

Dear Prospective Employer,

The Embry-Riddle Aeronautical University Career Services Office has been contacted by one of our students about their interest in doing a Self-Created Internship at your company or organization.

Embry-Riddle has more than 120,000 alumni working in all industries worldwide. Many companies have gone on to hire students formerly employed as part of the Cooperative Education/Internship Program once these individuals have graduated. Employers have been very satisfied with our graduates and consistently turn to us for assistance in filling co-op, intern, and full-time positions. I have included a link to the Career Services website Employer page which includes information about Embry-Riddle's Co-op/Internship Program <http://careerservices.erau.edu/employers/co-op-internship/>.

The process for a Self-Created Internship position is as follows:

- The Career Services Office verifies the student is eligible to participate in the Co-op/Internship Program.
- The student will send you an electronic Self-Created Internship position description form for you to complete. You will return the form to the student once you have filled in the contact information, position description duties, responsibilities, and number of hours/weeks the student will work.
- The student will have the position reviewed by a Co-op/Internship faculty advisor in their degree program at Embry-Riddle.
- If approved, the student works with the Career Services Office to complete the University registration process to earn academic credit.

Since the Co-op/Internship is a practical work experience which reinforces what a student is learning in their academics, a student can earn credit for the experience as long as the position is relevant and approved by his/her department. At the end of the work semester, employers complete a Performance Evaluation for the student. A final paper is written by the student and submitted for their Embry-Riddle Co-op/Intern faculty advisor. Turning in both a satisfactory paper and evaluation at the end of the term are requirements for the student to earn a passing grade.

An undergraduate student will earn 1 open elective credit for each 100 hours of work completed during a semester with a max of 6 credits. A graduate student would need to work 200 hours to earn 1 open elective credit with a max of 3 credits each semester. In order to earn full credit for the semester, a student would work 15 weeks in the fall or spring term or 13 weeks in the shortened summer term. Students may work fewer weeks/hours, but academic credit will be adjusted according to University Policy. (Time worked over 40 hours per week will not be considered due to Federal Labor Regulations.)

Thank you for hosting an Embry-Riddle Aeronautical University student for an internship semester and being a part of their educational experience as they work towards their future career goals.

Regards,,



Sally Richards
Co-op/Intern Program Manager
Career Services



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