STUDENT GUIDE TO INTERNSHIP AND COOPERATIVE EDUCATION EXPERIENCES

What is an Internship?
- One semester work experience or project (may be repeated)
- Must be major/and or career related with intentional learning goals
- Minimum of 120 hours per semester (full or part-time)
- May, or may not, be for academic credit
- Opportunities may be paid or unpaid

What is Cooperative Education (Co-op)?
- A work experience with the same employer for at least two semesters
- Must be career and/or major related with intentional learning goals
- Minimum of 120 hours per semester (full or part-time)
- May, or may not, be for academic credit
- Opportunities are always paid

How does an Internship or Co-op experience benefit me?
- Gain professional experience before graduation
- See classroom concepts and theories applied in real work situations
- Network with professionals in the field
- Develop and affirm your career goals
- Build your resume with career related experience

Student Responsibilities in the workplace:
- Strive for a high level of personal and professional growth
- Demonstrate professionalism at all times, and follow policies and expectations of the organization
- Complete work assignments within the designated time requirements
- Resolve workplace concerns through the proper channels and notify Career Services immediately (or academic advisor if earning academic credit) if a situation warrants special attention

Student Eligibility:
- Be an enrolled NIU student
- Have completed 30+ hours of college coursework
- Have a minimum 2.0/4.0 GPA
- NOTE: Employers or academic departments may have additional requirements

How-to Find Your Internship or Co-op Experience:
- Receive career counseling, resume assistance, and job search assistance through the Career Services office, Career Resource Center, and the Career Services website
- Use your NIU Huskies Get Hired account, https://niu.experience.com/experience/login to search and apply for hundreds of posted positions
- Attend the Internship and Job Fairs and other campus recruiting events
- For additional resources, visit Major WebLinks http://www.niu.edu/careerservices/weblinks/index.shtml
- Also, speak to your academic advisor and faculty, and network with students, friends, and family
- REPORT YOUR INTERNSHIP at http://www.niu.edu/careerservices/forms/reporting/ to be eligible for “Student of the Month” and “Student of the Year” cash scholarships

Career Services is happy to assist in your search for an internship or co-op. We are located in Campus Life Building Room 220, at www.niu.edu/careerservices, via email careerservices@niu.edu, or (815)-753-1641.