Introduction

The Division of Professional Practice (DoPP) at the Georgia Institute of Technology invites you to hire some of its best and brightest students—before they graduate. DoPP is home to the Institute’s Undergraduate Co-op, Internship, Graduate Co-op, and Work Abroad Programs. Through these programs, more than 3,000 Georgia Tech students majoring in various engineering, computer science, life science, management, architecture, and liberal arts disciplines are currently employed by more than 1,000 corporations, organizations, and government agencies throughout the world.

PARTICIPATION IN DoPP PROGRAMS PROVIDES THE FOLLOWING OPPORTUNITIES FOR YOUR ORGANIZATION:

- The opportunity to benefit from and evaluate temporary employees while deciding whether to make a permanent offer
- An infusion of new ideas and methods
- The chance to train individuals in your particular methods
- Higher visibility on the Georgia Tech campus
- Participation in the educational process
- Increased opportunities for technology transfer
- A general upgrading of the entire profession due to this practical work experience early in the educational process

PARTICIPATION IN DoPP PROGRAMS HOLDS THESE VALUABLE BENEFITS FOR STUDENTS:

- Preparation for the working world through experience in business and industry
- Development of maturity and social skills
- Added relevance to education
- Increased motivation
- Basis for making informed career decisions
- Useful employment contacts
- Added financial support for their college education

Hundreds of employers partner with Georgia Tech to make its Undergraduate Co-op, Internship, Graduate Co-op, and Work Abroad Programs among the country’s finest. The DoPP staff looks forward to helping you gain access to their programs’ many advantages.
ATA Engineering takes great pride in our co-op program, which is at the heart of our recruiting effort for finding future full-time employees. In fact, 25 percent of the engineers who currently make up ATA’s full-time staff started their working relationship with this group of engineers as co-ops or interns. Co-op students with ATA work side by side with recognized experts in the fields of mechanical, structural, and aerospace engineering, helping to solve a variety of engineering problems. We value the relationship we have developed with the Georgia Tech co-op program, and we value the students who have and will co-op with our company.

Tom Dieters
Manager of Design Analysis
ATA Engineering

Program Overviews

The Cooperative Education Program enables employers to hire undergraduate students to alternate semesters of full-time study with semesters of full-time paid work. By working with the same employer for three or more alternating semesters, students gain at least a year’s worth of valuable, professional work experience in their major. Of these three semesters, at least two must be longer semesters (fall or spring). These rotations typically begin during a student’s sophomore year, although some students begin working as early as the freshman year or as late as their junior year.

The Co-op program gives a continuity of experience that enables students to build on previous work terms. Co-ops’ responsibilities should increase over time as they gain more experience with your organization and as they progress in their coursework. The Co-op program may be completed in as few as four years. The following chart illustrates a possible school-work scenario:

<table>
<thead>
<tr>
<th>Year</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>Academic Studies</td>
<td>Academic Studies</td>
<td>Work Term</td>
<td>Academic Studies</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>Academic Studies</td>
<td>Work Term</td>
<td>Academic Studies</td>
<td>Academic Studies</td>
</tr>
<tr>
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<td>Academic Studies</td>
<td>Academic Studies</td>
<td>Work Term</td>
<td>Academic Studies</td>
</tr>
</tbody>
</table>

Other scenarios are possible, depending on when the initial work term begins. Students who complete all requirements earn the co-op designation on their diploma.

The Internship Program enables employers to hire undergraduate students to work part-time (20+ hours per week) or full-time in paid or unpaid positions during summer, fall, or spring semester. Most internships span a single semester; however, students can work multiple internships with the same or different companies. Back-to-back spring/summer or summer/fall internship assignments are allowed. In addition to major-related internships, students can work for non-profit or other civic organizations.

The Graduate Co-op Program provides all master’s and doctoral students the opportunity to work with industry and government leaders in their respective areas of study. Graduate co-ops may seek approval to work summers only, alternate semesters, two consecutive full-time semesters, or consecutive part-time semesters.

The Work Abroad Program enables employers to hire undergraduate or graduate students to work full-time in paid international work assignments directly related to the student’s major during summer, fall, or spring semesters. These international work assignments are designed to provide the ultimate work experience to include both practical training and cross-cultural exposure and learning. The Work Abroad program is a great tool for employers with global operations and a need for global talent to create a pipeline of Georgia Tech students. The Work Abroad program may also be used to satisfy requirements for the International Plan, a Georgia Tech initiative that was launched in 2005 to offer a challenging academic program that develops global competence within the context of a student’s major.

Did You Know?

The concept of cooperative education was introduced at the University of Cincinnati in 1906. When Georgia Tech initiated its program in 1912, it became the fourth school to offer this method of education. Georgia Tech’s program has grown to become the largest optional co-op program in the United States.
Co-op Internship Graduate Work Abroad

Co-op Compensation
Paid or Unpaid
Paid

Hours/Week
40
20-40
20-40
40

Type of Work
Major-Related
Major-Related or Community
Major-Related
Major-Related
or International Service

Majors
All Majors
All Majors
All Majors
All Majors

Work Terms
3+ (alternating semesters)
1+ (Summer, Fall, or Spring)
1+ (Summer, Fall, or Spring)
1+ (Summer, Fall, or Spring)

Academic Classification
Undergraduate
Undergraduate
Master’s or PhD
Undergraduate, Master’s, or PhD

Designation
On Transcript and Diploma
On Transcript
On Transcript
On Transcript

Length of Work Terms
Work terms range in length from sixteen to eighteen weeks during fall or spring semesters and from twelve to fourteen weeks during summer semesters (with exceptions made for ten-week internships). Work terms coincide with the normal school calendar. A calendar for the current school year is available at www.profpractice.gatech.edu.

Student Status Maintained While Working
Students register for a free, audit-credit co-op or internship course in order to maintain their full-time student status while working.* If the job is in metro Atlanta, the co-op or intern is eligible for on-campus housing (if available) and for continued coverage under their family’s insurance plan.

Monitoring a Student’s Work Experience
The DoPP advisors monitor the academic progress and work performance of participating students. Such accountability provides advantages that are not possible with less structured student training programs. When a student accepts a position, his or her advisor will discuss the work forms that they are responsible for submitting to the DoPP. The forms include an Assignment Record that is completed with the assistance of their supervisor during the first two weeks of each work term and a Student Performance Evaluation Form.

DoPP Programs at a Glance

<table>
<thead>
<tr>
<th>Co-op</th>
<th>Internship</th>
<th>Graduate Co-op</th>
<th>Work Abroad</th>
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<tbody>
<tr>
<td>Compensation</td>
<td></td>
<td>Paid or Unpaid</td>
<td>Paid</td>
</tr>
<tr>
<td>Hours/Week</td>
<td>40</td>
<td>20-40</td>
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</tr>
<tr>
<td>Type of Work</td>
<td>Major-Related</td>
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<td>Major-Related</td>
</tr>
<tr>
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</tbody>
</table>

Procedures

“Georgia Tech’s innovative education programs, including the Co-op and Work Abroad programs, are an exceptional platform for developing a work force that is culturally and linguistically prepared to work in a global society.”

Mary Kordys
Former University Relations Manager, Siemens USA.

* In order to receive academic credit for an unpaid internship, students must contact their academic department.
that is completed by the supervisor during the last two weeks of each work term. We encourage supervisors to schedule a performance review meeting to discuss the completed evaluation with the student before submitting a copy to our office. Students are also responsible for submitting a Work Report at the end of each work term. Work Reports allow students to report on their accomplishments and to give feedback about their work assignments.

Employer Changes for Co-ops

Undergraduate co-ops are typically required to complete three or more work terms with the same employer. In some cases, circumstances may dictate that a student not remain with an employer for the duration of his or her work terms. These circumstances include:

- A student’s change of major and/or career goals that do not fit with the current employer’s needs
- Poor academic performance causing the student to be dropped by the university
- Withdrawing of the student from Georgia Tech
- Termination of the student by the employer due to unacceptable work performance
- The inability of an employer to provide meaningful work experience related to a student’s major

Students who change their major and students who are struggling academically should speak with their supervisor and advisor to discuss whether or not it’s possible to complete their remaining work terms.

Terminating a Student

If you are unable to invite a student back for a subsequent co-op work term due to budgetary or other internal reasons, please let the student and a DoPP advisor know as soon as possible so that the student can make appropriate arrangements for subsequent semesters.

If students exhibit unprofessional behavior or are inadequately meeting their job responsibilities, we ask that you meet with them to discuss the issue. Students may not realize they are behaving unprofessionally due to their lack of real-world work experience. With direct feedback, students may improve their professionalism and productivity. If after addressing the situation and the student’s performance does not improve and termination is the only course of action, please notify the student and a DoPP advisor immediately.

Salary Considerations

No standard pay scale exists for students working through DoPP programs. However, level of pay does impact an employer’s degree of success in recruiting desirable candidates. The DoPP generates annual co-op and intern salary surveys. Please contact an advisor to obtain copies.

Getting Started

If you have questions about our programs, please call 404-894-3320 to speak with an advisor. Additionally, we’d be happy to schedule an on-campus meeting or a time to visit your job site.

If you are ready to recruit an undergraduate co-op, intern, graduate co-op, or work abroad student, the next step is to use our free job database, P2D2, to post your job opportunities. Instructions can be found at www.profpractice.gatech.edu/p2d2.php. P2D2 will allow you to screen candidates by GPA, majors, and citizenship, and to recruit through either on-campus interviews or resume referrals.

On-campus interviews are a convenient way to quickly assess a number of qualified candidates. Interviews are typically held in the Student Success Center in thirty-minute slots from 9:00 a.m. to 5:00 p.m. If you select “on-campus interview” on P2D2 as the interview type for your job, we will contact you to schedule your interview date. Interviews are held for a period of four or five weeks approximately in the middle of fall and spring semesters. See the calendar at www.profpractice.gatech.edu for specific dates.

Work Abroad program interview dates usually take place at least four months in advance of the estimated start date. Our advisors will place students who are interested in your posting and who meet your criteria on your schedule. You will be able to view and download resumes in advance.

Resume referrals result in the resumes of candidates who apply to your position and meet your qualifications being provided for your review. You will be able to follow up directly with the candidates you are interested in to schedule phone and/or on-site interviews.

Recruitment Timeline

We recommend using fall semester to recruit for spring, and spring semester to recruit for both summer and fall. Recruiting during the summer is also possible, but there are generally fewer students actively looking for positions during the summer. For best results, observe the following timeline:

<table>
<thead>
<tr>
<th>Work Term</th>
<th>Summer (mid-May through mid-Aug.)</th>
<th>Fall (mid-Aug. through mid-Dec.)</th>
<th>Spring (early-Dec. through mid-May)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Job</td>
<td>Early January</td>
<td>Early January</td>
<td>Late August (ideally) or May</td>
</tr>
<tr>
<td>Interview</td>
<td>March</td>
<td>March (ideally) or June/July</td>
<td>October</td>
</tr>
<tr>
<td>Make Offer</td>
<td>Early or mid-April</td>
<td>Early or mid-April (ideally) or July</td>
<td>Early November</td>
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The co-op program at NASA’s Johnson Space Center (JSC) is extremely competitive. We select the best engineering and business co-ops from all over the country and have found that the caliber and quality of the students we hire from Georgia Tech keeps us coming back year after year. Georgia Tech co-ops have made significant contributions to our efforts to send humans into space. Tech students have designed experiments and tools flown onboard the Space Shuttle, developed life support systems for space environments, supported real-time mission operations, and built robotic simulators to train our astronauts. The JSC Co-op Program is our primary way of recruiting and hiring our entry-level employees, and Georgia Tech continues to be one of our top five premier universities.

Robert P. Musgrove
Manager, Higher Education and Student Programs
NASA Johnson Space Center

Extending Offers

If possible, we encourage employers to follow up on-campus and phone interviews with on-site interviews so that students get a feel for the work environment, their prospective co-workers, and your company culture.

After interviews have been completed, you can extend offers directly to students. We recommend making offers in a timely manner to increase the chances of hiring the students you want. When determining how long students will be given to respond to offers, keep in mind that students may wish to complete their scheduled interviews prior to making a decision. Please inform a DoPP advisor of all offers that have been extended, and contact students you will not be making offers to so they can continue with their job search.

Be sure to provide students with a written offer letter or e-mail (including complete company contact information, salary, number of hours per week, and start date). Remind students who accept offers to bring their offer and acceptance letters to their DoPP advisor to complete the Georgia Tech paperwork.

Housing

Students working within commuting distance of campus can live on campus during their work term. We recommend that employers located outside metro Atlanta provide students with assistance in locating safe, affordable housing, setting up utilities, and finding roommates. Such assistance may include providing a list of apartment complexes that offer short-term leases, providing names of employees who would consider boarding a student, or paying a stipend to cover part or all of the student’s rent. Assisting students with housing can significantly impact your recruiting efforts.

Tips for Successful Co-op or Internship Program

- Appoint a coordinator or manager who understands and supports the philosophy of experiential education. This individual should ensure that all supervisors who have co-ops or interns working for them have been trained and are aware of all the nuances inherent in working with students. Make sure that supervisors are familiar with the information in this handbook.
- Assign the student to a qualified supervisor who can assist him or her in adapting to the work environment and provide effective professional and technical guidance. Make sure the supervisor is open and willing to oversee an undergraduate or graduate student.
- Assign the student a mentor, a young professional employee with a similar background or interests who will take them to lunch periodically, help them adapt to the company culture, and inform them of things to do in the area.
- Promote professional development by encouraging students to participate in training, lunch n’ learn, workshops, and other growth opportunities.
- Provide frequent feedback to students throughout the work term. Their supervisor should assist in the completion of the DoPP Assignment Record at the beginning of the term. He or she should complete the DoPP Performance Evaluation at the end of the term, review with the student, and then submit a copy to our office. We also encourage supervisors to conduct mid-term reviews for new students.
- Automatically withdraw taxes from the student’s paycheck each pay period.

“Second Interviews and Extending Offers

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Robert P. Musgrove
Manager, Higher Education and Student Programs
NASA Johnson Space Center
Tips for Successful Co-op or Internship Program continued

• Inform DoPP of any changes in your company contact person and of any difficulties regarding program logistics or student performance.

If you need to terminate a student for any reason, contact the DoPP immediately.

• Opportunities should be provided for students to spend time with one another both professionally and socially. Provide students with one another’s contact information so they can coordinate roommates and social activities. Plan social events such as picnics, dinners, sporting events, and community service opportunities to help meet students’ social needs and to strengthen employer-employee relationships. Even employers with only a few students should arrange for them to meet periodically in social settings with co-workers and managers.

You may also want to designate a student leader to create a calendar of activities.

• Create a communications instrument such as a written or e-newsletter. A newsletter may be written by students and/or supervisors, and the co-op or intern coordinator may wish to edit it. Distributed to students both at work and at school either electronically or through printed copies, newsletters assist in keeping all parties informed and in developing team spirit.

Tips for Effectively Recruiting Students

• Perhaps your most potent marketing tool is word-of-mouth comments made by current or former students. By providing students with great work experience, they will become your best ambassadors! Invite current or former students to promote your organization on campus in various ways, such as by speaking at information sessions and career fairs.

• Create a P2D2 job posting (https://webwise.gtri.gatech.edu/p2d2) that stands out among the hundreds students will review. Look at your posting as a marketing piece! Include the following information in your posting:
  − Brief description of your company or organization, including anything that sets you apart from other companies
  − Position descriptions and key responsibilities
  − Desired technical and interpersonal skills

“For Qualia Labs, hiring interns from Georgia Tech is a win-win proposition. We gain the insight of some of the latest, state-of-the-art thinking in a variety of technologies. We also gain the fresh perspective that comes with new talent. Our interns receive broad exposure to commercial, technical and managerial challenges, rounding out a great engineering education. The internship program is a practical and simple way to establish a strong talent base that will support our corporate growth for years to come.”

Mike Finley
Co-founder
Qualia Labs
**Recruiting Students**

- Description of surrounding community (if job is outside metro Atlanta)
- Description of notable benefits, such as housing stipends

**Highlight your co-op or internship program through a link on your Web site**

- Including a description of your program and typical tasks undertaken by students. Include photographs of your facilities, students at work, and students having fun. Use the site to celebrate significant achievements made by students. Also, let the DoPP know if students make major contributions that deserve recognition. Our office can help publicize such success stories.

- Make your company available for presentations at student professional organization meetings. Make sure the presentation has a technical or educational thread in addition to being a recruiting effort. Visit the following sites as a resource:
  - To search for organizations by major: career.gatech.edu/employer/tools/student_orgs.php
  - Society of Women Engineers: cyberbuzz.gatech.edu/swe
  - National Society of Black Engineers: www.gtsbe.org
  - Society of Hispanic Professional Engineers: www.cyberbuzz.gatech.edu/shpe

- Attend career fairs to meet talented candidates and reinforce your presence on campus. If you make an offer to a student you meet at a career fair, please confirm that the student has registered with DoPP. For a list of upcoming fairs, visit www.career.gatech.edu.

- Consider being a volunteer. We are in need of employers who are willing to assist with resume and interview tips workshops and other DoPP events. Volunteers will be contacted on an event-by-event basis to check on their availability. To sign up, please contact our office.

- Companies may schedule an information session in the Student Success Center for the night prior to their interviews or another date. This session gives employers the opportunity to showcase their organization to candidates in a group setting. Reservations can be made at www.ssc.gatech.edu/reservation. Once your session has been confirmed, notify our office of the date, time, location, and any other details you’d like publicized (such as a brief company overview, if food will be served, etc).

- Contact academic advisors and/or faculty chairs to inquire about ways to form a partnership (sponsoring competitions, doing joint research, funding scholarships, etc.). For a list of academic advisors, visit www.advising.gatech.edu. For faculty chairs by major, visit www.gatech.edu/colleges.

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- Place a recruitment ad in our student newspaper, the Technique (www.nique.net).

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“As political and economic borders shift and dissolve, finding and hiring young people with experience abroad is increasingly important to the success of any company who wishes to compete on the global stage... and not just studying in another country but working there, too. You cannot find an adequate substitute for those students who have lived in another country, worked in its business climate, learned the language, and socialized with the citizens. They truly understand and appreciate problems and opportunities on a global scale and with a fresh perspective. On day one, they are better equipped and more prepared to make a difference in your business.”

Chris Young
Chief of Protocol and Director of International Affairs
State of Georgia
Hiring F-1 Visa Students

Georgia Tech has a large number of international students, most of whom possess F-1 visas. Companies hiring F-1 Visa students are not responsible for completing students’ work authorization paperwork. International students work with their DoPP advisor and an advisor in the Georgia Tech Office of International Education (www.oie.gatech.edu) to obtain work authorization prior to each work term. Students will provide their employer with their work authorization paperwork on the first day of work. Companies are not required to pay Medicare or Social Security taxes for international students.

Many F-1 visa students have valuable skills to offer your organization. Unless you require citizenship for security reasons, please consider some of Georgia Tech’s highly motivated international students!

“We have depended on Georgia Tech for more than thirty years and have been very satisfied with the highly qualified students they have provided us. We employ co-op students from Georgia Tech with the intention that they will become full-time employees and leaders in our firm and our industry upon graduation.”

Richard K. Little
Chairman of the Board
Rosser International, Inc.
Summary

We appreciate your interest in the programs offered by the Georgia Tech Division of Professional Practice. Making current Georgia Tech students an integral part of your work force will benefit your organization now and in the future.

This handbook outlines the guidelines under which the student, the employer, and the institution can work together to enhance the education of those individuals enrolled in the Division of Professional Practice programs at Georgia Tech. If you have questions or suggestions or would like to discuss any issues, please feel free to contact our office at any time. We look forward to a mutually rewarding relationship.

U.S. News & World Report names Georgia Tech’s Co-op and Internship Programs as “Academic Programs to Look For.”