Co-op Program
The Undergraduate Co-op is an accredited academic program in which students alternate semesters of full-time study with semesters of full-time paid work. Co-op students work with the same employer for three or more semesters – two of which must be a fall or spring - co-ops gain at least a year's worth of valuable professional work experience in their major. Their work experience is documented on their transcript. Work rotations typically begin as early as their sophomore year and as late as their junior year. Students earn the cooperative designation on their diploma when they complete the program’s requirements.

Internship Program
The Georgia Tech Internship Program includes full- and part-time semesters of work experience. Interns typically work for one semester, but many students may work multiple internships and, in some cases, have the option of interning for two consecutive terms (spring and summer, or summer and fall). Students can complete multiple internships for the same employer or they may work for a different employer each work term. The majority of interns are juniors and seniors. Unpaid internships and community service assignments are also part of this program.

1. **Post a position in CareerBuzz**
   - If you don’t have an account, visit: https://gatech-csm.symplicity.com
   - Your job posting form must be completed in full.

2. **Extend Offer(s)**
   - Co-op or Internship offers are made directly to the candidate on the company’s formal letterhead or email.
   - For campus Recruiting Policies and logistics please visit: http://career.gatech.edu/employers/recruiting

3. **Supervisor & Student Goal Setting**
   - Within the first three weeks of the student’s start date, the direct supervisor and the student should set goals for the work term.

4. **Supervisor’s work term “Student Performance Evaluation”**
   - Before the work term ends, the supervisor completes a “Performance Evaluation”.
   - The supervisor submits the Performance Evaluation to CareerBuzz using a link provided to them via email. If you have not received the email, please check your spam folder or contact the student’s Career Advisor (http://career.gatech.edu/undergrad-advisors) to request the link.
   - The supervisor and the student should review and complete the Performance Evaluation before the end of the work term.
Planning on Hiring an Undergraduate Student for a Co-op / Internship?

Timeline Scenario

Year 1
- Fall: School Semester
- Spring: School Semester
- Summer: Work Semester

Year 2
- Fall: School Semester
- Spring: School Semester
- Summer: Work Semester

Year 3
- Fall: School Semester
- Spring: School Semester
- Summer: Work Semester

Co-op and Intern students may have a different alternate work schedule based upon classes completed or their academic schedule.

Planning on Hiring a Master/PhD Student for a Co-op / Internship?

Timeline Scenarios

Grad Student Scenario # 1
- School Semester
- Work Semester
- Work Semester (optional)
- School Semester
- School Semester
Available only to Citizen and Permanent Resident students

Grad Student Scenario # 2
- School Semester
- School Semester
- Work Semester
- School Semester
- School Semester
Available to citizen, permanent resident and international students

Co-op
- Paid
- Full Time
- Major-related
- Undergraduate Master - PhD
- On Transcript and Diploma

Internship
- Paid or Unpaid
- 10-40+
- Major-related or Pre-professional Related
- All Majors
- Undergraduate Master - PhD
- On Transcript

Programs At-A-Glance