University of Minnesota
Department of Computer Science & Engineering
Co-op Program

Overview

The Department of Computer Science & Engineering 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 in positions 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 co-op program.

A co-op differs from an internship in that, as an intern, the student works while attending school or the experience only takes place during the summer months. In a co-op program, students alternate between full-time study and work during fall and spring semesters attaching summer to the co-op experience so about nine months of fulltime work experience is attained. Rotating semesters between work and school reduces conflicting demands on a student’s time. The co-op program allows both participants (the student and the 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 & Engineering curriculum. Companies are expected to provide opportunities for student 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 have learned while on the job. Students will receive two elective credits (cannot be used in the program) for their co-op work experience. Students will sign up for CSCI 3970 once approved to participate in the co-op program.

Any questions should be directed to the Departmental Computer Science & Engineering Advisors.
Application Procedure

Action required by companies

- Contact the Career Center for Science and Engineering (CCSE) and/or the CLA Career Services office to post co-op position(s) to Gold Pass.
- Complete the forms in this document with the student once an offer is made and accepted. The student is responsible for submitting these forms to the Department of Computer Science & Engineering.
- Positions 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 (for new and returning co-op students)

- Students will search for and apply to co-op positions on Gold Pass.
- Students can ask companies to offer a co-op opportunity rather than a traditional internship opportunity.
- Once a co-op position is offered to and accepted by a student they must complete the forms in this document with the company and submit them to the Department of Computer Science & Engineering (4-196 Keller) at the appropriate time. A permission number will be given to the student to add CSCI 3970 once their co-op paperwork is reviewed and approved.
  - CSCI 3970 may be repeated up to four times. The course only qualifies as free elective credits and cannot be used in a student’s track or be substituted for other course requirements in the program.
  - If the student needs more credits to maintain student status or financial aid, insurance, etc., the student must make his or her own arrangements. The Department of Computer Science & Engineering is willing to supply a letter explaining the situation.
- At the end of the co-op experience, students will write a 4-8 page paper describing 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. The only grading basis option for this class is satisfactory/not satisfactory (S-N).
- Current jobs may be used for the co-op program. Check the eligibility requirements and follow the steps above.
Department of Computer Science & Engineering Co-op Program

Student Eligibility Application

4-196 Keller Hall
200 Union St. SE
Minneapolis, MN 55455
Phone: (612) 625-4055
Fax: (612) 625-0572
Email: advisor@cs.umn.edu

Name ____________________________________________ Student ID ________________

UMN E-Mail ___________________________ Phone ____________________________

Eligibility Requirements:

____ Completion of at least 3 of any 2000-5000 level CSCI classes (except 59XX and 4970).

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Semester</th>
<th>Grade</th>
<th>Transfer Info (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

____ Cumulative GPA of at least 2.5, with a GPA of at least 2.7 in all CSCI classes.

____ Supporting documents: Please provide an unofficial transcript or APAS report.

____________________________________________
Student Signature

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

______________________________
Department Co-op Coordinator

Updated: December 3, 2014

CSCI Co-op Program
Department of Computer Science & Engineering Co-op Program

Company Application

4-196 Keller Hall
200 Union St. SE
Minneapolis, MN 55455
Phone: (612) 625-4055
Fax: (612) 625-0572
Email: advisor@cs.umn.edu

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

Company Name _______________________________ Product/Service ___________________

Address _____________________________________________ City __________________________

State _______ Zip Code _______________ Number of Employees ______________________

Contact Person __________________________________ Title __________________________

Phone ___________________ Fax ________________ E-Mail ____________________________

Duties of typical co-op position. Describe (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):

<table>
<thead>
<tr>
<th>Databases</th>
<th>Vision/Robotics/Automation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software Engineering</td>
<td>Scientific Computing</td>
</tr>
<tr>
<td>Multimedia</td>
<td>Apply or Use New Technologies</td>
</tr>
<tr>
<td>Graphics</td>
<td>Develop/Design New Technologies</td>
</tr>
<tr>
<td>Network Management</td>
<td>Artificial Intelligence</td>
</tr>
<tr>
<td>Expert Systems</td>
<td>Systems/Compilers</td>
</tr>
<tr>
<td>User Interfaces</td>
<td>Training</td>
</tr>
<tr>
<td>Parallel Computing</td>
<td>Technical Writing/Documentation</td>
</tr>
<tr>
<td>Real Time Control</td>
<td>Large Team Design Effort</td>
</tr>
<tr>
<td>Interaction with Users/Others</td>
<td>Other:</td>
</tr>
</tbody>
</table>

Updated: December 3, 2014       CSCI Co-op Program
CSCI 3970 Registration Application

4-196 Keller Hall
200 Union St. SE
Minneapolis, MN 55455
Phone: (612) 625-4055
Fax: (612) 625-0572
Email: advisor@cs.umn.edu

Name ____________________________________________ Student ID ___________________

UMN E-Mail ______________________________________ Phone ______________________

Company Contact/Supervisor _____________________ Phone ______________________

Company Contact/Supervisor E-Mail ________________________________

Note: This application should be completed by the student after the details of the co-op position have been finalized.

Please describe the co-op position. The job description should include criteria that qualifies the job as a learning experience, and explains how student coursework will be applied to the job. Attach job posting/description if available.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

The co-op position will start on __________________ and end ____________________.

Term and Year of CSCI 3970 Registration (Example: Fall 2019): _________________
Department of Computer Science & Engineering Co-op Program

Final Report

4-196 Keller Hall
200 Union St. SE
Minneapolis, MN 55455
Phone: (612) 625-4055
Fax: (612) 625-0572
Email: advisor@cs.umn.edu

Name ___________________________ Student ID ____________________

UMN E-Mail ___________________________ Phone ____________________

CSCI 3970 Registration Term and Year (Example: Fall 2019) __________________

Name of Company ____________________ Contact/Supervisor __________________

Phone ______________ Company Contact/Supervisor E-Mail __________________

The co-op position will started on ________________ and ended ________________.

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

- How you applied computer science coursework during your co-op experience.
- What you learned about computing technology during your co-op experience.
- How computing was used to achieve, improve or enhance the efficiency, quality or cost-effectiveness of the company’s product(s), service(s) and/or operation(s).

A signed statement from your company supervisor indicating that your on the job performance met or exceeded company expectations.

All materials can be submitted in person, via fax, or via email. Contact information is at the top of the page.