

Co-op / Internship Hiring and Supervising Process

Co-op Program

The Undergraduate Co-op is an accredited academic program in which students alternate semesters of full-time study with semesters of full-time paid work. Co-op students work with the same employer for three or more semesters – two of which must be a fall or spring - co-ops gain at least a year's worth of valuable professional work experience in their major. Their work experience is documented on their transcript. Work rotations typically begin as early as their sophomore year and as late as their junior year. Students earn the cooperative designation on their diploma when they complete the program's requirements.

Internship Program

The Georgia Tech Internship Program includes full- and part-time semesters of work experience. Interns typically work for one semester, but many students may work multiple internships and, in some cases, have the option of interning for two consecutive terms (spring and summer, or summer and fall). Students can complete multiple internships for the same employer or they may work for a different employer each work term. The majority of interns are juniors and seniors. Unpaid internships and community service assignments are also part of this program.

1

Post a position in CareerBuzz

If you don't have an account, visit:

<https://gatech-csm.symplicity.com>

Your job posting form must be completed in full.



2

Extend Offer(s)

Co-op or Internship offers are made directly to the candidate on the company's formal letterhead or email.

For campus Recruiting Policies and logistics please visit:

<http://career.gatech.edu/employers/recruiting>



3

Supervisor & Student Goal Setting

Within the first three weeks of the student's start date, the direct supervisor and the student should set goals for the work term



4

Supervisor's work term "Student Performance Evaluation"

Before the work term ends, the supervisor completes a "Performance Evaluation".

The supervisor submits the Performance Evaluation to CareerBuzz using a **link provided to them via email**.

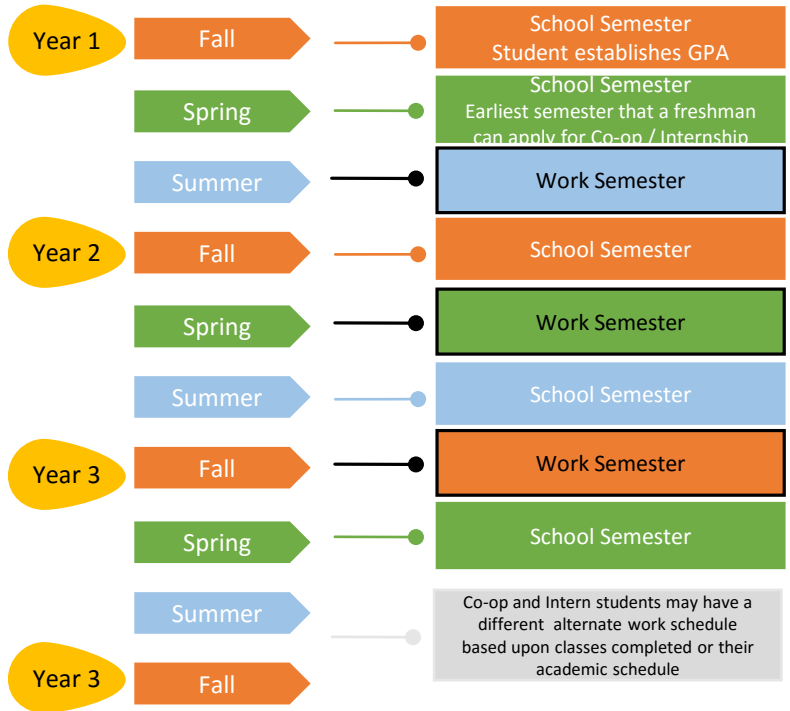
If you have **not** received the email, please check your spam folder or contact the student's Career Advisor (<http://career.gatech.edu/undergrad-advisors>) to request the link

The supervisor and the student should review and complete the Performance Evaluation before the end of the work term



Planning on Hiring an Undergraduate Student for a Co-op / Internship?

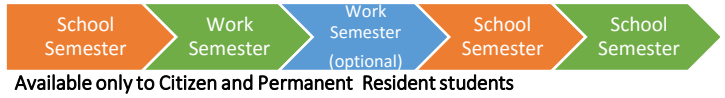
Timeline Scenario



Planning on Hiring a Master /PhD Student for a Co-op / Internship?

Timeline Scenarios

Grad Student Scenario # 1



Grad Student Scenario # 2



Co-op		Internship
Paid	Compensation	Paid or Unpaid
Full Time	Hours per Week	10-40+
Major-related	Type of Work	Major-related or Pre-professional Related
All Majors	Majors	All Majors
Undergraduate Master - PhD	Academic Classification	Undergraduate Master - PhD
On Transcript and Diploma	Designation	On Transcript



Programs At-A-Glance