



CO-OP/INTERNSHIP TO DO LIST

1. Create Resume (and Cover Letter optional)	View sample resumes and cover letters at http://careerservices.erau.edu/resources/resume-cv-tips/ or in My Team Sites. Once logged in to ERNIE, click on globe icon  ; click DB Career Services-Students; click Follow to add Career Services in your short list and easily find this page in the future under “My Followed Sites.” Hard copies available in the Career Services Office in the John Paul Riddle Student Center, Suite 250.
2. Access your EagleHire Account	Log in to ERNIE and click the gear icon  under “Tools” to add EagleHire. Check “EagleHire Student/Alumni Access” and Save Changes at the bottom of the page. EagleHire will always be on the ERNIE homepage and you will automatically be logged in to the system when you click the link. Complete your profile and upload your resume to get started.
3. View Co-op/Internship Information Session Presentation	Attend the Co-op/Internship Information Session at the beginning of every semester or view the Co-op/Internship Info Session Presentation slides in “My Team Sites,” DB Career Services-Students. Click on Co-op/Internship Information link on the left side of the page. You will be expected to have viewed this information prior to your mandatory advisement session. Your advisement may be rescheduled if you have not viewed presentation.
4. Schedule a Mandatory Advisement Session with your Program Manager (PM) BEFORE LEAVING CAMPUS <i>Call 386-226-6054 or stop by Student Center Suite 250 to schedule an appointment.</i>	You must complete your profile in EagleHire. Upload a resume prior to your appointment for review. Bring signed Student Agreement to your Advising Session. Student Agreement is located in “My Team Sites.” Click Co-op/Internship Information; Student Agreement You must meet eligibility requirements before you are able to apply and maintain to participate: <ul style="list-style-type: none">➔ Degree seeking; in good standing➔ Undergraduate students: 2.5+ GPA, 30 credit hours completed at a college or university to apply; transfer students must complete 12 credit hours at ERAU in addition to other requirements➔ Graduate students: 3.0+ GPA, 6 credits to apply; 9 credit hours completed by the start of the internship➔ Signed Student Agreement➔ Resume approval
5. Apply for/Seek out 6. Co-op & Internship Opportunities	<ul style="list-style-type: none">◆ EagleHire Co-op/Internship Postings<ul style="list-style-type: none">- Search for opportunities posted for which you meet eligibility requirements then apply by date listed in the posting. Follow all instructions carefully. You will not be able to apply until you have met with your Program Manager for a mandatory advisement session and have met all requirements. Meetings are by appointment-only. Be sure to plan ahead so you do not miss application deadlines.- Provide all documents the employer requests, proofread (and seek others to help you proofread) to ensure there are no mistakes.◆ Self-Created Co-op/Internships<ul style="list-style-type: none">- If EagleHire postings do not fit your career plans, interests or desired location, you may develop a self-created position relevant to your degree using the following guidelines.- See “Co-op/Internship Search Tips” on the back of this document for tips on finding opportunities.
7. Once you are selected for a Co-op or Intern position...	<ul style="list-style-type: none">◆ EagleHire Co-op/Internship Postings Submit the official Letter of Offer to your PM. This letter/email will be provided to you by the employer. (It typically includes your start/end dates, number of hours you will work per week, hiring manager contact information, internship location, and salary details).◆ Self-Created Co-op/Internships (Credit Approval Process) If you identify a relevant work experience outside Career Services EagleHire, submit an official Letter of Offer (same as above) to your PM in Career Services.<ul style="list-style-type: none">- YOU will be RESPONSIBLE for getting Self-Created Position Description form completed by employer and obtaining the signature of the Embry-Riddle Faculty Co-op Advisor in your degree program. If approved and signed by the Faculty Co-op Advisor, the student will work with the Career Services Office to complete and sign the Co-op/Intern Contract for registration/enrollment.- The starting date of the work experience will begin no earlier than the time the position description is submitted to the Career Services Office.- Discuss Self-Created process details with your PM.
8. Sign Co-op/Intern Contract with Career Services to register for credit & maintain student status	<ul style="list-style-type: none">◆ Attend Co-op/Intern Contract Signing Meeting around the last week of classes. Meeting will be announced via email and through media sources. See PM if unable to attend Contract Signing Meeting.◆ Co-op/Intern Contract must be completed BEFORE the start of a Co-op/Internship in order to earn credit for the experience.◆ Career Services Program Manager signature is required on contract.◆ Contact your Program Manager for instructions on completing your contract via email when you are not in the Daytona Beach area.◆ NO BACKDATING OF EXPERIENCE TO EARN CREDIT; NO EXCEPTIONS.
9. Registration	The completed contract with assigned credits will be processed by Career Services and submitted to Records and Registration. They will register you for the Co-op/Intern academic course in your major.
10. Pay Co-op Tuition	Co-op/Intern Tuition payment or payment plan arrangements must be made by the published payment deadline prior to the first day of class. Tuition must be paid immediately if you enroll in a co-op or internship after the payment deadline. Tuition is the cost of 1 (one) credit hour.

INTERNATIONAL STUDENTS:

- International students **MUST** be registered/enrolled/earning credit for a full-time Co-op/Internship experience (practical training) to maintain legal immigration status.
- Cannot register for a Co-op/Internship once degree requirements are complete.
- International students **MUST** submit copies of their signed contract with start and end dates and physical work location to SEVIS Administrator (Office of Int'l Graduate Admissions) before beginning internship to have their I-20 reissued for Curricular Practical Training (CPT).
- If selected for a paid Co-op or Internship, you will be required to have a Social Security Card.

SELF-CREATED CO-OP/INTERNSHIP JOB SEARCH TIPS

- Use Career Services resources located on the CSO website and in Career Services My Team Sites, publications, networking (faculty, relatives, friends), career fair and conference contacts, the Internet, etc. to find employment opportunities
- Reach out to potential employers to inquire about existing Co-op/Internship Programs or suggest initiating one; In addition to sending them a cover letter and resume, you may include the link to the Employer page on the Embry-Riddle Career Services website <http://careerservices.erau.edu/employers/>
- **Resources available on CSO Website:**
 - Links to Company websites
 - Links to Agency/Organization websites
 - Links to Job Search engines
 - Links to Internship Program websites
 - "Interns in Action" stories
 - Sample application materials (resumes, cover letters, letters of interest, reference sheet, etc.)
- **Career Services in My Team Sites, DB Career Services – Students via Ernie**
 - *CareerShift*: access job listings from publicly posted sources and contact information for millions of employers
 - *GoinGlobal*: employer database including international employer listings; country guides including "how to" tips for searching for employment abroad; H-1B applications
 - *Aviation Weekly Intelligence Network/World Aerospace Database*: aviation/aerospace employer directory by category, function, location, including international companies
 - Co-op/Internship final reports written by past ERAU Co-ops/Interns

ADDITIONAL DOCUMENTS EMPLOYERS MAY REQUEST:

- **Unofficial Transcripts** - If required by employer
 - Save transcript located in Campus Solutions.
 - In EagleHire, select **My Account** dropdown then **My Documents**. Click **Add** next to **Unofficial Transcripts** to "upload" your document.
- **Letters of Recommendation**
 - Make sure to request letters of recommendation early to give your professors and/or supervisors plenty of time to complete a letter.
- **Applications**
 - Some companies may require applications (in addition to a resume submission) before or after the Co-op/Internship process. Be sure to read Co-op/Intern position description and follow instructions carefully. Compile your chronological 10 year background check info early in the application process.