

University of Minnesota

Computer Science Department

CO-OP Program

The Computer Science Department has established a Co-op Program for our undergraduate students. In a co-op program, students work full-time for companies for up to four non-consecutive semesters on jobs that provide a learning experience. Students will typically alternate one semester at work followed by a semester in school. Subsequent work semesters normally take place at the same company. Companies are asked to provide the student with a variety of job experiences while participating in the computer science co-op program.

A co-op differs from an internship in that, as an intern, the student works while attending school. In a co-op program, students alternate between fulltime study and work. Rotating semesters between work and school reduces conflicting demands on a student's time. The co-op program allows both participants – student and company – to be formally evaluated on the quality of their involvement.

The purpose of this program is to provide students with some industrial hands-on experience related to the Computer Science curriculum. Companies have the opportunity to learn about and take advantage of the latest technology throughout the domain of Computer Science and Computer Engineering. Companies are expected to provide opportunities for students to learn how computer science is used in industry. At the same time, students have a chance to put into practice what they have learned in their academic program. At the conclusion of the semester, students formally report what they learned while on the job, and receive two credits for their co-op work experience. Students will sign up for CSci 3970, with the permission of the Department Co-op Coordinator.

Any questions should be addressed to the Computer Science Department Co-op Coordinator, 4-196B EE/CSci Building, 625-4055.

University of Minnesota Computer Science Co-op Program

Undergraduate Application Procedure

ACTION REQUIRED BY COMPANIES

- Apply to the Computer Science Department using the appropriate form.
- When accepted, companies will be able to schedule interviews at IT Career Services (50 Lind Hall, 624-4090) at their convenience.
- The jobs will commence at the convenience of the company and the student. Typically, students will work full-time during non-consecutive semesters at the company (subject to satisfactory job performance), allowing a return to school full-time in between the work semesters. During each successive work semester, companies would be expected to supply a somewhat different job experience to the student.

ACTION REQUIRED BY STUDENTS

The steps below are required for both new and returning co-op students.

Eligibility Requirements

Students must have completed at least 3 of any CSci 20xx, 4xxx or 5xxx classes (except 59xx and 4970). Students must also have a cumulative GPA of at least 2.5 and have a GPA of at least 2.7 in all CSci classes. ***Eligibility must be checked and signed off by the Department Coordinator before proceeding with either step 1 or 3 below.***

1. Students are advised to register with IT Career Services and apply for co-op opportunities listed through the office, located at 50 Lind Hall.
2. With the assistance of IT Career Services, students are also encouraged to identify companies of interest and to contact these companies about the possibility of creating a co-op position.
3. After a company has offered the student a job, the student can register for the 2 credit co-op class (CSci 3970). Before registering, students must supply the following:
 - Evidence that eligibility has been checked.
 - A one page description of the job using the *Application to Register* (see page 6).

This class may be repeated up to four times and qualifies as a free elective. If the student needs more credits to maintain student status for financial aid, insurance, etc., the student must make his or her own arrangements. The Computer Science Department is willing to supply a letter explaining the situation.

4. At the end of the semester, students will write a 4-8 page paper describing what they learned on the job, how what they learned in school was used, what they learned in terms of designing new systems, working as part of a team, working with advanced technology, etc. This paper will be the basis for the final grade in the co-op class (S/N).

Current jobs may be used for the co-op program. Check the “eligibility requirements” (page 2) and follow steps 3 and 4 above. In addition, employers must apply to participate in the co-op program (as described under “Action Required by Companies”, page 2.) This can be submitted together with the student’s application for admission to the co-op course.

U of MN Computer Science Co-op Program

STUDENT ELIGIBILITY APPLICATION

4-192 EE/CS Building
200 Union St. SE
Minneapolis, MN 55455
Phone: (612) 625-4002
Fax: (612) 625-0572

Name _____ Student ID _____

Address _____ City _____

State _____ Zip Code _____ E-Mail _____

Eligibility requirements include:

_____ Completion of at least 3 of any CSci 20xx, 4xxx or 5xxx classes (except 59xx and 4970). Transfer credits acceptable.

Course	Course Title	Semester/Quarter	Grade	Transfer Info. (if applicable)

_____ Cumulative GPA of at least 2.5, with a GPA of at least 2.7 in all CSci classes.

_____ Supporting documents: unofficial transcript or APAS report.

This certifies that the aforementioned student has met eligibility requirements to qualify for participation in the Computer Science Co-op Program.

Department Co-op Coordinator

U of MN Computer Science Co-op Program

COMPANY APPLICATION

4-192 EE/CS Building
200 Union St. SE
Minneapolis, MN 55455
Phone: (612) 625-4002
Fax: (612) 625-0572

Please answer all questions; estimate as accurately as possible where necessary.

Company Name/Address: _____

Product/Service: _____

Number of Employees: _____

Contact Person: _____ **Title:** _____

Address: _____

Phone: _____ **Fax:** _____ **E-Mail:** _____

Duties of typical co-op position. Show (very briefly): (1) how there is a variety of potential duties; and (2) what the students will learn about Computer Science from the experience.

Category satisfied by co-op position (check all that apply):

<input type="checkbox"/> databases	<input type="checkbox"/> vision/robotics/automation
<input type="checkbox"/> software engineering	<input type="checkbox"/> scientific computing
<input type="checkbox"/> multimedia	<input type="checkbox"/> apply or use new technologies
<input type="checkbox"/> graphics	<input type="checkbox"/> develop/design new technologies
<input type="checkbox"/> network management	<input type="checkbox"/> artificial intelligence
<input type="checkbox"/> expert systems	<input type="checkbox"/> systems, compilers
<input type="checkbox"/> user interfaces	<input type="checkbox"/> training
<input type="checkbox"/> parallel computing	<input type="checkbox"/> technical writing or documentation
<input type="checkbox"/> real time control	<input type="checkbox"/> large team design effort
<input type="checkbox"/> interact with users/others	others: _____

U of MN Computer Science Co-op Program

FINAL REPORT

4-192 EE/CS Building
200 Union St. SE
Minneapolis, MN 55455
Phone: (612) 625-4002
Fax: (612) 625-0572

Name _____ Student ID _____

Address _____ City _____

State _____ Zip Code _____ E-Mail _____

Registering For (Term & Year): _____

Name of Company _____

Name/Title of Co-op Supervisor _____

Phone _____ E-Mail _____

Co-op Duration _____ From _____ To _____

Please submit 4-8 pages on one or more of the following:

- How you applied Computer Science coursework on-the-job.
- What you learned about computing technology while on-the-job.
- How computing was used to achieve, improve or enhance the efficiency, quality or cost-effectiveness of the company's product, service and/or operations.

Also, please include a signed statement from your company supervisor indicating that your on-the-job performance met or exceeded company expectations.