatory.

CONSTRAINTS - Nothing in this Agreement is intended to be and shall not be deemed to be:

a.) An offer of an internship/co-op between the student and the company for any purpose or length of time other than as expressly set forth herein.

b.) As long as the action does not violate other terms set forth in the Internship and Co-operative Education Program, a limitation on the right of the company to manage and supervise, including the right to discharge and designate the work assigned to the student. Upon the student’s completion of the Internship or Co-operative Education Program, the company and student may mutually enter into another employment arrangement upon such terms as they may agree.

COMMUNICATION - Career Services reserves the right to contact the employer to discuss the student’s performance and progress. If at any point the student becomes ineligible for the program, Career Services will immediately inform the employer. The Employer is encouraged to contact Career Services staff with questions, concerns, or suggestions, and will communicate and work collaboratively with Career Services staff in order to contribute to a high quality experience for all.

SUPERVISOR SIGNATURE: ________________________ STUDENT CWID: ________________________

SUPERVISOR NAME: ________________________ STUDENT NAME: ________________________

SUPERVISOR EMAIL: ________________________ DATE: ________________________