2022 Co-op Program Overview
What is a Co-op?

• Cooperative education is a structured method of combining classroom-based education with practical work experience. A cooperative education experience, commonly known as a "co-op", provides academic credit for structured job experience. (Typically a two semester commitment, but can be ended for poor performance.)
What is a Intern?

- An **intern** is someone who works in a temporary position with an emphasis on “on-the-job” training rather than merely employment (SIH-199), making it similar to an **apprenticeship**. Interns are usually college or university students seeking skills for a new career. Student internships provide opportunities for students to gain experience in their field, determine if they have an interest in a particular career, create a network of contacts, or gain school credit. *(For our program they are commonly a semester by semester commitment for engineering majors other than Chemical Engineering).*
Benefits to Employer of Hiring a Co-op/Intern

• Additional staff to help you complete projects
• Long-term interview of potential of future employees
• Improve connectivity to your local University
• Publicize your name as an excellent place of employment for engineers
• Help the industry develop the next generation of engineers and leaders
Benefits to Students Participating in a Co-op/Intern Experience

• Apply classroom theory to work experience making course work more meaningful while obtaining valuable work experience
• Earn a good salary and underwrite educational expenses
• Gain professional experience
• Build Work References
• Explore Career Choices
What Type of Engineering Students are Available at UMaine?

• Chemical Engineering
• Mechanical Engineering
• Electrical Engineering
• Computer Engineering
• Civil Engineering
• Engineering Technology (Electrical, Mechanical, Construction)
• Biomedical Engineering
How Does the UMaine Pulp & Paper Foundation Fit into This Process?

• Every Pulp & Paper Foundation scholarship recipient **MUST** have 2 semesters of Co-op with a Pulp and Paper Company, supplier or direct competitor.

• Each UMaine engineering dept. manages their own Co-op program.

• The UMPPF manages the Co-op program for the Chemical Engineering Department and for all our scholarship recipients.

• We encourage other UMaine engineering majors to participate (both scholarship recipients and non-scholarship recipients), helping us meet the needs of our members and other companies wanting to hire our students as Co-ops or Interns.
What is Typical for Co-op/Internships?

• Pay - ($22-25/hr.)

• Housing - most facilities provide either a Co-op house or living stipend.
  – Readily available housing can make a co-op position very attractive by eliminating the student need to deal with short term rentals and utilities.

• For ChemE’s the schedule is on page 10. For all other majors, internships tend to be summers, however there can be exceptions depending on the student’s schedule.
How are Co-op/Internships Managed?

• Program begins after the sophomore year.
• Each student works for two terms between the end of the sophomore year and the beginning of the senior year.
• During that period, each student completes two terms of work experience and two terms of school course work.
## ChemE Co-op Schedule

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| **First Summer**
(after sophomore year) | Work       | School     |
| **Fall** (junior year)       | School     | Work       |
| **Spring** (junior year)     | Work       | School     |
| **Second Summer**
(after junior year)      | School     | Work       |

*This is the typical schedule for ChE’s. Other majors schedule two summer internships.*
What Does the UMPPF Provide?

• Advertisement of your Co-op/Intern Positions
• Students who are interested in the Pulp & Paper Industry
• Pre-filled interview schedules based on company needs
• Student Resumes
• Interview Rooms in Jenness Hall (including parking permits)
• Information Night (if desired)
What can companies do to attract student Co-ops or Interns?

- Hold an Information Night the evening prior to interviews – this usually includes pizza, sandwiches, or other takeout option.
- Participate in UMaine or UMPPF events to get your name in front of Students – an example would be providing a Chinn Seminar, or hosting tours during Consider Engineering.
- Set up a table with company posters, brochures and products outside of the interview room during interviews.
- Invite students you are interested in hiring to tour your facility.
- Participate in Paper Days – meet and greet students.
- Provide a Co-op or Intern experience that is value added for both the company and the student. (Student to student word of mouth goes a long way.)
- Plan to permanently hire some of your Co-ops/Interns.
What Makes an Excellent Co-op Experience?

• Make sure each Co-op has a mentor
• Provide a quality safety orientation
• Have a plan with projects lined up prior to the Co-op/Intern’s 1st day
• Provide the Co-op/Intern with projects that will allow the use of their engineering skills
• Provide the Co-op/Intern with projects that add value and let the Co-op/Intern demonstrate results
• Keep Co-ops/Interns 100% occupied/employed
• If possible overlap by 1 week with the Co-op/Intern from the previous semester
• Plan for an exit presentation after each Co-op/Intern semester and invite as many of your staff as possible

Remember – there is no better way to attract students to our industry than to enable them to have a positive experience during their Co-op or internship.
How Does the Process Work?

• You will:
  – Complete Co-op Employer Registration Form on the Corporate Member page of our website: umaineppf.org/co-op-program-company-registration/

• We will:
  – Confirm that the desired interview date is available or help you find an alternate date
  – Notify our students that you are coming to campus and invite them to sign up to interview with your company
  – Provide you with an interview schedule prior to your arrival
  – Provide you with copies of student resumes before interview date
  – Set up an Information Night if desired
  – Provide interview rooms
  – Provide parking permits
Jennifer Ireland, Program Director
University of Maine Pulp + Paper Foundation
5737 Jenness Hall • Orono, ME • 04469-5737
T: (207) 581-2297   C: (207) 299-4421
jennifer.b.ireland@maine.edu

Co-op Questions?

Please Contact
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