

SAP MIS CoOp Program Checklist

Contact the Clay Center at VSB for specific dates by which the tasks listed below should be completed.

- Attend CoOp Information Session
- Meet with VSB Internship/CoOp Coordinator for curriculum planning and application processing
- Visit Career Services Office (CSO, Corr 106) for assistance with preparing resume
- Apply for CoOp by submitting resume to Dr. Bill Wagner, MIS Professor, at Bartley 3075 or william.wagner@villanova.edu
- Participate in CSO Practice Interview Program
- Participate in on-site interview at SAP America Headquarters in Newtown Square, PA
- Respond to CoOp offer
- Meet with VSB Internship/CoOp Coordinator for course registration and to review academic requirements
- Meet with Residence Life and Financial Assistance, if applicable.
- Begin CoOp Experience
(**Fall CoOp:** July- December;
Spring CoOp: January-June)

Additional information regarding the SAP MIS CoOp may be obtained from Faculty Coordinator of the program and MIS Professor, Dr. Bill Wagner (william.wagner@villanova.edu).

Why Should I Participate?

Clarify **CAREER GOALS** and enhance your **MARKETABILITY**

- ▶ Gain “real-world” out-of-classroom educational experience.
- ▶ Position yourself for consideration for a full-time opportunity upon graduation.
- ▶ Prove yourself to be an invaluable asset while on the job.

Receive **FINANCIAL COMPENSATION** at competitive market value

Maintain **FULL-TIME STUDENT STATUS**, thus continuing:

- ▶ Insurance Coverage
- ▶ Scholarship Eligibility
- ▶ Housing Eligibility

Maintain a **4-YEAR GRADUATION PLAN**



VILLANOVA
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**MANAGEMENT
INFORMATION SYSTEMS
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SAP Company Profile

*SAP: More than 30 Years in the Business of
Helping Businesses Grow*

Founded in 1972, SAP is the recognized leader in providing collaborative business solutions for all types of industries and for every major market. With 12 million users, 88,700 installations, and more than 1,500 partners, SAP is the world's largest inter-enterprise software company and the world's third-largest independent software supplier in the world.

SAP has a rich history of innovation and growth that has made it a true industry leader. Today, SAP employs more than 32,000 people in more than 50 countries. It is a truly global organization. Newtown Square, a mere 5 miles from Villanova, is home to SAP's North American headquarters, employing close to 1,500 employees.

SAP professionals are dedicated to providing high-level customer support and services.

SAP is the place where smart, motivated people can put their careers on the fast track. Companywide, SAP has created an environment where innovative thinking is encouraged, initiative is rewarded, and reputations are made. There's no better place to turn your professional goals into results.

www.sap.com

The CoOp Experience

Six month full-time MIS CoOp assignment in one of the following SAP departments:

- ▶ Global Support
- ▶ Knowledge Management
- ▶ Field Services

CoOp will engage in either internal or external customer issues to provide solution support remotely or in some cases, on-site.

CoOp's primary work location will be SAP America's U.S. Headquarters in Newtown Square, PA.

- ▶ CoOp must have the ability and flexibility to travel as needed.

Eligibility

- MIS Majors/Minors
- Junior or Senior Year Status (during CoOp)
- 3.0 minimum overall GPA
- Completion of ERP (MIS 3020: Enterprise Systems & Applications) and Database Management (MIS 2030) courses prior to participation in CoOp is required for some opportunities

Academic Requirements

- Student earns **6 free elective credits** for completing the six-month full-time CoOp experience; remaining 9 course credits are completed before/after and during the CoOp.

Fall CoOp: July-December

Spring CoOp: January-June

- **Learning Objectives**—Student establishes, in conjunction with company supervisor, 3-4 learning objectives as a means of focusing the CoOp experience. Objectives will be determined within first two weeks of starting CoOp assignment.
- **Daily Activity Log**—Student records the dates worked, number of hours completed, nature of projects, tasks, responsibilities and the relationship of the work to learning objectives. Log will be reviewed by company supervisor.
- **Final Paper**—Student completes 10-12 page paper discussing relationship of CoOp experience to classroom work, learning objectives and career interests. Review and evaluation of paper is completed by company supervisor prior to submission to VSB for final grading of **Satisfactory/Unsatisfactory**.