

# **Industry Practicum Student Handbook**

**2017-2018**



Dear Student,

Thanks for considering participation in the Industry Practicum, an optional paid, full-time, high quality work experience. This **eight-month** experience will complement your engineering or computer science study.

Participation in this program will ultimately help you to make intelligent, informed, reality-based career choices for your future. Your learning will extend beyond the classroom. The combination of academics and practical work experience will provide you with an innovative, comprehensive education that will assist in your individual career development.

As an Industry Practicum student, you will “test drive” a career. You will explore different career paths and identify which you would like to pursue (or perhaps choose not to pursue) beyond graduation. In addition, when you return to the classroom, your academic experience will be enriched by your “real world” experience, resulting in a broader perspective and richer academic learning.

This handbook has been developed to facilitate your application, departure, and return from an Industry Practicum position. During the process, please visit Laura Godwin or Emma Derisi, as well as your Faculty Advisor with any questions or concerns. You can also visit our web site at: <http://www.hajim.rochester.edu/options/ip.html>

We are here to help make your Industry Practicum a successful and meaningful component of your undergraduate experience at the University of Rochester.

Sincerely,

**Ellen Cole**

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Gwen M. Greene Center for Career  
Education and Connections  
4-200 Dewey Hall  
585-275-2366  
[ellen.cole@rochester.edu](mailto:ellen.cole@rochester.edu)

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**Emma Derisi**

Academic Counselor, Hajim Dean’s Office  
College Center for Advising Services  
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## FREQUENTLY ASKED QUESTIONS

### **Q: What is the Industry Practicum?**

A: The optional Industry Practicum provides an opportunity for students to enhance their education by integrating their engineering and computer science knowledge with actual workplace practice. Industry Practicum experiences are full-time, paid positions that allow students to complete six to eight months of quality work experience directly related to academic fields of study.

### **Q: Who can participate?**

A: The Industry Practicum is available to full-time University of Rochester students pursuing degrees in the Hajim School of Engineering and Applied Sciences. Students must have completed 48 credit hours with a minimum G.P.A. of 2.0. Students can participate during the second semester of their junior year or the first semester of their senior year, in combination with the contiguous summer.

It is important for students to meet with their Faculty Advisors and plan early for their potential participation in the Industry Practicum to ensure that they meet department requirements. Faculty Advisors will assist students in curriculum planning since course overloading may be necessary.

### **Q: What are the benefits?**

A: When looking for post-graduate employment, students have discovered that employers look for significant practical work experience in addition to a sound academic grounding. By participating in the Industry Practicum, students have the opportunity to acquire experience that will increase their marketability to employers after graduation.

Industry Practicum positions offer the opportunity to apply knowledge and acquire skills in actual working conditions. They add direction and meaning to academic learning and provide a forum for valuable exchange of information and understanding between students, employers, and faculty. Industry Practicum students gain work experience at competitive wages to help defray the expense of college education. Industry Practicum students also develop a strong network of industry contacts.

### **Q: Am I guaranteed an Industry Practicum position?**

A: No. There is no guarantee of interviews, placements, or wage rates. The Industry Practicum is a competitive program. Students will compete for available positions in their field of interest. Interviews and/or company visits may be required. Employers will make the final employment decisions and are not obligated to hire if they find no suitable candidate. University of Rochester students may be in competition for a limited number of positions with students from other institutions.

### **Q: How will participation in the Industry Practicum affect graduation?**

A: During the six to eight-month Industry Practicum, students will not take any classes. As a result, more than four years may be necessary to complete the usual four-year academic program. Faculty Advisors should be consulted to help students plan course selections for the semesters immediately preceding and immediately following the Industry Practicum experience. If students wish to participate in the Industry Practicum and complete their academic degree in four years, they may overload, but should be aware that credits in excess of 16 per semester, used for the purpose of accelerated graduation, must be paid for at the tuition rate in effect at the time the credits are taken.

**Q: Will I be able to develop my own Industry Practicum position?**

A: Yes. Students are encouraged to develop their own positions in industry, even outside of Rochester or New York State, using personal or professional networks to create the position. The counselors at the Career Center will be able to assist in all steps of this process, from resume writing and interviewing to job search strategies, company identification, and networking.

**Q: What will my academic status be while I am away at the Industry Practicum?**

A: The "Industry Practicum" participant maintains student classification with the Registrar's Office as a full-time University of Rochester student. Since students receive no credit hours towards graduation for participating in the Practicum, they do not pay tuition for the semester they are away. Student loans will not need to be repaid while participating in the Industry Practicum.

**Q: Can I participate in the Take-5 Scholars Program or KEY program if I also participate in the Industry Practicum?**

A: In applying for the KEY or Take-5 Scholars Program, students may incorporate an Industry Practicum semester with a KEY or Take-5 semester. Students can apply for KEY or Take-5 while they are on Industry Practicum, provided they are returning to campus to complete at least one more semester.

**Q: When do I pay the Engineering Equipment Fee?**

A: The Engineering Equipment Fee is assessed during the fall and spring semesters of the junior and senior years. You are responsible for paying this fee even if you are on the Industry Practicum when it is assessed.

## APPLICATION PROCESS CHECKLIST

- Meet with an advisor in the Gwen M. Greene Center to discuss information about Co-Ops as well as the Hajim School of Engineering and Applied Sciences Dean's Office to gain an overview of the program.
- Meet with your Faculty Advisor to discuss participation in the Industry Practicum, preferably in the beginning of your sophomore year. Complete the Departmental Planning Form (available at back of this handbook) with your Faculty Advisor and return to the Hajim School of Engineering and Applied Sciences Dean's Office at 301 Lattimore Hall. Departmental approval is REQUIRED for participation in the Industry Practicum.
- Check with Financial Aid, Residential Life, International Students Office, and other appropriate departments to discuss how participating in the Industry Practicum might affect your status.
- Create a professional resume. You must also meet with counselors at the Gwen M. Greene Center who are available to assist in the developing and critiquing a resume.
- Target employers. The Gwen M. Greene Center will help you identify and contact potential employers, as well as assist you with search strategies. Some positions will be available on the Gwen M. Greene Center's Handshake system.
- Notify the Hajim School of Engineering and Applied Sciences Dean's Office immediately after accepting an Industry Practicum position.

# ACCEPTANCE PROCESS CHECKLIST

**Upon acceptance of an Industry Practicum position, students should do the following:**

- Meet with a Hajim School Dean's Office advisor to complete a Change of Status form and submit it to Lattimore 301, along with your Departmental Planning form (found in back of this handbook), if you have not done so already.
- Submit a copy of your acceptance letter/email you have received from the company to Emma Derisi. This should include your start and end date as well as the name and contact information of your supervisor.
- Meet with your Faculty Advisor to discuss course selections for the semester you return. If possible, have your advisor sign a course registration form for the semester you return and submit it to the HSEAS Dean's Office in Lattimore 301.
- Meet with representatives of appropriate administrative offices on campus, which may include the following:
  - Financial Aid:** Since the Industry Practicum is a paid work experience and since students receive both merit-based and need-based aid, the impact on individual financial aid packages will vary. Meet with a financial aid counselor to determine how the Industry Practicum earnings will impact your financial aid package and how to develop a savings plan. Students' full-time enrollment status allows financial aid loans to stay out of repayment. International students need to apply for a deferral of their University-administered loan.
  - Residential Life:** Students who complete their Industry Practicum in the Rochester area may maintain their housing contracts with Residential Life. The Industry Practicum Change of Status form will relieve students completing the Industry Practicum outside of the Rochester area from their housing contracts.

Room contracts will be mailed to the student's home address. Seniors who plan to return in the spring will receive room contracts in November and return them to the Residential Life Office by mid-December. Juniors planning on returning in the fall will receive room contracts by mid-March and return them by the same deadline specified for room drawing for students on River Campus.

If the room contract does not arrive in the Residential Life Office by the deadline, a proxy may sign for you, as long as a contract signed by you is submitted at a later date.

Summer housing contracts will be available in mid-March. All students who wish to live on-campus when they return should discuss these arrangements with the Residential Life Office prior to their departure.

- **Registrar's Office:** "Industry Practicum" students maintain classification as a full-time University of Rochester Student.
- **International Students Office:** International students participating in the Industry Practicum are eligible to apply for Curricular Practical Training. The Industry Practicum allows students to participate in employment opportunities that are related to their field of study and is, also, an integral part of the curriculum. Contact the International Student Office located in 213 Morey Hall for additional information.
- **University Health Service:** Students registered in the Industry Practicum program, may maintain the optional student Excellus Blue Cross Blue Shield plan by selecting option 2 on our website [www.rochester.edu/uhs](http://www.rochester.edu/uhs) prior to their departure from Rochester. The fee for the insurance will be added to the tuition bill or if no reply, the insurance will be cancelled on the first of the month following the effective date noted on the Change of Status form. If the student will be completing the Industry Practicum locally and will be living on campus, they are required to maintain health coverage. Please email [insurance@uhs.rochester.edu](mailto:insurance@uhs.rochester.edu) with any questions.
- **Bursar's Office:** Resolve any outstanding bills.
- If you are doing an Industry Practicum experience as a junior, find out when and where you can have your senior picture taken when you return. There are usually taken several days in September. If you are a senior, have the picture taken before you leave campus.



## ON-SITE INFORMATION

### Address Update

As soon as you are at your work site and have your new mailing and e-mail address, please send it to Laura Jones or Ellen Cole in the Gwen M. Greene Center and Emma Derisi in the School of Engineering and Applied Sciences Dean's Office. This will enable us to communicate regularly with you and share your Industry Practicum address with other campus offices.

### Important Addresses and Contacts:

Emma Derisi, Academic Counselor Hajim Dean's Office College Center for Advising Services 312 Lattimore Hall Rochester, NY 14627 585-275-2354 <a href="mailto:emma.derisi@rochester.edu">emma.derisi@rochester.edu</a>	Ellen Cole and Laura Jones Senior Advisors Gwen M. Greene Center for Career Education and Connections 4-200 Dewey Hall Rochester, NY 14627 585-275-2366 <a href="mailto:ellen.cole@rochester.edu">ellen.cole@rochester.edu</a> <a href="mailto:laura.a.jones@rochester.edu">laura.a.jones@rochester.edu</a>
The Financial Aid Office Wallis Hall PO Box 270261 Rochester, NY 14627 585-275-3226	Office of the Bursar 330 Meliora Hall PO Box 270037 Rochester, NY 13627 585-275-3931
Office of the University Registrar 127 Lattimore Hall PO Box 270038 Rochester, NY 14627 585-275-8131	International Services Office 213 Morey Hall PO Box 270446 Rochester, NY 14627 585-275-2866
Office for Residential Life and Housing Services 020 Gates Hall PO Box 270468 Rochester, NY 14627 585-275-3166	University Health Service University Health Service Office, 738 Library Road 585-275-2662 (general and appointments) 585-275-2637 (insurance) 585-275-2638 (biling)

## RETURN TO CAMPUS

- Upon returning from the Industry Practicum, students will complete a Student Evaluation. This is your opportunity to tell us about your experience with the program - what went well and what needed improvement. Your honest evaluation of the program and suggestions for improvement are much appreciated. Your evaluation will be made available to future Industry Practicum students to gain a realistic picture of the program.
  
- Students will also be expected to share their Industry Practicum experience with future Industry Practicum participants. This could involve responding to email questions or speaking at future interest meetings, or engaging in pre-college events.

# INDUSTRY PRACTICUM DEPARTMENTAL PLANNING FORM

\_\_\_\_\_  
Name

\_\_\_\_\_  
Class

\_\_\_\_\_  
Major

\_\_\_\_\_  
\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adviser

\_\_\_\_\_  
Industry Practicum Semester

A. List the courses you plan to take if not selected for the Industry Practicum.

Junior Year		Senior Year	
Fall	Spring	Fall	Spring
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total credit hours: _____		Total credit hours: _____	

B. Show how you would incorporate the Industry Practicum with your regular program.

Junior Year		Senior Year	
Fall	Spring	Fall	Spring
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total credit hours: _____		Total credit hours: _____	

Extra Semester  
Fall

\_\_\_\_\_

\_\_\_\_\_

Total credit hours: \_\_\_\_\_

I understand that Industry Practicum is an eight-month commitment and will likely extend my graduation date for one extra semester.

\_\_\_\_\_

Student Signature

**Please review this form with your Faculty Advisor to ensure that all graduation requirements will be met upon successful completion of your coursework and Industry Practicum Experience.**

\_\_\_\_\_  
Faculty Adviser Signature

**PLEASE RETURN THIS FORM TO THE SCHOOL OF ENGINEERING DEAN'S OFFICE, LATTIMORE 306**