

CO-OP/INTERNSHIP TO DO LIST

- ❑ **Register in EagleHire** - To create an EagleHire account, go to <http://www.erau.edu/career> and click on the EagleHire link OR go to <http://erau.erecruiting.com>. You must upload your resume to complete the registration process.
- ❑ **Attend Co-op/Internship Presentation** – Attend a presentation that takes place at the beginning of each semester. If you are unable to attend, view the presentation PowerPoint on the Career Services Organization on Bb under Presentations.
- ❑ **Create Resume and Cover Letter** – View samples on Bb on the Career Services Organization. Click on documents. Hard copies are available in the Career Services Office in C Bldg 401.
- ❑ **Schedule an Appointment with your Program Manager** - You must have your EagleHire account created with a resume uploaded before you can schedule the mandatory advising session. Call 386-226-6054 or stop by C Bldg 401 to schedule an appointment. Bring a cover letter to the session to be reviewed along with the resume. During this meeting, transcripts will be reviewed to ensure eligibility to participate in the Cooperative Education/Internship Program and a **Student Agreement** will be signed.
 - *Remember - you will not be able to apply for any co-ops/internships until your Program Manager has verified your eligibility and your resume has been reviewed. If you wait until the last minute to try and schedule an appointment and have your resume reviewed, and your Program Manager has no open appointments, you will miss the deadline to apply to many co-ops/internships on EagleHire.*
- ❑ **Apply for Co-op/Internship Opportunities**
 - **EagleHire** – Apply by date listed in position description. It is VERY important that you follow all instructions carefully. Provide all documents the employer requests, proofread (and seek others to help you proofread) to ensure there are no mistakes. You are ultimately responsible for double-checking any paperwork before you submit your documents. Once you submit paperwork, it goes directly to the employer.
 - **Self-Created** – Apply to co-ops/internship openings you find on your own. Learn more about the approval process from your Program Manager.

Extras

- ❑ **Career Services Website-** <http://www.erau.edu/career>. Click on Cooperative Education/Internships. View application and eligibility information and Co-op/Intern listings in addition to EagleHire.
 - Agencies with opportunities in various degrees (under Sample of Co-ops/Internships)
 - Company websites
 - Internship websites
 - Agency/Organization websites
 - Job Search engines
- ❑ **Career Services Organization on Blackboard/Ernie** - View Co-op/Intern presentations, announcements, sample resumes and cover letters, other documents, interview tips, a current national database of companies and contacts called Reference USA, Going Global an Int'l database, Vault a full-text career resource library, and final reports written by Co-ops/Interns
- ❑ **Other Requirements Employers May Have:**
 - **Unofficial Transcripts** - If required by employer
 - Copy transcript from Bb into a Word Document
 - In EagleHire, select the Documents tab, and select the link to “OTHER”
 - Browse to find your saved transcript file and “Upload”
 - **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. Sample letters of recommendation can be viewed at the CSO website or the CSO Bb Community.
 - **Applications** - Some companies may require applications before or after the internship/co-op process. Be sure to read Co-op/Intern position description and follow instructions carefully.

Self-Created Internship Process

Career Services advertises Co-op/Internship positions on EagleHire. However, if none of these positions fit your career plans, interests or desired geographic location, you may develop a self-created position using the following guidelines.

- 1. Register in EagleHire** and upload resume. Read Co-op/Intern presentation on Bb.
- 2. Schedule an appointment with your Program Manager**
Your transcript will be checked to verify you meet eligibility requirements to participate in the Co-op/Intern Program.
 - Degree seeking; in good standing
 - Undergraduate students: 2.5+ GPA, 30 credit hours completed at a college or university; 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
 - Sign Student Agreement form
 - Resume critique
- 3. Identify employers and positions that interest you**
Contact employers to see if they have a Co-op/Intern Program or if the company is interested in initiating one. Use Career Services resources, databases, publications, faculty contacts, conference networking. You may pick up a Prospective Employer Brochure to mail or take to the company or we can also send you a pdf version. Be sure to send your resume and a cover letter along with the Employer Brochure.
- 4. Once you are selected for a Co-op/Intern position**
Provide your Program Manager with the company and contact information
 - Company name, contact name, title, e-mail address, phone number
 - Submit the official Letter of Offer. This letter may be provided to you by the employer once you have accepted the position. (It typically includes your start and end dates, salary details, number of hours you will work per week, and hiring manager contact information among other things.)
- 5. Position Description Submission**
Program Manager will e-mail the employer a “Self-created Co-op/Internship Job Description” form and an example of a letter (needs to be on letterhead) verifying the number of hours that student will work during the experience if Letter of Offer is not previously provided. Employer will complete and return these forms by fax or email to Career Services.
- 6. Position Description Approval**
 - Program Manager receives Position Description Form from employer and sends to Academic Department for position/course credit approval. Your Program Manager will contact you if the position is NOT approved, otherwise assume it has been approved.
- 7. Sign Co-op/Intern Contract**
 - Attend a Co-op/Intern Contract Signing Meeting around the last week or two of classes. Meeting will be announced via email and on Bb.
 - Co-op/Intern Contract must be completed BEFORE the start of a Co-op/Internship in order to earn credit for the experience.
 - NO BACKDATING OF CREDIT, NO EXCEPTIONS
 - Signatures are required from various University Departments.
- 8. Registration**
Once you return the completed contract with all required signatures to Career Services, you will be registered for the appropriate credits with Records and Registration

International Students:

- *International students MUST be registered/earning credit for the Co-op/Internship experience*
- *International students MUST submit copies of their contract to the International Student Services (ISS) Office before beginning their internship in order to have their I-20 reissued for CPT (Curricular Practical Training).*