There are two programs at Puget Sound that allow students to formally link a work experience to the curriculum for academic credit: 1) Cooperative Education, and 2) Academic Internship. Sophomores are eligible for cooperative education credit. You must be at least a junior to enroll in the internship seminar. Brief descriptions follow. For more information, visit http://www.ups.edu/ces/student/intern.htm or schedule an appointment with a staff member.

**Cooperative Education, .25 - 1.0 unit**

Cooperative Education is a program offered to sophomores, juniors, or seniors who are interested in a formal link between a work experience and their field of study. Students usually alternate semesters of on-campus study with off-campus work, earn a full-time salary while on the job, and receive .5 unit of credit for each period enrolled. In limited, pre-approved situations, a full unit of credit may apply to a co-op placement. Students may also participate in a "parallel" (part-time, 120 hours of field experience) co-op placement for .25 unit of credit.

Prerequisites: Sophomore, junior, or senior standing, 2.5 GPA, and learning agreement.

**Academic Internship, 1.0 unit**

Internship Seminar 497

In this seminar students will examine issues related to work and its meaning in individual and collective life. Students must complete 120 hours of field experience at a site prearranged in consultation with the director of internships in Career and Employment Services (Howarth 101). The concurrent seminar will provide the context to reflect on concrete experiences at the site and link them to the political, psychological, social, economic and intellectual forces that shape our views on work and its meaning. In certain pre-approved instances, an individualized learning plan with a faculty sponsor may substitute for the seminar.

Prerequisites: Junior or senior standing, 2.5 GPA, and learning agreement.

**Start your search for a co-op or internship placement by visiting the internship web pages:** http://www.ups.edu/ces/student/intern.htm
Procedures for registering for Internship 497/8 or Cooperative Education 499

These steps must be completed prior to registering for internship or cooperative education courses. Begin this process early in the semester prior to the semester in which you plan to enroll. You should try to complete all steps before the early registration period (November for Spring, April for Fall and/or Summer).

1. Begin your search by visiting the internship web pages:
   http://www.ups.edu/ces/student/intern.htm*

2. Meet with the director of internships to discuss personal and course objectives, and get referrals for interviews (schedule appointment by calling, x3161).

3. Call or write employers and make arrangements for interviews (prepare by checking out our seeker tips: http://www.ups.edu/ces/student/seeker.htm).

4. After accepting an offer, complete a learning agreement (available in Howarth 101, or download online from http://www.ups.edu/ces/intern/La.htm) and secure signatures (advisor, employer, and department chair if required).

5. Submit completed learning agreement to Howarth 101 and secure permission to register signature. (Must be done prior to the last day to add).

6. Submit add form to the Office of the Registrar (Jones 013) before the last day to add.

*You can subscribe to HOT OPPORTUNITIES, an electronic newsletter distributed twice each week by email. Give us your email address (send to ces@ups.edu) and we will add you to the subscriber list.

Questions?? Contact Career and Employment Services, Howarth 101, x3161, ces@ups.edu