Cooperative Education & Internship Requirements by Major/Department

Updated: March 13, 2025

How to register an internship for Co-op/Internship Credit:

- Login to Handshake
- Select Career Center
- Click "Experiences"
- Submit an Experience, selecting the appropriate course number

---

ALL MAJORS

INTERNSHIP REGISTRATION AVAILABLE TO ALL STUDENTS

TRANSCRIPT NOTATION **UNIV 31CI (undergraduate), UNIV 51CI (graduate)**

The Transcript Notation (zero credits earned) allows students to be recognized for pre-professional work experiences with a listing on the transcript. The experience does not need to match the student's area of study, however, it should relate to the future career path. The Transcript Notation can be repeated. (5-14-25)

Prerequisites	One semester completed at UNI
GPA	2.5
Minimum Hours	50
Supervisors	Laura Wilson

INDIVIDUAL STUDIES **INDIVSTU 4198**

Prerequisites	One semester completed at UNI
GPA	2.5
Minimum Hours	50 per credit earned
Supervisors	IS, GS, BLS - Karen Cunningham; Other majors - L. Wilson (Career Services)
Dept. Head	K. Cunningham
Credit	Major Credit for IS, GS, BLS; University elective for other majors
Grade	Credit/No Credit
Notes	May be repeated for a maximum of 6 hours for IS, GS, BLS majors for major credit. Other majors are restricted from enrolling in this course unless able to provide justification or emergency circumstances (5-26-2021)

MARKETING MKTG 3179 *(see Marketing under the College of Business)*

PSYCHOLOGY PSYCH 3179 *(see Psychology under the College of Social & Behavioral Sciences)*

BUSINESS

College of Business Administration Co-op Requirements

ACCOUNTING ACCT 3179 and ACCT 6090

Prerequisites ACCT 2120 and ACCT 2130

GPA 2.7 or higher in both UNI cumulative and major GPA

Minimum Hours At least eight weeks in duration;

Hours Worked/ Week		Coop/Intern Credit
32 or more	(> 256 hours)	3 credits
24 to 31	(> 192 hours)	2 credits
16 to 23	(> 128 hours)	1 credit
15 or less	(< 128 hours)	0 credits

* In situations where the internship is more or less than 8 weeks, use total hours during the semester as a guideline.

Supervisors J. Ugrin, G. Dickey
H. Wan supervisor for all MAcc interns (ACCT 6090)

Dept. Head J. Ugrin

Credit Undergraduates- University Elective; Credit/No Credit basis; 3 hours maximum per experience; can be repeated once for a total of 6 hours. Graduate- Major Elective; Credit/No Credit

Grade Credit/No Credit

Notes Students should meet with academic advisors to coordinate the schedule of accounting courses with the co-op/internship to avoid future scheduling problems. (10/1/25)

ECONOMICS **ECON 3179**

Prerequisites Prior to internship; Intermediate Macro-(ECON:2112) and Micro-(ECON:2122) Economic Theory

GPA 3.0 UNI GPA

Supervisor A. Rosburg

Dept. Head A. Rosburg

Minimum Hours 50 per credit earned

Credit University Elective.

Grade Credit/No Credit *(Graded may be arranged by Department Head)*

Notes Total of 6 hours of economics co-op credit is available (updated 5-19-2025)

FINANCE & REAL ESTATE **FIN 3179**

Prerequisites FIN:3130 (Corporate Finance) Junior or Senior standing

GPA 3.0 UNI GPA (in special circumstances, GPA may be waived by Dept. Head)

Supervisor B. Olsen

Dept. Head B. Olsen

Minimum Hours 50 per credit earned

Credit University Elective

Grade Credit/No Credit

Notes Total of 6 hours of finance co-op credit is available (updated 5-15-2025)

MANAGEMENT **MGMT 3179**

Prerequisites Junior/Senior standing

GPA 2.7 UNI GPA

Supervisor A. Mitra

Dept. Head A. Mitra

Minimum Hours 50 per credit earned

Credit University Elective

Grade	Credit/No Credit
Notes	A written 10-page minimum report is required. Credit will not be granted for on-going employment. Total of 6 hours of management co-op credit is available, 3 credits maximum per semester (updated 5-15-2025)

MARKETING	**MKTG 3179**	**MKTG 4595**
Prerequisites	Sophomore standing or higher	Junior/Senior standing, MKTG 2110 & MKTG 3116
GPA	2.5 UNI GPA	2.5 UNI GPA
Supervisor	M. Hansen	M. Hansen
Dept. Head	J. Miller	J. Miller
Minimum Hours	50 per credit earned	50 per credit earned
Credit	University Elective	Major Elective
Grade	Credit/No Credit	Graded
Notes	Non-marketing majors can earn credit through MKTG 3179 if the experience is directly related to marketing, sales, retail, advertising, pricing, product, or distribution. Students may earn up to a total of 12 hours of credit through two, three, or four different placements; maximum of six hours of credit per semester. Co-op does not satisfy Marketing major/minor requirements. (5-27-21))	

EDUCATION

College of Education Co-op Requirements

PUBLIC HEALTH PH 4170/4180

Prerequisites	PH 3170 or HRCS 4000; senior standing; consent of Internship Coordinator. CPR, First Aid, OSHA and Mandatory Reporting certificates required.
GPA	2.5
Supervisor(s)	Assigned by Department each semester: Disa Cornish, Susan Roberts-Doby
Dept. Head	N. Kertz
Minimum Hours	
Credit Type	Major Required
Grade	Credit/No Credit
Notes	Students are enrolled in both 4170 and 44180 as corequisites (5-21-25)

RECREATION, TOURISM, NONPROFIT | RTNL 4510/4520

Prerequisites	Senior standing; consent of Internship Coordinator.
GPA	2.5
Supervisor(s)	Assigned by Department each semester: Rod Dieser, Heather Oleson, Chris Kowalski
Dept. Head	K. Scholl
Minimum Hours	
Credit Type	Major Required
Grade	Credit/No Credit
Notes	Students are enrolled in both 4510 and 4520 as corequisites . All internships must be a minimum of 11 weeks, 440 hours. (2-20-26)

TEACHING TEACHING 3179

Prerequisites	None
GPA	2.5 GPA
Supervisor	K. Korbel
Dept. Head	J. Stichter
Minimum Hours	50 per credit earned
Credit	Major Elective

Grade Graded
Notes Students will have the opportunity to use work experiences with school age children (playground/recreation supervision, camp counseling, day camp employment, youth administration, etc.) as an environment to observe student behaviors; cognitive, affective and psychomotor functioning; group interactions; communication skills; and work with a faculty to help guide structured observations. Students will work with the assigned faculty and complete the specific requirements of that faculty which will include: journal reflections, observation data and other requirements as related to the placement. Fall and spring teaching majors [Early Childhood, Elementary, or Middle Level] see Curriculum & Instruction. (9/15/2024)

HUMANITIES, ARTS, & SCIENCES

College of Humanities, Arts, and Sciences Co-op Requirements

APPLIED ENGINEERING **TECH 3179**
Prerequisites Sophomore standing, one semester completed at UNI
GPA 2.5 minimum (no exceptions)
Supervisor S. Liang
Dept. Head S. Carter
Minimum Hours 60 per credit earned

Area	Graphic Tech	Engineering Tech	Tech Mgmt	Construction Mgmt	Electrical Engineering Tech	Tech Education
+Prerequisites	11 hrs in GT					
Credit	Required	Elective	Elective	Elective	Elective	Elective
Grade	Graded	Graded	Graded	Graded	Graded	Graded
Notes	3 Hrs Required					

Notes 3 credits per semester. Maximum of 9 credits total. (6/2021)

ART **ART 3179**
Prerequisites 9 credit hours in respective studio concentration
GPA 2.5 GPA
Supervisor E. Sutton, R. Nayaju, A. Wilson
Dept. Head E. Sutton
Minimum Hours 50 per credit earned
Credit University Elective
Grade Graded
Notes Updated: 5/22/25

BIOLOGY **BIO 3179**
Prerequisites BIOL 2051, BIOL 2052, and one other BIOL course
GPA 2.5 GPA
Supervisor Any full-time faculty member in the Department of Biology
Dept. Head P. Berendzen
Minimum Hours 50 per credit earned
Credit University Elective
Grade Credit/No Credit
Notes Six hours may be earned per semester for a total of 12 hours. (5/22/2025)

CHEMISTRY AND BIOCHEMISTRY CHEM 3179

Prerequisites	Completion of two semesters of chemistry
GPA	2.5 GPA with no grade below C- in chemistry or biochemistry
Supervisor	W. Harwood
Dept. Head	W. Harwood
Minimum Hours	50 per credit earned
Credit	Major Elective (may be counted toward chemistry major with department head approval)
Grade	Graded
Notes	Students must be approved by a faculty committee and the department head. Students are encouraged to participate for two terms (semesters). **(5/22/25)**

COMMUNICATION SCIENCES & DISORDERS CSD 3179

Prerequisites	Pre-major/major only
GPA	3.0
Supervisor	J. Garrett
Dept. Head	J. Garrett
Minimum Hours	50 per credit earned
Credit	University Elective
Grade	Credit/No Credit
Notes	Students should consult with the faculty co-op supervisor prior to registering for the course. Students must document the experience with a daily journal or a final paper. A maximum of 6 credits may be earned through one or more placements. **(1/18/24)**

COMMUNICATION **CM CORE 3900**

Prerequisites	12 hours major coursework; junior/senior standing
GPA	2.5 in the major
Supervisor	N. Zumbach Harken
Dept. Head	R. McGeough
Minimum Hours	50 per credit earned
Details	

Area	Communication	Journalism *(minor)*	Public Relations	Digital Media
Prerequisites		DM 2653	DM 2653 or PR 3855	DM 12651
First Experience	3 / Major Credit	3 / Major Credit	3 / Major Credit	3 / Major Credit
Additional Experiences	University Elective	University Elective	University Elective	University Elective
Grade	Graded	Graded	Graded	Graded
UNI Experience Allowed	Yes		No	No

Notes	Bring job description to meeting with N. Zumbach Harken. A maximum of six credit hours may be earned through one or more placements. General Studies students are not allowed co-op credit through Communication Studies. The department will not approve an experience for a job a student already has unless the responsibilities change. Supervisors cannot be immediate family. In general, campus experiences are not accepted. (5/28/25)

COMPUTER SCIENCE **CS 3179**

Prerequisites Declared CS major, CS 1410 and CS 1520 (one of these courses from UNI)
GPA 2.75
Supervisor E. Wallingford
Dept. Head E. Wallingford
Minimum Hours 80 per credit earned
Credit University Elective
Grade Credit/No Credit
Notes Maximum of 2 co-op placements for up to 6 hours is allowed. 4 hour maximum per semester. (5/22/2025)

EARTH & ENVIRONMENTAL SCIENCE **EARTH SCI 3179**

Prerequisites Completion of one EARTH SCI class
GPA 2.5
Supervisor S. Morgan
Dept. Head S. Morgan
Minimum Hours 50 per credit earned
Credit Major Elective
Grade Credit/No Credit
Notes After a position is obtained, majors in the Department of Earth and Environmental Science should present their project proposal to faculty co-op supervisor. 1-6 hours per semester. **(5/28/25)**

LANGUAGES & LITERATURES (Dept. of) **LANG 3179**

Prerequisites One completed semester at UNI
GPA 2.5 in the major
Supervisor English & Prof. Writing - J. Schraffenberger
Spanish - E. DuBord
French - E. Zwanziger
TESOL - A. Fones
Dept. Head J. Schraffenberger
Minimum Hours 50 per credit earned
Details

Area	English/English Teaching	Pro Writing Minor	Spanish	TESOL
Option1	Major Elective	Major/Minor Required	University Elective	Major Elective
Option 2	University Elective	Minor Requirement	Major/Minor Required	University Elective
Grade	Graded	Graded	Graded	Graded

Notes A student may receive from 1 - 6 hours of credit per internship. A job description must be approved by both the faculty supervisor and Career Services staff before enrolling. For academic credit in English, Professional Writing, Spanish and TESOL, one or more of the following is also required: (a) a portfolio of work done; (b) a journal discussing the co-op experience; (c) a written summary and analysis of the work experience. For academic credit in Spanish, the students selected area should be directly related to the program and the student must be proficient in Spanish. **(5/30/2025)**

MATH **MATH 3179**

Prerequisites	None for Math majors; see notes for teaching major requirements
GPA	2.5
Supervisor	Math Ed - B. Townsend Math - S. Kirmani
Dept. Head	D. Mupasiri
Minimum Hours	50 per credit earned
Credit	University Elective
Grade	Credit/No Credit
Notes	Education- Students with an Elementary major (preferably with mathematics minor) or Secondary Mathematics Education major (preferably with junior standing) are eligible for mathematics education co-op. Elementary majors must have completed at least Mathematical Reasoning for Teaching II at UNI. A daily/weekly log or final report will be required, if a position is obtained. **(5/29/25)**

MUSIC **MUSIC 3179**

Prerequisites	Minimum 24 credit hours earned.
GPA	2.5
Supervisor	S. Carignan
Dept. Head	M. Boyd
Minimum Hours	48 per credit earned
Credit	Major Elective. MAXIMUM 6 credit hours total.
Grade	Credit/No Credit
Notes	Placement will be informed by the student's career goals and overall academic plan. Credit load and expectations will be negotiated with intern host.**(5/29-/25)**

PHILOSOPHY & RELIGION **PHIL 3179/ RELS 3179**

Prerequisites	n/a
GPA	2.5
Supervisor	Any full-time faculty from Philosophy & Religion
Dept. Head	M. Graziano
Minimum Hours	50 per credit earned
Credit	Major Elective
Grade	TBD by Faculty Supervisor
Notes	**(5/29/25)**

PHYSICS **PHYSICS 3179**

Prerequisites	Junior or Senior Standing
GPA	2.5
Supervisor	P. Shand
Dept. Head	P. Shand
Minimum Hours	50 per credit earned
Credit	Major Credit
Grade	Credit/No Credit
Notes	If an applied physics internship cannot be registered under PHYSICS:3179, the internship may be done under PHYSICS:3500 with approval of the department. Successful completion of either PHYSICS:3179 or PHYSICS:3500 requires both a written and an oral report. **(5/29/25)**

TESOL **See Languages & Literature**

THEATRE **THEATRE 3179**

Prerequisites	Junior or Senior Standing
GPA	2.5 UNI GPA
Supervisor	M. Parrott, M. Weedman
Dept. Head	W. Hickman
Minimum Hours	4:1 ratio of employment hours to credit hours
Credit	Major Elective
Grade	Graded
Notes	A maximum of six credit hours may be earned through one or more placements. **(6/3/25)**

SOCIAL & BEHAVIORAL SCIENCES

College of Social & Behavioral Sciences Co-op Requirements

ANTHROPOLOGY **ANTH 3179**

Prerequisites	Consent of instructor and department head and Cooperative Education Office
Supervisor	K. Baker
Dept. Head	C. Froyum
Minimum Hours	40 per credit earned
Credit	Elective
Grade	Graded
Notes	Cooperative Education DOES NOT SUBSTITUTE for the department's own internship ANTH 4485 Anthropology Internship. Contact Professor K. Baker. Students interested in Cooperative Education are responsible for contacting the department head before undertaking the internship to discuss requirements; failure to do so will result in no credit being earned.

CRIMINOLOGY **CRIM 3179**

Prerequisites	Consent of instructor and department head and Cooperative Education Office
Supervisor	K. Baker
Dept. Head	C. Froyum
Minimum Hours	40 per credit earned
Credit	Elective
Grade	Graded
Notes	Cooperative Education DOES NOT SUBSTITUTE for the department's own internship CRIM 4485 Criminology Internship. Contact Professor K. Baker. Students interested in Cooperative Education are responsible for contacting the department head before undertaking the internship to discuss requirements; failure to do so will result in no credit being earned.

GEOGRAPHY **GEOG 3179**

Prerequisites	Junior or Senior status with 15 credit hours of geography coursework at UNI
GPA	2.5
Supervisor	A. Oberle
Dept. Head	M. Welford
Minimum Hours	50 per credit earned
Credit	Major Elective
Grade	Credit/No Credit

Notes 1-3 credit hours per semester. A maximum of 3 credit hours may be earned through one or more experiences. Transfers must have completed at least ONE semester at UNI with a GPA of at least 2.5. Priority is given to senior students. Internship must have geographic content. **(5-29-25)**

HISTORY **HIST 3179**

Prerequisites	HIST 4010/5010 is recommended
GPA	3.0
Supervisor	K. Mason or J. McNabb
Dept. Head	J. McNabb
Minimum Hours	50 per credit earned
Credit	Major Elective
Grade	Graded
Notes	Cooperative Education DOES NOT SUBSTITUTE for the department's own internship HIST 4030/5030; for public history internships, contact Professor Kevin Mason. Students interested in Cooperative Education are responsible for contacting the department head before undertaking the internship to discuss requirements; failure to do so will result in no credit being earned. **(10/9/2025)**

KINESIOLOGY, PHYSICAL EDUCATION | KINES 3192
Prerequisites Completion of all course work in the major or minor; current certification in Standard First Aid and Community CPR.
Supervisor F. Fontana
Dept. Head F. Fontana
Minimum Hours 40 per credit earned
Credit Major Elective
Grade Credit/No Credit

POLITICAL SCIENCE **POLGEN 3179**

Prerequisites	POLAMER 1014 and 9 hours in political science
GPA	2.5
Supervisor	J. Renfro
Dept. Head	C. Scott Peters
Minimum Hours	40 per credit earned
Credit	University Elective
Grade	Credit/No Credit
Notes	Cooperative Education DOES NOT SUBSTITUTE for the department's own internship POL GEN:3181. Students are responsible for contacting the faculty supervisor before undertaking the internship to discuss requirements; failure to do so will result in no credit being earned. **(6/2/2025)**

PSYCHOLOGY **PSYCH 3179**

Prerequisites	PSYCH 1001; additional coursework in Psychology is recommended	
GPA	2.5	
Supervisor	N. Schab	
Dept. Head	A. Butler	
Minimum Hours	50 per credit earned	
Credit	Major Elective (Psychology Majors/Minors)	University Elective (Non-Majors)
Grade	Graded	Graded
Notes	Can be taken for 1-3 hours per experience, for a maximum of 6 hours. The semester paper must relate the experience to specific psychological theories or concepts, based on assigned readings or appropriate psychological references. (**4/17/2025)**	

SOCIAL WORK **SW 3179**

Prerequisites	Junior Standing, Social Work major, SW 1001 Intro to Social Work & Social Services
GPA	2.5
Supervisor	J. Becker
Dept. Head	C. Froyum (interim)
Minimum Hours	40 per credit earned
Credit	Social Work Elective Credit; Graded, effective summer 2021
Grade	Graded
Notes	The purpose of this course is to gain practical social work experience through a cooperative educational experience in a setting that employs social workers and where knowledge, skills and values of social work can be applied. Course can be taken for 1 to 3 graded credits with 40 hours per credit. Cooperative Education does not substitute for the department's own field experience nor can it transfer to other social work course's volunteer requirement hours. (05/29/25)

SOCIOLOGY **SOC 3179**

Prerequisites	12 hours in sociology, including SOC2010; junior standing; Consent of instructor and department head and Cooperative Education Office
Supervisor	K. Baker
Dept. Head	C. Froyum
Minimum Hours	40 per credit earned
Credit	Major Elective
Grade	Graded
Notes	Cooperative Education DOES NOT SUBSTITUTE for the department's own internship SOC 4485 Sociology Internship. Contact Professor K. Baker. Students interested in Cooperative Education are responsible for contacting the department head before undertaking the internship to discuss requirements; failure to do so will result in no credit being earned.