

Spring 2015 Cooperative Education/ Internship Program Application

Co-op/Internship Course Registration Deadline: Friday, January 9, 2015

STUDENT CHECKLIST:

- COOPERATIVE EDUCATION/INTERNSHIP PROGRAM APPLICATION, Pages 1-4
 - Complete page 5a if in the College of Arts & Letters
 - Complete page 5b if in the Colleges of Design & Social Inquiry, Science, or Business
 - Complete page 5c if in the College of Engineering and Computer Science
- COMPLETE YOUR STUDENT PROFILE IN THE **OWL CareerLink DATABASE**
 - a. Go to <https://www.myinterfase.com/fau/student/home.aspx>
 - b. Sign in with your FAUNet ID and Password
 - c. Complete the empty fields
 - d. Upload your most current resume with your FAU degree and expected date of graduation included

Experience for tomorrow!

Attached are the forms necessary to complete your application.
If you have questions, please contact the Career Development Center.

COOPERATIVE EDUCATION/INTERNSHIP PROGRAM APPLICATION

Please print or type clearly for all fields.

Applicant Information

Full Name: _____ Z#: _____ Date: _____
Last First M.I.

Current Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Perm. Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Home Phone: (_____) _____ FAU E-mail Address: _____

Cell Phone: (_____) _____

Education Information

Degree in Progress: B.S. B.A. B.B.A. B.F.A. Graduate

FAU Program: _____ Expected Graduation Date: _____
Month Year

College: College for Design & Social Inquiry Dorothy F. Schmidt College of Arts & Letters Charles E. Schmidt College of Medicine College of Business College of Education

 Engineering & Computer Science Harriet L. Wilkes Honors College Christine E. Lynn College of Nursing Charles E. Schmidt College of Science The Graduate College

Classification: Sophomore Junior Senior Graduate Student FAU Cumulative GPA: _____

Total Number of Credits Completed: _____ Cooperative Education/Internship Program Work Preference: Part-time Full-time

Are you willing to relocate for a full-time Cooperative Education/Internship Program? Yes No

Citizenship Status

Status: US Citizen Permanent Resident International Student

Statistical Information

The following data is **optional & confidential** and is used only for statistical purposes:

Gender/Sex: Male Female Asian / Pacific Islander

Race / Ethnicity: American Indian / Alaska Native White / Caucasian Hispanic / Latino
(Check all that apply) Black / African American Other If Other, specify: _____

SIGNATURE AND APPROVAL FORM

TO BE COMPLETED BY STUDENT:

I am applying to participate in the Florida Atlantic University Cooperative Education/Internship Program. I certify that I:

1. Am a degree-seeking student at FAU and am in good standing (not on probation; suspension or dismissal);
2. Am **not** currently on a GA, TA or RA contract with my academic department;
3. Have at least a 2.7 undergraduate FAU cumulative GPA and completed 30 credits (sophomore status);
4. If a graduate student, have a FAU cumulative GPA of 3.0 or higher and have completed 9 credits;
5. International students (**F-1 status**) must have maintained valid F-1 status and full-time enrollment for at least two consecutive semesters prior to the Co-op/Internship start date;
6. Have been enrolled in my current program for at least one semester;
7. Am making demonstrative progress towards my degree evidenced by completing program requirements.
8. Have read and understand the Cooperative Education/Internship Program Student Agreement and agree to abide by the regulations therein;
9. Do consent to the release of personally identifiable educational records and other relevant information regarding my academic performance while a student at FAU;
10. If seeking credit or if an International Student, will register for the required departmental Cooperative Education/Internship Program course upon acceptance of a Cooperative Education/Internship Program assignment per departmental approval;
11. Will, if receiving financial aid, check with the Financial Aid office before beginning a Cooperative Education/Internship Program assignment.

Student Signature

Date

INTERNATIONAL STUDENT OFFICE APPROVAL

TO BE COMPLETED BY INTERNATIONAL STUDENT APPLICANTS:

This student has been informed of USCIS (formerly BCIS and previously INS) policies and procedures that affect International Cooperative Education/Internship Program students and that he/she must receive, in writing, Curricular Practical Training work authorization for Cooperative Education/Internship Program from the OISSS **prior** to beginning any Cooperative Education/Internship Program employment. **He/she understands that employment may not begin before, nor extend beyond, authorized dates on his/her I-20 ID.**

Student

Date

Office of International Student and Scholar Services

Date

STUDENT FINANCIAL AID OFFICE

TO BE COMPLETED BY STUDENT:

All students must be degree-seeking and enrolled at least half-time at FAU to be eligible for financial aid (6 credits for undergraduates – including 2nd bachelors students, 5 credits for graduate students) during fall and spring semesters. Full-time enrollment is defined as 12 semester hours for undergraduates and 9 semester hours for graduate students during fall and spring semesters. Students must be attending half-time (defined as 6 or more credits for undergraduate students and 3 or more credits for graduate students) to be eligible for financial aid during summer semesters. Federal Pell Grant recipients may be eligible to receive a Pell Grant with less than half-time enrollment. Your initial award offer has been based on your enrollment projections for the first semester you indicated attendance during the academic year. Any changes in your anticipated enrollment may result in the revision or cancellation of your financial aid award. Audited classes are excluded from the determination of eligible enrollment for purposes of receiving financial aid. If you withdraw from a course, you must provide documentation from your professor that you attended. Failure to provide documentation may result in repayment of Title IV funds.

Student

Date

STUDENT AGREEMENT

Student _____

College _____ Major _____

As a participant in the Cooperative Education/Internship Program at Florida Atlantic University I agree to the following:

- I authorize the Career Development Center to release my unofficial transcript and resume to prospective employers as necessary.
- I will participate in my Cooperative Education/Internship Program job search by maintaining contact with the Career Development Center and will return all telephone calls and emails to employers as well as research the company prior to an interview.
- I acknowledge that my acceptance of a Cooperative Education/Internship Program job offer is a serious commitment to the university and the employer, and furthermore I am accepting this position for the duration of the semester (**I will not continue to interview or accept a job offer with another company for the same semester**).
- **Once I am offered a position I will notify the Career Development Center immediately for position approval in the Cooperative Education/Internship Program. If I am seeking credit I will register for the appropriate course for my Cooperative Education/Internship Program Work Experience each semester I participate in the Cooperative Education/Internship Program pending departmental approval. If I am an International student, I understand that I am required to register for credit. Failure to register for each Cooperative Education/Internship Program period (one semester) will be cause for termination of my Cooperative Education/Internship Program assignment.**
- I will complete and submit a **Cooperative Education/Internship Program Placed Form**.
- I will submit **two Student Cooperative Education/Internship Program Evaluation Reports** and my Employer will submit an **evaluation** to the Career Development Center in accordance with established deadlines.
- **I will talk to with my Supervisor from the company and we will determine three objectives I will learn this semester.**
- The above reports and my Employer's evaluation will be used to determine my grade of Satisfactory/Unsatisfactory, which will be entered on my academic record for each assignment period, in accordance with my college/department regulations. No grade will be given until each assignment period and all college/department requirements are completed. These reports will be forwarded to my faculty advisor if I am registered for credit.
- My participation in the Cooperative Education/Internship Program is entirely voluntary and in no way constitutes employment with Florida Atlantic University or the State of Florida.
- I am a fully matriculated student at FAU during this Cooperative Education/Internship Program assignment and, as such, I am not entitled to unemployment compensation based upon any Cooperative Education/Internship Program employment period.
- I understand that the Career Development Center will make every effort to refer me to a Cooperative Education/Internship Program position, but is unable to guarantee Cooperative Education/Internship Program employment.
- I will be responsible for paying for credits earned through the Cooperative Education/Internship Program course.
- I understand it is my responsibility to check with my employer regarding any supplemental paperwork that is required Prior to meeting with college representatives.
- I understand that I need to allow ample time for all offices to process my paperwork, especially during peak activity periods. I understand I need to allow three to five business days to secure an appointment and/or hear back regarding the status of submitted materials. I further understand that repeated inquiries may further delay a response.
- I will notify the Career Development Center immediately of any significant change in my employment status or work environment (i.e. change of supervisor, misunderstanding on the job, etc.). If I do not complete the hours and weeks of employment stipulated in my offer letter I am aware that I may receive an **UNSATISFACTORY** for the course.

ASSUMPTION OF RISK STATEMENT AND RELEASE: I understand that there are certain physical risks inherent in every form of employment. I understand the risks associated with my proposed Cooperative Education/Internship Program assignment. I nonetheless agree to assume those risks so as to gain the benefits from participation in this valuable work/learning experience. I hereby release the State of Florida, the Board of Trustees, Florida Atlantic University and its agents and employees from any and all liability associated with my participation in the Cooperative Education/Internship Program at Florida Atlantic University and at the employer's site.

Signature

Date

How to Apply for Cooperative Education/Internship Program Credit

These instructions are for students in the **College of Arts and Letters**. Please read the information below:

1. Per USCIS (formerly BCIS and previously INS) requirements, international students must register (and pay) for at least 1 credit in order to work through the Cooperative Education/Internship Program. The Cooperative Education/Internship Program is an opportunity for international students to participate in Curricular Practical Training.
2. For U.S. citizens and permanent residents, registering (and paying) for credit is optional.
3. There are two kinds of Cooperative Education/Internship Program credit, additive and elective.
 - a. Additive credit **does not** count toward your graduation requirements; it is added to the total number of credits needed to graduate. For instance, if your program requires 120 hours to graduate, you would graduate with 121 credit hours after taking your Cooperative Education/Internship Program for 1 additive credit.
 - b. **Elective credit must be approved in writing by your academic department and/or college.** Some departments will require you to complete additional assignments in order for your Cooperative Education/Internship Program to count toward general education electives.
4. The Cooperative Education/Internship Program is graded on a Satisfactory/Unsatisfactory basis.
5. **If you do not have written approval from your academic department and/or college at the time of registration, you will be registering for additive credit.**
6. Please be aware that a student may take the Humanities Co-op/Internship course (HUM 3949) for 1-4 credits up to four times for a maximum of 8 credits.

Please review the information below and sign and date this page.

As a student in the College of Arts & Letters I understand that the following 3 steps will need to be **completed (in numerical order)** to register for elective credit through the Humanities Co-op/Internship course (HUM 3949).

1. I must secure a position that meets the Co-op/Internship Program requirements and that the position must be approved by the Career Development Center.
2. Once my position is approved and all related employer documentation provided, I will receive the required supplemental document from the Career Development Center.
3. After I receive the required supplemental document I will visit Student Academic Services for completion of the supplemental document. I will not visit/contact Student Academic Services until I have this document. I understand that it may take up three to five business days to secure an appointment with Student Academic Services and repeated inquiries may further delay a response. If an appointment is sought during drop/add, this timeline may be extended.

I have read the above information concerning the Cooperative Education/Internship Program credit options and the steps I will take to register for elective credit. I also understand that these steps must be completed in order.

Student Signature

Date

How to Apply for Cooperative Education/Internship Program Credit

These instructions are for students in the **Colleges of Design and Social Inquiry, Science, and Business**. For students in the College of Business, Cooperative Education/Internship Program credit is always additive (i.e. it does not count toward graduation requirements).

1. Per USCIS (formerly BCIS and previously INS) requirements, international students must register (and pay) for at least 1 credit in order to work through the Cooperative Education/Internship Program. The Cooperative Education/Internship Program is an opportunity for international students to participate in Curricular Practical Training.
2. For U.S. citizens and permanent residents, registering (and paying) for credit is optional.
3. There are two kinds of Cooperative Education/Internship Program credit, additive and elective.
 - a. Additive credit **does not** count toward your graduation requirements; it is added to the total number of credits needed to graduate. For instance, if your program requires 120 hours to graduate, you would graduate with 121 credit hours after taking your Cooperative Education/Internship Program for 1 additive credit.
 - b. **Elective credit must be approved in writing by your academic department and/or college.** Some departments will require you to complete additional assignments in order for your Cooperative Education/Internship Program to count toward general education electives.
4. The Cooperative Education/Internship Program is graded on a Satisfactory/Unsatisfactory basis.
5. **If you do not have written approval from your academic department and/or college at the time of registration, you will be registering for additive credit.**

To gain elective credit approval, you must complete the information below with your college academic advisor:

TO BE COMPLETED BY YOUR COLLEGE ACADEMIC ADVISOR

Semester/Year: Spring _____ Summer _____ Fall _____

Current FAU GPA: _____ Co-op/Internship Course Number: _____
(Do not include transfer credits)

Maximum # of credits the student may register for this Co-op/Internship course during this semester:

1 _____ 2 _____ 3 _____ 4 _____ Other _____

This Co-op/Internship Experience is the Student's _____ 1st _____ 2nd _____ 3rd _____ 4th

College Academic Advisor Signature _____ Date _____

College Academic Advisor Printed Name: _____

How are these credits being applied to the student's degree?

Additive	Elective	Other	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

I have read the above information concerning the Cooperative Education/Internship Program credit options. I understand that I must present written authorization from the academic advisor of my college to the Career Development Center in my application packet. I am aware of how these credits will be applied to my degree.

Student Signature _____ Date _____

How to Apply for Cooperative Education/Internship Program Credit

These instructions are only for students in the **College of Engineering and Computer Science**.

1. Per USCIS (formerly BCIS and previously INS) requirements, international students must register (and pay) for at least 1 credit in order to work through the Cooperative Education/Internship Program. The Cooperative Education/Internship Program is an opportunity for international students to participate in Curricular Practical Training.
2. For U.S. citizens and permanent residents, registering (and paying) for credit is optional.
3. There are two kinds of Cooperative Education/Internship Program credit, additive and elective.
 - a. Additive credit **does not** count toward your graduation requirements; it is added to the total number of credits needed to graduate. For instance, if your program requires 120 hours to graduate, you would graduate with 121 credit hours after taking your Cooperative Education/Internship Program for 1 additive credit.
 - b. **Elective credit must be approved in writing by your academic department and/or college.** Some departments will require you to complete additional assignments in order for your Cooperative Education/Internship Program to count toward general education electives.
4. The Cooperative Education/Internship Program is graded on a Satisfactory/Unsatisfactory basis.
5. **If you do not have written approval from your academic department and/or college at the time of registration, you will be registering for additive credit.**

To gain elective credit approval, you must complete the information below with your college academic advisor:

TO BE COMPLETED BY YOUR COLLEGE ACADEMIC ADVISOR			
Semester/Year: Spring _____		Summer _____	
		Fall _____	
Current FAU GPA: _____		Co-op/Internship Course Number: _____	
(Do not include transfer credits)			
Maximum # of credits the student may register for this Co-op/Internship course during this semester:			
<input type="checkbox"/>	1 _____	<input type="checkbox"/>	2 _____
<input type="checkbox"/>	3 _____	<input type="checkbox"/>	4 _____
<input type="checkbox"/>	Other _____		
This Co-op/Internship Experience is the Student's _____			
	1 st	2 nd	3 rd
College Academic Advisor Signature _____		Date _____	
College Academic Advisor Printed Name _____			
Associate Dean for Academic Affairs Signature (Graduate Only) _____		Date _____	
Associate Dean for Academic Affairs Printed Name _____			
How are these credits being applied to the student's degree?			
	Additive <input type="checkbox"/>	Elective <input type="checkbox"/>	Other <input type="checkbox"/> _____

I have read the above information concerning the Cooperative Education/Internship Program credit options. I understand that I must present written authorization from the academic advisor of my college to the Career Development Center in my application packet. I am aware of how these credits will be applied to my degree.

Student Signature _____ Date _____

Sample Resume:

Chris C. Chronological

(561) 555-4242 chrischron@fau.edu
13 FAU Boulevard
Boca Raton, FL 33431

OBJECTIVE

Seeking an internship where I can utilize my skills in communications, public relations, and event planning.

EDUCATION

Bachelor of Arts in Multimedia Studies

*Major: Multimedia Journalism
Florida Atlantic University*

August 20XX

Boca Raton, FL

Overall GPA: 3.5/4.0

RELEVANT COURSEWORK

Mass Communication Theory

Public Opinion and Modernity

U.S. Journalism

Television Production

Video Production

Photojournalism

U.S. Telecommunication Industry

Communication and Social Power

Political Communication

EXPERIENCE

Spring Concert Coordinator

Associated Students, Inc. Productions

September 20XX – Present
Boca Raton, FL

- Allocated a budget of over \$115,000 for the event
- Communicated with various individuals within the company to ensure the participation of local artists
- Created a detailed publicity plan as well as public relations tactics
- Attended weekly contact meetings with the advisor and staff to ensure the success of the event

Union and Special Programming Coordinator

Associated Students, Inc. Productions

May 20XX – August 20XX
Boca Raton, FL

- Managed a budget of over \$15,000
- Planned and coordinated three small scale and one large scale event per semester
- Maintained excellent communication with agents and talent
- Attended weekly staff and street team meetings

Crew Leader

Sherry's Muffins

May 20XX – April 20XX
Fort Lauderdale, FL

- Supervised a crew of seven workers and managed bakery's daily operations, while providing superior customer service.
- Trained 20+ employees and created schedules for all under-management employees resulting in an effective scheduling procedure.
- Responded to customer questions and complaints, and oversaw the sales and baking processes to provide the optimal bakery experience.

MEMBERSHIPS

Lambda Pi Eta

20XX – Present

COMPUTER SKILLS

Microsoft Office (Word, Excel, PowerPoint)