# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>An Introduction to the Jonsson Career Services</td>
<td>3</td>
</tr>
<tr>
<td>JCS Staff</td>
<td>4</td>
</tr>
<tr>
<td>Types of Jonsson Career Services Programs</td>
<td>4</td>
</tr>
<tr>
<td>- Cooperative Education</td>
<td></td>
</tr>
<tr>
<td>- Internships</td>
<td></td>
</tr>
<tr>
<td>- Curricular Practical Training</td>
<td></td>
</tr>
<tr>
<td>General Eligibility and Admission Requirements</td>
<td>5</td>
</tr>
<tr>
<td>Applications and Interviews, Hiring Decisions</td>
<td>5</td>
</tr>
<tr>
<td>JCS Policies and Regulations</td>
<td>6-8</td>
</tr>
<tr>
<td>The Work Report</td>
<td>9</td>
</tr>
<tr>
<td>Internship Rules</td>
<td>10</td>
</tr>
<tr>
<td>Dismissal from the Jonsson Career Services</td>
<td>11</td>
</tr>
<tr>
<td>On-The-Job Protocols</td>
<td>12</td>
</tr>
<tr>
<td>Quick Reference to Common Questions</td>
<td>13-14</td>
</tr>
</tbody>
</table>
AN INTRODUCTION TO THE JONSSON CAREER SERVICES:

Welcome to the Jonsson School Jonsson Career Services. You have decided to participate in what many consider the most successful form of education today. The Jonsson Career Services (JCS) are optional, but formal activities at the Jonsson School. The Programs combine classroom study with career-related work experience. Students have the opportunity to earn a college degree plus practical on-the-job experience within their chosen field of study. Employers have access to highly qualified student workers to assist with current workloads and to develop a resource for future permanent hires.

JCS Objectives include:

• enhancing student learning through the combination of theory and practical application by combining work experiences with classroom study;

• developing student maturity, responsibility, and self-dependence;

• improving student skills in human relations, teamwork, and communications;

• heightening student motivation to excel in both the workplace and the classroom;

• providing employers with a source of highly qualified, pre-professional personnel available on a year round basis; and

• strengthening the relationship and cooperation between industry and academe.

The Jonsson Career Services are not a Work-Study program. Though Jonsson Career Services combine academic preparation with related work experience, Work-Study is a federally supported financial aid program, which provides jobs for students with financial need. Work-Study positions are partially supported by federal dollars and need not be career related. All Jonsson School Internships must be career related. They are 100 percent employer funded and are not based on financial need.

Student Benefits include:

• application of theory to practical problems in an engineering or computer science environment;

• opportunity to screen career choices;

• provision of experience often required for future, full-time job searches;

• experience which develops sound judgement, confidence, teamwork, self-discipline, and communication skills;

• contact with practicing professionals;

• potential full-time job offers at graduation; and

• opportunity to earn while learning.
JCS STAFF:

The staff, of the Jonsson School’s Jonsson Career Services, is committed to providing excellent services for students and employers interested in participating in these programs. Staff members assist students by providing the following services: orienting students to the programs, resume development, interview workshops, career guidance, assistance with registration procedures, and ongoing program coordination.

The Jonsson Career Services’ offices are located in the Engineering and Computer Science Complex, South, Suite 2.502. Our fax number is 972-883-6845.

Our contact webpage address is https://engineering.utdallas.edu/engage/students/internships/.

TYPES OF PROGRAMS - JONSSON CAREER SERVICES:

The Jonsson Career Services of the Erik Jonsson School of Engineering and Computer Science offers three optional, experiential education programs. This variety of programs provides freedom and flexibility to students and employers to arrange an employment agreement which best matches their individual needs. While offering freedom and flexibility, the Jonsson Career Services are formal operations of the Jonsson School. Each has its own rules and regulations, which must be followed for successful participation. Each of these optional programs offers paid work experiences and students must register for the appropriate and corresponding JCS academic coursework.

Program Options: Students may select between part-time or full-time assignments and between commitments of a single semester or multiple semesters. Please see the descriptions of the individual programs, detailed below, for more complete information. Students are encouraged to be flexible when evaluating program options. The best position may require the greatest commitment. Seek that position which will most develop your career, not the closest, the easiest, or the highest paying.

Internships are another widely recognized experiential education program. Internships are available on both a part-time and full-time basis. The principal difference between co-op and internships is that internships are a commitment of one or two semesters for both the student and the employer. All graduate level assignments are considered to be internships.

Curricular Practical Training (CPT) is a U.S. Citizenship and Immigration Services (USCIS) program which allows international students, foreign students in the United States on an F-1 visa, the opportunity to participate in cooperative education and internships. Because CPT is strictly regulated by this federal agency and because CPT has an impact on the international student’s freedom to work on campus or to participate in Optional Practical Training programs after graduation, CPT is strictly operated. Participation in CPT must be approved by the Jonsson School JCS staff and the staff of the UTD Office of International Student Services prior to the individual international student working on an JCS/CPT assignment. CPT work approval is granted on a semester by semester basis.

Cooperative Education (Co-op) is a widely recognized experiential education program. The Jonsson School recognizes both full-time alternating and part-time parallel co-op assignments. In an alternating co-op program, students rotate between semesters of full-time school and semesters of full-time work assignments. Normally, two students fill a single corporate position. When one student is in classes, the other is working. At the end of the semester, the students rotate or alternate their responsibilities. In a parallel co-op program, students combine semesters of part-time or full-time class work with part-time work assignments. Co-op is a commitment of three or more semesters for both the student and the employer. The goal is to provide students with 52 weeks, 3 semesters, of professional experience.
STUDENT ELIGIBILITY REQUIREMENTS:

General Eligibility: Participation in the Jonsson Career Services of the Erik Jonsson School of Engineering and Computer Science (ECS) is open to all students admitted to the School, having a declared major, and in good academic standing.

The undergraduate eligibility requirements for an Internship include:
- Being admitted to the Jonsson School and having a declared major
- Minimum of a 2.0 grade point average in all undergraduate UTD coursework.

The graduate eligibility requirements for an Internship include:
- Maintain a minimum of a 3.0 overall GPA for all UTD graduate level courses
- International Students need to complete two long semesters of coursework

Graduate Level Teaching and Research Assistants and Undergraduate Senior Mentors: May not work on an Internship during the term of the contract for the graduate assistantship or the mentorship. Resignation from the TA or RA position may relieve the graduate student of the benefits and obligations of the TA or RA assignment.

International Students: Must meet the USCIS and UTD eligibility requirements for Curricular Practical Training (CPT). All international students required to attend an JCS CPT Orientation session to ensure that they understand the procedures and to complete the process in order to be eligible to participate in the Jonsson School Jonsson Career Services internship programs.

Maintaining Student Eligibility: To maintain eligibility for participation in the Jonsson School Jonsson Career Services, students must maintain the above listed minimum undergraduate or graduate GPA; receive satisfactory evaluations from their employing organization; register for and complete appropriate JCS coursework; and complete all JCS requirements. USCIS regulations require that international students receive approval each semester for continuation of JCS Curricular Practical Training assignments. International students must be careful not to continue employment beyond the date authorized unless they apply for and are granted an extension of their JCS/CPT assignment and re-endorsement of the student copy of the I-20 ID.

Profile Updates in Handshake: Please be sure to update your profile and resume in Handshake after each academic semester, this includes the Summer Semester. Data such as addresses, telephone numbers, e-mail addresses, GPA, class status, graduation dates, computer skills, experience, and similar data are constantly changing and require an update.

APPLICATIONS AND INTERVIEWS:

Applications: Once admitted to and eligible for the Jonsson School Jonsson Career Services and after uploading a resume in the Handshake system, students may begin to submit applications for internships. Employers will review applications based on criteria set by the hiring company.

Interviews: If the employer is interested in a student’s application for internship, the employer will contact the student directly to schedule an interview. The interview may be arranged either on campus, at the employer’s office, over the phone, or via a video call.

HIRING DECISIONS:

Hiring decisions are made by the participating employers. JCS students may not work as Independent Contractors. Students must be working under the company’s payroll and should receive a W-2.
JCS POLICIES AND REGULATIONS:

PROGRAM REGISTRATION POLICIES: As noted in the Admission section, students must complete the Handshake online registration process. Additionally, students should update their Handshake accounts each semester and whenever they change their address, phone number, or similar personal data.

ASSIGNMENT REGISTRATION PROCEDURES: Each semester students are working on an Internship, they must notify the Jonsson School JCS staff of the assignment by completing an Internship Acceptance Form.

Additionally, students may wish to register for an appropriate JCS ECSC one credit hour course. These one credit hour courses are mandated for international students. Other students may use the one credit hour courses to retain access to UTD services if not carrying other UTD courses while working on an Internship or to meet UTD undergraduate Free Elective requirements. Undergraduates may use the three hour course to meet UTD Advanced Free Elective requirements.

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate CS Internship</td>
<td>ECSC3177 (1 hr)</td>
</tr>
<tr>
<td>Undergraduate ENG Internship</td>
<td>ECSC3179 (1 hr)</td>
</tr>
<tr>
<td>UG Professional Industrial Practice Program</td>
<td>ECSC4378 (3 hrs)</td>
</tr>
<tr>
<td>Graduate CS Internship</td>
<td>ECSC5177 (1 hr)</td>
</tr>
<tr>
<td>Graduate ENG Internship</td>
<td>ECSC5179 (1 hr)</td>
</tr>
</tbody>
</table>

Students are responsible to pay for tuition/fees associated with ECSC course enrollment based on information published on the Academic Calendar.

PLEASE NOTE: Students enrolled in no UTD credit hours while on an Internship will lose access to UTD Student Services for which a fee is normally required. This includes, but is not limited to the Student Union, Library, Medical Services, Recreation Center, Residence Halls, Athletics, and others. If you wish to retain access to UTD Student Services you will wish to enroll in the one credit hour ECSC course or some other UTD for credit course.

PAY AND BENEFITS: Typically, all Jonsson School internships are paid. Occasionally unpaid assignments with non-profit agencies are approved.

Participating employers establish all internship salaries and benefits. They must comply with federal, state, and local laws dealing with compensation. Employers are not required to provide students with fringe benefits as part of the overall compensation package. Some employers may wish to provide them. Students are eligible for Workers Compensation benefits if injured on the job site. Students are not eligible for Unemployment Compensation benefits when an Internship is completed or terminated.

Employers are not required to withhold or pay Social Security or Medicare taxes for international students on CPT assignments. However, students should note that wages are subject to federal and, where applicable, to state and local income taxes.

JCS CALENDAR: The Jonsson School Jonsson Career Services publish each semester a calendar for the beginning and ending dates of Internships. Students are expected to work from the recommended beginning date through the recommended ending date of the published Internship calendar. Students may not request a change in the calendar from their employer without the permission of the Jonsson School JCS staff. Please contact JCS coordinators or view the current JCS Calendar on JCS Website.
WEEKLY JCS WORK COMMITMENT:

Part-time Assignments: Participating students will be working a minimum of 15 hours per week with a maximum of 20 hours per week. Twenty working hours per week are recommended. USCIS rules limit international students on part-time Internships to a maximum of twenty working hours per week.

Full-time Assignments: A minimum number of 21 working hours/week are required to be recognized as a full-time assignment. According to USCIS rules, any international student who takes an assignment that is more than twenty working hours per week is considered to be full-time.

ACADEMIC COMMITMENT DURING INTERNSHIP WORK ASSIGNMENTS:

Part-time Assignments: Undergraduate and graduate level students working on a part-time Internship, during the Fall and Spring Semesters are required to enroll in and complete full-time academic credit hours (or a minimum of six academic hours if applicable, e.g., financial aid requirements).

International students are required to enroll in the one credit hour ECSC course. U.S. Citizenship and Immigration Services regulations require international students to register and complete full-time academic credit hours while on a part-time, Fall or Spring Semester co-op/intern assignment.

- Graduate Students: 9 academic credit hours
- Undergraduate Students: 12 academic credit hours

Students working part-time during the Summer Semester are not required to take any other coursework. International students are required to enroll in the one credit hour ECSC course.

Full-time Assignments: Undergraduate* and graduate level students working on a full-time Internship are not required to enroll in or complete academic course hours. International students are required to enroll in the JCS ECSC one credit hour courses. U.S. citizens and U.S. permanent residents may wish to enroll in the one credit hour ECSC courses to protect student status or to insure access to UTD student services.

*Undergraduate students on F-1 visa are required to enroll full time, 12 credit hours in spring and fall semester. Please discuss with JCS internship coordinators about possibility of doing full time internship in the long semesters.

When working full-time during a Fall, Spring, or Summer semester, graduate students may enroll for a maximum of 6 academic credit hours with the approval of their faculty advisor. Without the approval of a faculty advisor, graduate students are limited to a maximum of 3 academic credit hours.

Attendance in classes should not interfere with the student’s internship work schedule.

Students working full-time during a Fall or Spring Semester must work full-time for at least 11 weeks of that semester to be identified as having full-time status and to be eligible to enroll for fewer than full-time academic hours.

GEOGRAPHIC LIMITATIONS:

Part-time Assignments: Students on part-time assignments must be close enough to the UTD campus to meet the requirements of attending minimum class loads.

Full-time Assignments: Because there is not a requirement to attend UTD classes, students on full-time assignments may work in any geographic area.
PROGRAM FORMATS AND COMMITMENTS: As noted above, each program has operating formats which differ on whether they are full-time or part-time and whether the commitment is for a single semester or for multiple semesters. Once a student has accepted a commitment for a particular program and format, they may not change that commitment and format without first seeking approval of the School’s JCS staff. Students should not approach the employer about such a change. The JCS staff will make that approach for them. This rule is in effect because other students may be affected by a change in a single student’s assignment, commitment, and format. The overall program must work well for all students. Also, if an employer asks a student for a change in internship commitment and format, be sure to refer that employer to the School’s JCS staff.

SITE VISITS: During your work assignment, the Jonsson School JCS staff may visit you and your site supervisor at your place of employment. Alternatively, the JCS staff may conduct a telephone interview to evaluate your progress and to discuss any concerns.

STUDENT HEALTH INSURANCE: Corporate fringe benefits are not required of employers participating in the Jonsson Career Services. Participating students, on an Internship, may be able to retain health insurance coverage through their parents’ or their own health insurance policy. Students may wish to review this question with their parents. All UTD students, either full or part time, can be covered by the University’s student health insurance policy. Students may purchase the policy annually or on a semester basis. The policy, while premiums are being paid, remains in effect from the day of initial registration until the end of the month of graduation, withdrawal, or dismissal from the university. **STUDENTS ARE STRONGLY ENCOURAGED TO MAINTAIN SOME TYPE OF HEALTH INSURANCE WHILE ON AN INTERNSHIP.**

LONG TERM COMMITMENT: Neither students nor employers have an obligation beyond the commitments of the internship program. Permanent recruitment, however, is one of the main benefits of participating in an Internship Program.

ACADEMIC CREDIT: Participating international students are required to enroll in one credit hour ECSC courses each semester when working on a cooperative education or internship assignment. The one credit hour courses carry normal UTD fees. Students who are U.S. Citizens and U.S. Permanent Residents may elect to enroll in the one credit hour ECSC classes to insure access to student services or to protect recognition of full-time status. The undergraduate one credit hour courses can be used to complete UTD free elective requirements.

Jonsson School undergraduate majors, with unfilled free or advanced free elective credit options, may take a Professional Industrial Practice course to receive academic credits for the internship experience. The appropriate course is:

ECSC4378 Professional Industrial Practice Program

ECSC4378 carries a co/pre-requisite of ECS 3390 Professional and Technical Communications. The JCS staff recommends that interested students review these options with their academic advisor before register with JCS in any of the ECSC courses.
THE WORK REPORT:

Each student is required to submit a Work Report for to complete the ECSC course requirements. The purpose of the report is to review the educational value of the internship experience. In preparation, the student should evaluate his or her assignment in terms of the principles learned in the classroom. Many students find it useful to keep a journal of projects and experiences which can be drawn from for the final work report.

Students who are registered for the ECSC one classes are asked to complete all four parts of the Work Report. Students working on Internships and not registered for an ECSC class may eliminate the Narrative. The four parts of the JCS Work Report include:

1. Cover Sheet with Position Description
2. Performance Appraisal Form (Supervisor)
3. Performance Appraisal Form (Student)
4. Narrative

As part of the work report, students evaluate their internship positions and employers appraise the students’ job performance. In addition, students in the one credit hour ECSC courses submit a 4-6 page, typed Narrative analyzing the internship experience. The Narrative should contain information on the following topics:

Activity Description:
- What projects did you work on?
- What were the objectives of these projects?
- What were your project responsibilities?
- What problems did you encounter?
- How did you solve the problems?
- What did you do to complete your responsibilities?

Analysis Section:
- What did you learn?
- How did the projects and responsibilities relate to theory learned in the classroom?
- How will the experience help you back in classes?
  - …On your next assignment?
  - …After you graduate?
  - …As a professional?
- What might you have done to improve your performance on this assignment?

Work report packets are e-mailed to students four to six weeks before they are due. The work report must be reviewed and approved by your work site supervisor before it is submitted to the Jonsson Career Services. It must be returned no later than the date indicated on the Instruction and Cover Sheet.

Failure to submit a complete and acceptable Work Report will result in loss of credit for the Internship and the student may be dismissed from the Jonsson Career Services. The Work Report will be evaluated by the JCS staff and possibly shared with departmental faculty. Reports, which are incomplete, grammatically incorrect, or unsatisfactory must be rewritten, completed, and resubmitted for approval.
INTERNSHIP RULES:

A tremendous amount of time and effort goes into establishing and maintaining good relationships between the Jonsson School’s Jonsson Career Services and our employers. As a representative of the Jonsson School, students need to be aware that their conduct on the assignment is a reflection on THEM, the JCS staff, the Jonsson School, and UTD. A conscientious effort on a student’s part can enhance these relationships and guarantee good positions for future students.

Alternatively, unprofessional behavior on the part of a student can jeopardize these relationships and ruin future opportunities for themselves and for other students. Therefore, students are expected to act professionally, to work to the best of their ability, and to comply with all conditions and rules of the program and of employment. Failure to do so will not be tolerated. If employers are not satisfied with a student’s performance, they may terminate that student’s employment at any point during the work assignment.

Students registering for the Jonsson Career Services and those students hired by employers in co-op/internship assignments will be considered participants in the Jonsson School Jonsson Career Services. These students must adhere to the rules and regulations of Employment when on an Internship:

1. All students must follow the JCS guidelines.
2. International students may not work on campus while working on an internship.
3. If a student receives more than one offer of Employment, that student must consider carefully which position is the most relevant for his or her career objectives. Once he or she has accepted an assignment, whether verbally or in writing, they may not change their mind in lieu of another offer. Once a commitment has been made, the student is expected to honor that commitment. All other interviewing for Internships must end. Reneging on an internship offer will result in the student’s dismissal from the Jonsson Career Services and loss of future eligibility for internship.
4. Students are expected to complete the entire work period as specified by the JCS calendar.
5. Students are required to follow all personnel rules and regulations established by the employer as well as all current federal, state, and local labor laws.
6. Academic class work cannot interfere with internship work responsibilities. Students must plan, prepare for, and complete course assignments and tests without infringing on internship work hours or performance.
7. In the event that a student is unable to report for work on a particular day, he or she must notify their site supervisor immediately. If the absence from the internship extends for more than a week, the student must also notify the Jonsson School JCS Staff at UTD.
8. University holidays and vacations do not pertain to JCS students while on an internship. Students are on the employer’s schedule, not the University’s.
9. Any difficulty or misunderstanding with an employer should be reported immediately to the JCS staff. Students may not quit an Internship without first working with the JCS staff to remedy the situation. Quitting the Internship will result in the loss of internship eligibility for all future semesters.
10. Students may not deprive other students of an internship position. If, for any reason, a student withdraws from the Jonsson Career Services or from UTD, that student may not retain an internship. Any time a student remains in an internship, it will be considered a new placement and the student is required to notify the JCS staff of the assignment by completing an Assignment Acceptance Form and complete the Work Report.
11. Notify the JCS staff of any change of address, which occurs during the work assignment.
12. If the position a student accepts has a multiple semester commitment, the student is expected to return to that employer for each succeeding work period until the commitment is complete.
13. If the JCS staff and the employer agree, students are permitted to work additional Internships beyond the established frequency requirements. Each semester a student stays for additional work assignments, they must notify the JCS staff of the assignment by completing an Assignment Acceptance Form and complete a Work Report.
14. Upon the completion, termination, or withdrawal from an Internship, students are not eligible for Unemployment Compensation benefits.
DISMISSAL FROM THE JCS:

While the staff members of the Jonsson School’s Jonsson Career Services hope every student in the Jonsson Career Services is successful, occasionally some students do not follow the program rules and are subject to dismissal from the Programs. The following are reasons for dismissal:

Students who fail to maintain the qualifying grade point average will be placed on probation for the next semester. While on probation they may not return to their Internship. If their grades improve and return to the qualifying grade point average, they will be permitted to continue in the program and return to their Internship. If the grades do not improve and return to the qualifying grade point average, they will be dropped from the Jonsson Career Services.

Students may also be dropped from the program for failure to comply with JCS Policies and Procedures, Internship Rules, or for any of the following reasons:

1. Misrepresenting one’s own status by providing misleading or false information on their Handshake account.
2. Providing resumes with misleading or false information to the Jonsson Career Services or to participating or potential employers.
3. Failing to report to an Internship without notifying the Jonsson School Jonsson Career Services staff, six weeks prior to the beginning of the scheduled work assignment.
4. Failure to complete an Internship Acceptance Form when working on an Internship.
5. Leaving an Internship before the end of the scheduled work period without prior approval from the Jonsson School JCS staff.
6. Being discharged by an employer because of poor work performance or misconduct. A student who, due to poor performance, is not invited back for a subsequent work assignment as part of a multi-semester commitment will be considered discharged.
7. Failing to submit a complete and acceptable Work Report.
8. Failing to meet with the Jonsson School JCS staff as required.
9. Applying for Unemployment Compensation benefits based on their Internship.

All decisions, regarding probation or dismissal from the Jonsson Career Services, will be made by the Jonsson School JCS staff. When a student is dismissed from the program, he or she may not continue working in an internship for an employer. A student dismissed from the program may petition to be reinstated. Petitions should be addressed to the Director, Jonsson Career Services, Erik Jonsson School of Engineering and Computer Science. Students petitioning for re-admission to the program must, to the extent possible, complete or correct the issues, which initially caused the dismissal (i.e. submission of a Work Report, etc.).
ON-THE-JOB PROTOCOLS:

A. General Guidelines for Success:
1. Carefully read all company orientation materials
2. Set goals/priorities; be prepared; meet all deadlines
3. Ask questions when unsure; take notes
4. Observe or ask about formality of names and job titles
5. Dress appropriately
6. Always be tactful and diplomatic; support staff can make or break you
7. Do more than expected

B. Be a Team Player:
1. Do not compete with co-workers
2. Do routine jobs without complaining
3. Show initiative
4. Develop work relationships slowly, after you know office politics
5. Always inform your supervisor of your whereabouts

C. The Following May Be Interpreted as Irresponsibility and Immaturity:
1. Personal Phone Calls
2. Sloppy desk, work space, or work products
3. Talking about non-business matters
4. Sitting idle at your desk or work space
5. Asking for time off; remember internship assignments are "no-cut classes"

D. The Following May Be Interpreted as Theft:
1. Not re-paying advances
2. Abusing telephone privileges
3. Removing office supplies
4. Copying computer programs
5. Abusing expense accounts
6. Using copying machines for personal reasons

E. Observe Supervisor’s Priorities About:
1. Neatness of work area
2. Confidentiality of materials
3. Coming early or staying late
4. Lunch hour routine
5. Telephone etiquette
6. General office demeanor

F. Observe Supervisor’s Management Style:
1. Do they prefer written or oral reports
2. Do they supervise closely or from afar
3. Do they provide immediate responses to questions and problems or do they prefer to think about them before responding

G. With Respect to Feedback and Reviews:
1. Ask if you receive no feedback after the first month on the job
2. Accept criticism without being defensive
3. Do not interpret performance reviews as personal criticism
4. Remember, people want you to succeed

H. Take Every Advantage to Learn:
1. If you have time, read available materials, make time at home to do so
2. Ask questions, observe people’s behavior, attend social functions
3. Network whenever possible, collect business cards
4. Identify career tracks and their prerequisites
5. Ask for letters of recommendation at the end of your assignment

I. If you have problems, resolve them by discussing them with your supervisor, the company internship coordinator or personnel officer, or call the Jonsson School JCS staff for assistance.
QUICK REFERENCE TO COMMON QUESTIONS:

1. Do I have to notify the JCS staff when I am working on a co-op/internship assignment?  
   Yes. Each semester you accept a co-op/internship assignment, with the same or a different employer, you must complete an Assignment Acceptance Form.

2. How will the Internship affect my graduation date?  
   That depends on the Internship. In some part-time assignments, the internship position will not delay your graduation. Full-time co-op assignments may delay graduation for a full year.

3. Do I have to work more than one internship semester?  
   That depends on the Internship. Internships last for one or two semesters. Co-op recommends a full year, three semesters of experience.

4. Where are Internships located?  
   Internships can be in the Dallas area or elsewhere in other areas in the U.S. Students need to consider work location if planning to take courses.  
   If you enroll in academic course(s), the work location must be close so you can attend all lecture sessions.

5. May I have an internship position wherever I want?  
   You may specify certain geographical locations, however, in so doing you limit your opportunities for employment. The best experiences are not always in Dallas, Texas or your hometown. The more flexible you are, the better the chances of employment.  
   It you cannot relocate or will not commute 45 minutes to an hour, tell the JCS staff and do not accept interviews if you know you will not accept the position.

7. Do I have to take a position I do not really want?  
   No. But when you reject a viable internship position you run the risk of not being placed in the Jonsson Career Services. Students are urged to be flexible when considering internship job options.

8. Am I guaranteed an internship position?  
   No. Although every effort is made to find interested students internship positions, the fact is, not everyone is placed. The JCS staff can only refer your resume; the employers make the final hiring decisions.

9. Will my internship salary pay for all my college expenses?  
   There is no assurance on this. However, many students are able to pay a substantial part of their education through internship earnings.

10. Are my wages subject to withholding taxes?  
    Yes. Internship wages are subject to federal and, where applicable, to state and local income taxes.

11. Who determines my salary?  
    The employer does.

12. Will my financial aid, Social Security income or Veteran’s benefits be affected by internship wages?  
    These are issues you must discuss with the JCS staff and the appropriate campus department to determine the specifics regarding your situation.

13. Is what I do with my internship position my own business?  
    No. While on an assignment you are still classified as a student of UTD. Your work performance is a reflection on you, the JCS staff and program, your academic department, the Jonsson School, and UTD. You are expected to perform to the best of your ability and follow all employment policies and regulations. You may not initiate any changes related to your job assignment without the prior approval of the JCS staff.

14. Can I be discharged from an Internship?  
    Yes. You are treated like any other employee. Employers may discharge a student for any of several reasons: unsatisfactory performance, incompetence, irregular attendance or punctuality, misconduct, or misrepresenting your eligibility and capabilities. Any student not invited to return to an assignment due to unsatisfactory work performance will be considered discharged from the company.
15. If I have a local assignment may I still participate in UTD activities?
Yes. If registered for the JCS ECSC coursework students are eligible to participate in all campus activities while on assignment. These activities, however, should not interfere with your internship. Participation in varsity sports requires special NCAA permission.

16. If I have an internship in the Dallas area, may I continue to live in UTD housing?
Yes, if registered for the JCS ECSC courses or other UTD coursework.

17. If I work outside the Dallas area will I lose my student status?
No. If you register for an ECSC course you maintain your full-time student status at UTD regardless of where your job is located.

18. When working on out-of-town assignments, is the employer responsible for transportation and housing expenses?
No. When students accept out-of-town assignments they are usually responsible for living and transportation expenses. Some employers may cover all or part of these expenses, but this cannot be expected.

19. If I am on an out-of-town assignment, how will I register for classes to be taken the next semester?
Email or on-line registration is available for all students. Students are responsible to contact their academic departments for their own registration. The JCS staff will assist as needed.

20. While on an out-of-town assignment, may I take classes at another university?
This is possible if you obtain approval from your department prior to leaving UTD and enrolling at the other university.