Course Learning Agreement: INFSCI 1082
(As of 11/2022, subject to change)

Instructor

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Course Information

Description: For students who desire to gain full-time experience in an external work environment directly related to their field of study on a semester basis. Students are responsible for securing a co-op offer and submitting the necessary paperwork through the co-op office. A minimum of one rotation and a maximum of two rotations are allowed for undergraduate students; must complete two rotations for capstone requirement.

Course Requirements: Must be a declared or intended IS major and have successfully completed at least the first semester of sophomore year prior to the first rotation. Must be in good academic standing. Must not have completed two rotations or be in the final semester of the degree. Must have submitted a co-op for credit via Handshake prior to it beginning and before add/drop ends.

Credits: 1

Grade Component: Satisfactory/No Credit

Course Deliverables

Co-op Check-ins

Students can check-in with the co-op office and/or course instructor throughout the experience on an as-needed basis.

Midterm Evaluation – First & Second Rotations

You will need to prepare answers to the following prompts before you submit your evaluation:

Site Details

- Rate your co-op experience so far (Excellent, Good, Average, Poor, Terrible)
- Is this your first or second co-op rotation?
- What is the work environment like? (In-person, Hybrid, Remote)
- Have you been having regularly occurring meetings with your supervisor?
- Do they have any concerns about your work performance you can address before the rotation ends?
- Any additional comments or concerns you'd like to share with the co-op office or course instructor?

Midterm Reflection

- Briefly describe the co-op experience (company, title)
- Why were you initially interested in working with this employer?
- What were you initially tasked with doing?
- Have your responsibilities changed? (Yes, No) If yes, please describe the new responsibilities
- List any accomplishments/challenges thus far

Final Evaluation – First & Second Rotations

You will need to prepare answers to the following prompts before you submit your evaluation:

Site Details

- Rate your overall experience (Excellent, Good, Average, Poor, Terrible)
- Is this your first or second co-op rotation? If this is your first rotation, are you going back for a second?

- Where did you learn about the opportunity?
- Would you recommend this employer to other students? (Yes, Maybe, No)
- Are you considering working for this employer after graduation? (Yes, Maybe, No)
- What was the work environment like? (In-person, Hybrid, Remote)
- What has been your favorite aspect of this co-op experience?
- What has been your biggest achievement? Your biggest challenge?
- How would you rate your preparedness in the following career readiness areas? (sample skills will be provided)
- What do you see as your most important competencies for future development? Your greatest strengths?

Final Reflection

- Briefly describe the co-op experience (company, title)
- Why were you initially interested in working with this employer? Has that changed since this experience?
- What were you initially tasked with doing?
- Did your responsibilities change during the experience? (Yes, No) If yes, please describe the new responsibilities
- What technical skills have you gained? How will they help you in your career?
- Describe a job-related issue or struggle you experienced – how did you overcome it?
- What did you learn at Pitt which helped you in your co-op experience?
- What could you have learned (in the classroom or outside) that would have helped you in your co-op?
- Any additional comments you'd like to share with the co-op office or course instructor?

Capstone Report – Second Rotation

If you wish to fulfil your capstone requirement through co-op, you must submit a written report at the conclusion of your second rotation (in addition to the final evaluations). You will need to include the following elements in your capstone report:

Capstone Report (minimum of 8 pages in length, double-spaced, 12-pt font in .doc, .docx, or .pdf format)

- Briefly describe the co-op experience (company, title, working environment)
- Include a detailed explanation of the technical aspects of the experience (explain at least 1-2 example projects/tasks/achievements)
- Include a personal discussion of your experience (what was the environment like, how did you like it, do you think it met your expectations, etc.)
- Please feel free to include elements from your midterm and final evaluations

How to Complete: To complete the evaluations, access the evaluation link through your Pitt email – you should receive an alert 7 days before midterms for the midterm evaluation and 14 days before finals week for the final evaluation for each rotation. If you do not, please log-in to Handshake and navigate to the Experiences tab under Career Center. After completing the second rotation, you can upload your capstone report as an attachment in Handshake, as well as in Canvas.

Co-op Site: Your co-op supervisor will be required to submit a final evaluation, which they have the option of sharing with you. If they're unable to complete third-party forms, they must submit a letter stating completion of the experience has occurred and you should submit an internal/company final evaluation form (if possible) to the Manager of Experiential Learning for review.

Deadlines: For the midterm evaluation, the student evaluation is due before the end of midterms.

For the final evaluations, the student must submit their evaluation (and capstone paper if on their second rotation), prior to the end of final exams week (regardless of the experience end date). Their supervisor must submit their evaluation prior to this deadline as well. Any major discrepancies between the learning goals agreed upon in the application and the final evaluations could impact the final grade.

Course Agreement

Co-op credit is contingent upon the fulfillment of the course deliverables listed on this agreement and the co-op responsibilities submitted in the initial application each rotation. If those deliverables are not completed for whatever reason (including, but not limited to, the employer changing your duties), you may no longer be eligible for co-op credit. If this happens, please consult the co-op office and your course instructor immediately to receive guidance.

Co-op Office

The co-op office processes your application paperwork (each rotation) and must be notified if a previously approved schedule has changed. This includes additional rotations, which need to be approved on a per semester basis. Complete co-op policies and procedures are located here. The co-op office is also available to address any issues that may arise during your co-op experience. If you are experiencing an unsatisfactory or unsafe working environment, please let the office know immediately. Any questions or concerns can be directed to Emily Bennett, emb108@pitt.edu.