Frequently Asked Questions for Employers

Core requirements for Employers providing Summer Internship & Cooperative Education opportunities:

- Full-time work (40 hrs/week)
- Competitive compensation
- Supervision by an engineer or computer scientist
- Appropriately challenging engineering assignments

What are the different types of positions that can be made available?

Cooperative Education
Co-op lends itself best to employers with project-based work that requires more extensive training. The student works January through August or May through December for an eight-month assignment. Traditional co-op is a 12-month commitment distributed over three work terms alternating between work and school. The three work terms are comprised of summers and semesters. NOTE: Fall/Spring work terms must be at least 15 weeks in length. Summer work terms must be a minimum 12 weeks.

Summer Internship
Students work for employers seeking engineering assistance for the summer months. Students work full-time and assist employers with completing short-term projects. Student must work a minimum of 12 weeks.

What are the College of Engineering undergraduate majors?

Biomedical	Electrical	Industrial
Chemical	Engineering Physics	Materials Science & Engineering
Civil	Engineering Mechanics	Mechanical
Computer	Geological	Nuclear

When are students eligible to co-op/intern?
Student are eligible to co-op once they have been admitted to their academic department within the College of Engineering. Students are eligible to intern prior to their admission to the department, but must be in the College. Student are *not eligible to co-op/intern in their final semester*. Students must return to campus for at least 1 semester prior to graduating with a B.S. degree.

What makes a co-op/internship program successful?
Successful programs require quality assignments. Planning is important to the success of the co-op or intern experience. A clear understanding of the student's projects and responsibilities is crucial to the quality of the assignment. A challenging work assignment, slightly above the student's abilities, will motivate and educate the student and increase the contribution to the organization. The student should be considered a professional within the organization and be included in appropriate decision-making processes and meetings. Employers are encouraged to provide opportunities for students to participate in educational or training programs. Competitive wages and other forms of financial support, like tuition reimbursement or housing stipends, can also contribute to the success of a co-op/internship program.

Where are co-op and internship positions posted?
Employers are invited to post all qualifying co-op and internship positions on the *Handshake* system. To request a Handshake account and connection to UW-Madison, please visit https://ecs.wisc.edu/employers/#software-handshake

When should employers recruit students for co-op & internship positions?
Although we realize that employers do not operate on semesters, unfortunately, ECS is restricted by them. Employers traditionally recruit at least a semester in advance of their desired work term. Career fairs occur in late September and early February; many employers find that this is the best avenue to recruit desirable candidates. Even if unable to attend a career fair, ECS is committed to work with employers at any point in the year to find suitable candidates.

Employers are required to provide students with *at least 2 weeks to consider a co-op or internship offer*. Visit the UW-Madison Recruiting Policies for further information: https://careers.wisc.edu/policies/ (UW-Madison Recruiting Policies).

Are students able to co-op/intern throughout the U.S.?
Our students work throughout the United States in engineering assignments. Outside the Midwest, the largest concentration is typically in the Southwest and West regions of the country. Our students come from all over the US; students are available for all regions.

May students co-op/intern internationally?
Yes. Students are placed internationally and we actively seek international placements for students to develop international engineering, business, and cultural skills. Previous student assignments have occurred in Germany, Turkey, Japan, Costa Rica, France, Malaysia and more. If offering an international opportunity, please contact ECS regarding requirements and details as these vary from domestic requirements.

What is the average salary for an intern/co-op?
The average salary, across all majors, is $3,327/month. Hourly wages range from $16.00 - $28.00

What do employers needs to do in order to be a part of the internship & co-op program?
There are no formal agreements or applications that the employer must provide in order to post a position in the Handshake system for a co-op or intern. All positions must meet the program's core requirements.

What is expected of internship/co-op supervisors?
Supervisors are expected to complete at 4-week evaluation as well as a final evaluation; these documents are provided to employers by ECS staff. We encourage supervisors and students to meet throughout the experience to discuss progress and develop a mentoring relationship.

Does ECS screen co-op/intern candidates by GPA?
ECS does not screen candidates for the co-op and internship program by GPA.

Are visa-holders (international students) eligible to co-op/intern?
Yes. F-1 visa holders are legally authorized to co-op/intern in the U.S. without sponsorship through the Curricular Practical Training (CPT) program.

Questions about the program or if you need further assistance, please contact:

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