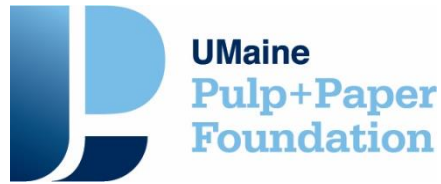


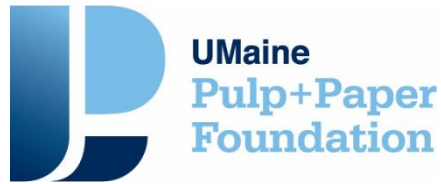
# 2022 Co-op Program Overview





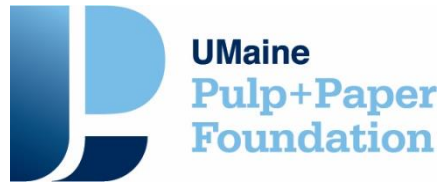
## What is a Co-op?

- **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.)



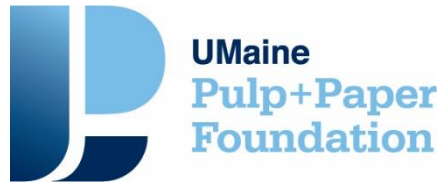
## What is a Intern?

- 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).*



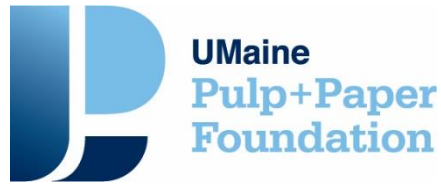
## Benefits to Employer of Hiring a Co-op/Intern

- 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



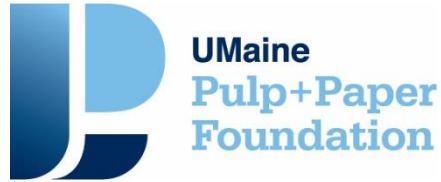
## Benefits to Students Participating in a Co-op/Intern Experience

- 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?

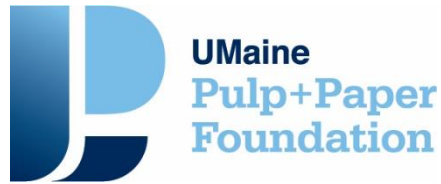
- Every Pulp & Paper Foundation scholarship recipient MUST have 2 semesters of Co-op with a Pulp and Paper Company, supplier or direct competitor.
- Each UMaine engineering dept. manages their own Co-op program.
- The UMPPF manages the Co-op program for the Chemical Engineering Department and for all 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?

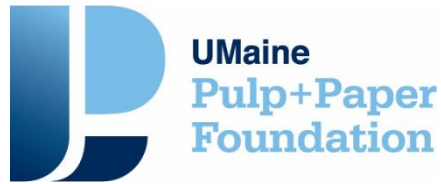
- Program begins after the sophomore year.
- Each student works for two terms between the end of the sophomore year and the beginning of the senior year.
- During that period, each student completes two terms of work experience and two terms of school course work.



## ChemE Co-op Schedule

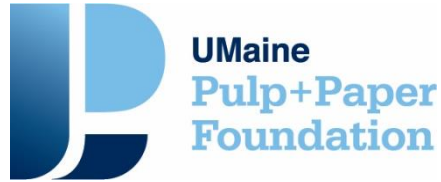
	<u>Plan A</u>	<u>Plan B</u>
First Summer (after sophomore year)	Work	School
Fall (junior year)	School	Work
Spring (junior year)	Work	School
Second Summer (after junior year)	School	Work

*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 1<sup>st</sup> 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/](http://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



# Co-op Questions?

## Please Contact

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