Students are encouraged to consider including a Coop or internship in their plan of study. Up to 6 credit hours of "coop" credit may be applied toward the BS ChE graduation requirements (Dept. approved electives). Please see your advisor to enroll in a coop course.

Below are listed some answers to frequently asked questions about coop and internship credit requirements for Chemical Engineering. (Additional general information may be found at: https://www.sdsmt.edu/Campus-Life/Career-Center/Internships-and-Co-ops/)

1. You should enroll for 1-3 credit hours (CP 297, 397, or 497) per coop semester or intern session, however, there is no requirement to do so, if you don't want or need the credits for graduation.

2. You may enroll for a total of more than 6 credit hours of coop, but only 6 credit hours will count towards your BS graduation requirements.

3. A report is required to be submitted to your advisor for each coop term for which you are receiving CP credit (CP 297, 397, or 497).

4. Your coop report should be in the style of a formal report. (see suggested format at: https://www.sdsmt.edu/Campus-Life/Career-Center/Internships-and-Co-ops/) Examples of previous reports are available from your advisor. Proprietary information generally should not be included. This report should detail your coop/internship experiences, lessons learned, positive and negative comments on your experiences, ways to improve future experiences, what classes you had prior to your coop that were helpful on your coop/internship, and a copy of your evaluation by your supervisor (or use the form found at: http://www.sdsmt.edu/cbe/jobs/). The suggested report length is LANSAP (long as necessary; short as possible).

5. If you have two coop terms back to back (i.e. Spring coop rotation followed by a Summer internship/coop rotation), you should submit a memo for the first term and a formal report for the second term. The memo should summarize your experiences for the first term, detail your work efforts for the second term, and include an evaluation by your supervisor, if available. The formal report requirements are detailed in item 4, above.

6. The reports you submit are reviewed by your advisor and a grade is issued. In general these reports are not returned, but are maintained by the department for evaluation purposes.

7. The due date for coop reports is the last day of regular classes of the coop/internship term. Frequently this can present difficulties, as you are trying to wrap up your efforts at the company. In these cases an incomplete (I) may be issued and you have until the end of the following semester to turn in your report. Note, however, that an 'I' grade may affect your financial aid or scholarship-eligibility status and that 'I' grades automatically convert to 'F' grades at the end of the next semester if the coop report is not submitted. Contact your advisor if you have questions or if you need additional time to submit your report. If at all possible, submit your reports on time in order to avoid these complications. You are encouraged to submit your report as soon as you can so that it may be evaluated and a permanent grade issued.

8. The SDSM&T career planning office does not need a copy of your report.

9. If during your coop or internship you have questions about this process or about your graduation requirements, please contact your advisor.

10. Have fun and learn a lot!