CO-OP & INTERNSHIP PRE-EMPLOYMENT SEMINAR

Fall 2010

ENGINEERING CAREER RESOURCES
& EMPLOYER RELATIONS

GROWTH THROUGH INNOVATION

PREPARATIONS

- Meet with your academic adviser or your department's Co-op & Internship Coordinator (see list at: **www.engr.psu.edu/career/contact/dept.aspx**)
  - If you want to do a co-op, discuss which semesters you intend to work and confirm how you will coordinate your work vs. school schedule
  - Discuss how many credits you are eligible to earn and how you will use them to fulfill degree requirements
- Talk to an Engineering Co-op & Internship Envoy to get a student's perspective on work: **www.engr.psu.edu/career/students/resources/envoys/list.aspx**

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ACCEPTING AN OFFER

- If you are considering more than one offer, get all the details you need about both/all jobs in writing (e.g. proposed salary, start date, location) so you can consider your options in an informed way

- Ask employer(s) for additional time to consider the offer(s), if necessary

- Once you have made a decision, respond in writing to your chosen employer, within the requested timeframe

- If you must turn down one or more offers, do so graciously and as quickly as possible after you have made your choice

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PLACEMENT SURVEY

- Once you have accepted an offer, please complete our Placement Survey: **https://www.engr.psu.edu/career/students/Forms/PlacementSurvey.aspx**
  - Provides information about your planned work assignment, location, and employment timeframe
  - If you want to receive academic credit for your work assignment, select "yes" to answer this question—this will open additional questions on the form
  - Indicate which ENGR X95 course(s) you intend to take, and during which semesters
  - Indicate whether or not you need a dorm contract cancelled during your work semester
- Our staff will register you for the appropriate ENGR X95 course—you cannot do this yourself
- *IMPORTANT: Do not cancel any other courses for which you may have registered (as placeholders) until you see ENGR X95 on your course schedule!*

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SNAPSHOT OF PLACEMENT SURVEY

Co-op & Internship Placement Survey

This Survey gives us valuable information about where you plan to work and, if you plan to earn credit for your experience, it will provide us with the information we need to register you for the appropriate ENGR X95 (co-op or internship) course. It will take less than 5 minutes of your time to complete!

Please note: This survey should **only** be completed by students who have formally accepted an offer to participate in a co-op or internship experience.

	First	Middle	Last
Name:			

Penn State E-mail: xyz1234@psu.edu

Major:

Intended Major:
(if different from above)

Company:

Location:

Division
(if known):

Semester
Working:

Hourly Wage:

Position Type:

Are you interested in obtaining academic credit for this experience? ○ Yes ○ No

Learn about the benefits of obtaining credit for your experience!

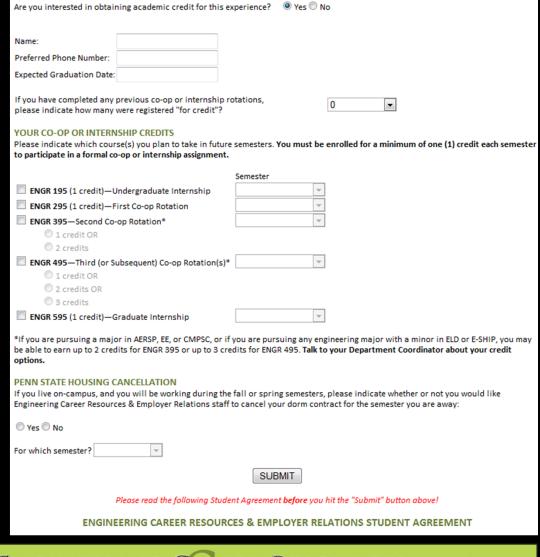ENGINEERING CAREER RESOURCES
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FOR-CREDIT ADVANTAGES

- Receive academic credit on your transcript for the work experience

- Maintain full-time student status while taking 1-3 credits

- Maintain eligibility for most health insurance plans

- Continue deferral of student loan repayment

- If working in fall or spring, avoid the need to take a leave of absence from the University

- Have oversight during your work assignment by both our staff and designated faculty

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SNAPSHOT OF PLACEMENT SURVEY, CONTINUED

Are you interested in obtaining academic credit for this experience? ● Yes ○ No

Name: [_____]

Preferred Phone Number: [_____]

Expected Graduation Date: [_____]

If you have completed any previous co-op or internship rotations, please indicate how many were registered "for credit"?   [0 ▼]

YOUR CO-OP OR INTERNSHIP CREDITS
Please indicate which course(s) you plan to take in future semesters. **You must be enrolled for a minimum of one (1) credit each semester to participate in a formal co-op or internship assignment.**

Semester

☐ **ENGR 195 (1 credit)—Undergraduate Internship**   [____ ▼]

☐ **ENGR 295 (1 credit)—First Co-op Rotation**   [____ ▼]

☐ **ENGR 395—Second Co-op Rotation***   [____ ▼]
　　○ 1 credit OR
　　○ 2 credits

☐ **ENGR 495—Third (or Subsequent) Co-op Rotation(s)***   [____ ▼]
　　○ 1 credit OR
　　○ 2 credits OR
　　○ 3 credits

☐ **ENGR 595 (1 credit)—Graduate Internship**   [____ ▼]

*If you are pursuing a major in AERSP, EE, or CMPSC, or if you are pursuing any engineering major with a minor in ELD or E-SHIP, you may be able to earn up to 2 credits for ENGR 395 or up to 3 credits for ENGR 495. **Talk to your Department Coordinator about your credit options.**

PENN STATE HOUSING CANCELLATION
If you live on-campus, and you will be working during the fall or spring semesters, please indicate whether or not you would like Engineering Career Resources & Employer Relations staff to cancel your dorm contract for the semester you are away:

○ Yes ○ No

For which semester? [____ ▼]

[SUBMIT]

*Please read the following Student Agreement **before** you hit the "Submit" button above!*

ENGINEERING CAREER RESOURCES & EMPLOYER RELATIONS STUDENT AGREEMENT

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ENGR X95 COURSE REQUIREMENTS

- If you plan to receive credit:
  - Complete the Placement Survey ASAP so we can add the appropriate course to your schedule
  - While working, complete Work Period Registration Form, Mid-Semester Evaluation, and End-of-Semester Evaluation
- More information about course requirements is available: **www.engr.psu.edu/career/students/search/short-term/for-credit/requirements.aspx**
- There is no class time associated with the ENGR X95 course

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SPECIAL REQUIREMENTS

- Graduating seniors:
  - If you will be graduating during the same semester as your internship or your last co-op rotation, notify us: **career@engr.psu.edu**
  - Plan to submit your End-of-Semester evaluation and End-of-Semester Report *1-2 weeks* before due date to ensure that your grade will be reported in time to appear on your transcript

- International students:
  - Work with your adviser from the University Office of Global Programs (410 Boucke) to discuss planned work experience
  - International students are allowed to complete co-op or internship courses under certain conditions; get more information at: **www.engr.psu.edu/career/students/search/international.aspx**

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GRADES

- Co-op & Internship Department Coordinators or academic advisers will grade End-of-Semester Reports
- All ENGR X95 courses are graded SA/UN (Satisfactory/Unsatisfactory)
  - NOTE: Your grades may initially appear as DF (deferred) on your transcript if your report is submitted too late to be reviewed prior to the grade submission deadline

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FINANCIAL AID

- You are not eligible for federal financial aid (e.g., Stafford Loans) if you are taking fewer than 6 credits, even though you are considered a full-time student while working at a registered co-op or internship (1-3 credits)

- You may be eligible for some types of private financial aid—check with funding sources

- You continue to be eligible to defer repayment on student loans

- Be aware that wages you earn while working may affect next year's Free Application for Federal Student Aid (FAFSA)

- Contact the Office of Student Aid (814-865-6301) with any questions

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CANCELLING PENN STATE HOUSING

- If you are living on campus:
  - Upon your request, we can cancel your dorm contract for the semester(s) you will be working—be sure to make this request prior to the first day of class in order to avoid cancellation fees
  - We cannot guarantee that you will return to the same dorm room
  - If you are working in the spring semester and want a dorm contract for the following year, apply as usual
- If you are living off campus:
  - Advertise your sublet at **www.sa.psu.edu/ocl**, Craigslist, etc.

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TUITION & FILING YOUR BILL

- You will be billed—at your usual tuition rate—for your ENGR X95 credits and any other credits you intend to take while working (World Campus, etc.)

- Cost-per-credit information varies according to your in-state/out-of-state status and level; see **tuition.psu.edu/**

- Your bill may reflect errors if you:
  - Have not dropped "placeholder" courses
  - Have not changed your status on eLion to reflect less-than-full-time enrollment
    - When you drop other courses, a pop-up window will ask if you are planning to be less than full-time; respond "yes" (this is only for the Bursar)
    - If you make a mistake or don't get the pop-up, call the Bursar to resolve the issue (814-865-6528) or send e-mail message through their Web site (**www.bursar.psu.edu**)

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SCI-TECH SCHOLARSHIP

- May be available to students who are:
    - PA residents
    - Have a 3.0 GPA
    - Have completed at least one co-op or internship assignment in PA
    - Plan to work in PA after graduation for each year the scholarship is awarded
- If you are unable to work in PA after graduation, the scholarship becomes a loan and must be repaid
- Up to $3000 of non-need-based funding per year is available
- See PHEAA Web site for more information (**www.pheaa.org**)

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STUDENT OF THE YEAR AWARDS

- Two $1000 awards—one for co-op students, one for internship students
- You become eligible upon completion of the End-of-Semester Evaluation
- You self-nominate and submit supporting letters from faculty and your supervisor
- Eligible students will be notified of application timeframe and procedures

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OTHER COURSES YOU CAN COMPLETE WHILE WORKING

- English 202C(p)
  - Portfolio option available to students who have completed three for-credit internships or co-op rotations
  - Cost: $390, plus a $5 registration charge
- Distance Education courses (**www.engr.psu.edu/cde/distance/distance.html**)
- World Campus courses (**www.worldcampus.psu.edu**)

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PENN STATE RESOURCES YOU CAN USE WHILE WORKING

- In addition to your Penn State e-mail account and eLion, you also have full library privileges while working at a registered co-op or internship
- Some useful research resources include:
  - University Libraries (**www.libraries.psu.edu**)
  - Engineering Library (**www.libraries.psu.edu/psul/eng.html**)
  - Google Scholar (**scholar.google.com**)

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YOUR FIRST DAY AT WORK

- You may feel a little overwhelmed! You will…
  - Complete paperwork—bring photo ID and your SS Card, along with any other items requested by the employer
  - Have phone/e-mail/computer set up, and may get an ID badge
  - Have an orientation, tour of the facility, and introductions
  - Do preliminary reading about the company to get some background, and may be included in project discussions
- Always be professional and enthusiastic—your behavior on your first day in particular will leave a lasting impression on your colleagues!

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TIPS FOR SUCCESS AT WORK

- Don't be afraid to ask questions—this is a learning experience!
- Be proactive and enthusiastic, no matter what you are asked to do
- Find a mentor and nurture the relationship
- Maintain interaction with other interns
- Be ethical about how you use your time at work—avoid spending time on personal e-mail, social networking, or Web surfing
- Dress appropriately for your position and arrive on-time; notify your supervisor if you will be late or absent
- Be mindful of the chain of command and office culture
- Use the opportunity to get to know colleagues and build your network

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PROBLEMS AT WORK

- Although very few students encounter serious problems during a co-op or internship assignment, some students may face:
  - Sexual harassment or intimidation
  - Conflicts with supervisors or co-workers
  - Job cuts or layoffs
- In general: Try to resolve the problems on site, by talking to supervisor or HR representative
- Contact our office if the problem is serious and cannot be easily resolved, or if it may require legal counsel

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CONTACT WHILE ON ASSIGNMENT

- We will send weekly e-mail updates to the addresses provided on the Placement Survey

- Become a fan of our Facebook page for career news and updates: **www.facebook.com/PennStateEngineeringCareerResources**

- Contact our office with any questions or problems you may have during your assignment (**career@engr.psu.edu** or 814-863-1032)

Good luck on your work assignment!

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