

PENNSTATE



# PRE-EMPLOYMENT SEMINAR

FOR STUDENTS PARTICIPATING IN CO-OP &  
INTERNSHIP ASSIGNMENTS

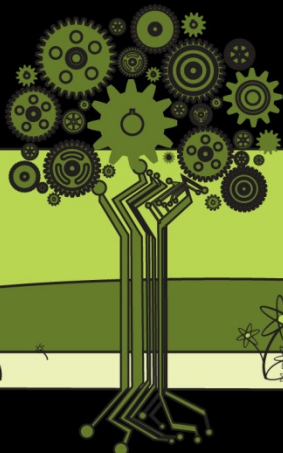
## Spring 2010

ENGINEERING CAREER RESOURCES  
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# PREPARATIONS

- Meet with your academic adviser or the Co-op & Internship department coordinator for your major (see list of coordinators: [www.engr.psu.edu/career/contact/dept.aspx](http://www.engr.psu.edu/career/contact/dept.aspx))
  - Discuss the semesters you intend to work (if working at a co-op assignment) and confirm how you will coordinate your work vs. school semesters
  - Discuss how many credits you are eligible to earn and how you will use the credits to fulfill degree requirements
- Talk to an Engineering Co-op or Internship Envoy to get a student's perspective on the program: [www.engr.psu.edu/career/students/resources/envoys/list.aspx](http://www.engr.psu.edu/career/students/resources/envoys/list.aspx)



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# ACCEPTING AN OFFER

- Some of you may still be considering one or more offers. Before you accept any position:
  - Get all the details you need about the job *in writing* (e.g., proposed salary, start date, location)
  - Respond to the offer in writing, within the requested timeframe—if you need more time, talk to the employer
- If you must turn down an offer, do so graciously and *as quickly as possible* after you have made a decision



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# PLACEMENT SURVEY

- Once you have accepted an offer, please complete our **Placement Survey**:  
[www.engr.psu.edu/career/students/forms/PlacementSurvey.aspx](http://www.engr.psu.edu/career/students/forms/PlacementSurvey.aspx)
  - The Placement Survey provides our office with information about your planned work assignment, location, and employment timeframe
  - Select “Yes” to the question “Do you wish to receive credit for your co-op or internship?”—this will open up additional questions on the form
  - Indicate which ENGR X95 course(s) you intend to take, and during which semester(s)
  - Indicate whether or not you want your dorm contract cancelled for the semester you will be working
- Our staff will register you for the appropriate ENGR X95 course. *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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## Co-op & Internship Placement Survey

**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.

Name:	First	Middle	Last
	Kimberly	Anne	Williams
Penn State E-mail:	kaw163@psu.edu		
Major:	<input type="text"/>		
Intended Major: <small>(if different from above)</small>	<input type="text"/>		
Company:	<input type="text"/>		
Location:	<input type="text"/>		
Division <small>(if known):</small>	<input type="text"/>		
Semester Working:	<input type="text"/>		
Hourly Wage:	<input type="text"/>		
Position Type:	<input type="text"/>		

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

[Learn more about the benefits of, and options for, obtaining credit for your experience!](#)

[View the Pre-Employment Seminar Slide Show \[PDF\]](#)

# FOR-CREDIT ADVANTAGES

- Receive academic credit for the work experience on your transcript
- 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 semesters, 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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# CO-OP & INTERNSHIP COURSE REQUIREMENTS

- If you plan to receive credit for your co-op or internship experience:
  - Complete the Placement Survey ASAP so that we can add the appropriate ENGR X95 course to your schedule (these courses are controlled!)
  - Complete Work Period Registration Form, Mid-Semester Evaluation, End-of-Semester Evaluation, and End-of-Semester Report during your work assignment
- Information about course requirements is available on our Web site:  
[www.engr.psu.edu/career/students/search/short-term/for-credit/requirements.aspx](http://www.engr.psu.edu/career/students/search/short-term/for-credit/requirements.aspx)
- There is no class time associated with your ENGR X95 course, although you will be required to complete several assignments during your work period



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

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### 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
<input type="checkbox"/> ENGR 195 (1 credit)—Undergraduate Internship	<input type="text"/>
<input type="checkbox"/> ENGR 295 (1 credit)—First Co-op Rotation	<input type="text"/>
<input type="checkbox"/> ENGR 395—Second Co-op Rotation* <input type="radio"/> 1 credit OR <input type="radio"/> 2 credits	<input type="text"/>
<input type="checkbox"/> ENGR 495—Third (or Subsequent) Co-op Rotation(s)* <input type="radio"/> 1 credit OR <input type="radio"/> 2 credits OR <input type="radio"/> 3 credits	<input type="text"/>
<input type="checkbox"/> ENGR 595 (1 credit)—Graduate Internship	<input type="text"/>

\*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

1. I will conduct myself in a professional and ethical manner in all correspondence with both prospective employers and the staff of Engineering Career Resources & Employer Relations.



# SPECIAL REQUIREMENTS: GRADUATING SENIORS

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



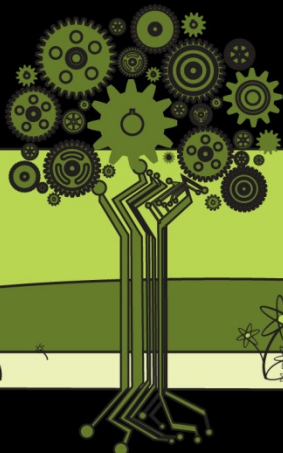
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# SPECIAL REQUIREMENTS: INTERNATIONAL STUDENTS

- Meet with an International Student Adviser in 410 Boucke to discuss planned work experience
- International students are allowed to complete co-op or internship assignments under the following conditions:
  - All international students must complete Curricular Practical Training (CPT) paperwork prior to beginning any work assignment (obtain CPT materials from the University Office of Global Programs)
  - Both undergraduate and graduate students may complete summer work assignments as long as the work relates to their majors
  - Undergraduate students can complete one work assignment during either the spring or fall semesters if it is part of a three-term co-op experience (other experiences must take place in the summer)
  - Graduate students may complete assignments in the spring or fall semesters if coursework is complete AND if the assignment is directly related to their thesis



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# GRADES

- Co-op & Internship faculty department coordinators or academic advisers will grade End-of-Semester Reports
- All ENGR X95 courses are graded SA/UN (Satisfactory/Unsatisfactory)
  - NOTE: Your grade 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 will be considered a full-time student with only 1-3 credits during your co-op or internship
- You may be eligible for some forms of private financial aid (e.g. private loan, scholarship, grant)—check with your funding source
- You continue to be able to defer repayment on student loans
- 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 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
  - We cannot guarantee that you will return to the same dorm
  - If you are working during the spring semester and want a dorm contract for the following year, you must apply as usual
  - Be sure to request that we cancel your dorm contract prior to the first day of class in order to avoid cancellation fees
- If you are living off-campus:
  - Advertise sublet at [www.sa.psu.edu/ocl](http://www.sa.psu.edu/ocl), Craigslist, etc.



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# TUITION & FILING YOUR BILL

- You will be billed for tuition—at your usual 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 cost information at:  
[tuition.psu.edu/Rates2009-10/TuitionAndFees2009-10.aspx](http://tuition.psu.edu/Rates2009-10/TuitionAndFees2009-10.aspx)
- 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—call the Office of the Bursar (814-865-6528) to request change



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# SCHOLARSHIPS

## ■ Sci-Tech Scholarship

- This PHEAA scholarship may be available to students who:
  - Are Pennsylvania 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 \$3,000 of non-need-based funding per year is available
- For more information:

[www.pheaa.org/specialprograms/nets/New\\_Economy\\_Technology\\_Scholarship.shtml](http://www.pheaa.org/specialprograms/nets/New_Economy_Technology_Scholarship.shtml)



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# SCHOLARSHIPS

## ■ Student of the Year Awards

- Two \$1000 awards (one for co-op students, one for internship students) managed by Engineering Career Resources & Employer Relations
- You are eligible upon completion of End-of-Semester Evaluation
- You nominate yourself and submit supporting letters from faculty and supervisor
- For more information:  
[www.engr.psu.edu/career/students/search/short-term/soty-award.aspx](http://www.engr.psu.edu/career/students/search/short-term/soty-award.aspx)



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# OTHER COURSES YOU CAN COMPLETE WHILE WORKING

- English 202C (P)
  - Portfolio option available to students who have completed 3 *registered* co-op rotations or internships
  - Cost: \$390, plus a \$5 registration charge
- Distance Education courses
  - Learn more at: [www.engr.psu.edu/cde/distance/distance.html](http://www.engr.psu.edu/cde/distance/distance.html)
  - Contact Deb Zimmerman about registration: [dlz1@psu.edu](mailto:dlz1@psu.edu)
- World Campus courses
  - Learn more at: [www.worldcampus.psu.edu](http://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 Penn State library privileges while working at a registered co-op or internship
- Some useful resources for research may include:
  - University Libraries ([www.libraries.psu.edu](http://www.libraries.psu.edu))
  - Engineering Library Web ([www.libraries.psu.edu/eng](http://www.libraries.psu.edu/eng)) –subject guides link to evaluated resources
    - Bonnie Osif, Engineering Librarian (814-865-3697 or [bao2@psu.edu](mailto:bao2@psu.edu))
  - Business Library Web ([www.libraries.psu.edu/business](http://www.libraries.psu.edu/business)) –info about patents, companies, etc.
  - Google Scholar ([scholar.google.com](http://scholar.google.com))





# YOUR FIRST DAY AT WORK

- You may feel a little overwhelmed!
  - You will complete paperwork that will allow you to get paid—bring a photo ID and your SS card, along with any other items requested by the employer
  - You will get your phone/e-mail/computer set up and may get an ID badge
  - You will likely have some sort of orientation within the department/organization, have a tour of the facility, and meet many people
  - You will 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!*



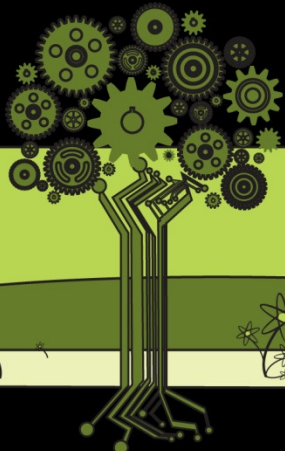
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# TIPS FOR SUCCESS AT WORK

- Don't be afraid to ask questions—this is a learning experience!
- Be proactive and enthusiastic about every project to which you are assigned
- Find a mentor and nurture the relationship
- Maintain interaction with other interns for the sake of support
- Be ethical about how you use your time at work—avoid spending time on personal e-mail, social networking, Web surfing, etc.
- Dress appropriately and be on time; call your supervisor if a late arrival is unavoidable
- 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
  - Conflicts with co-workers
  - Job cuts or layoffs—more common in this economy than in years past!
- In general: Try to resolve work problems AT WORK 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



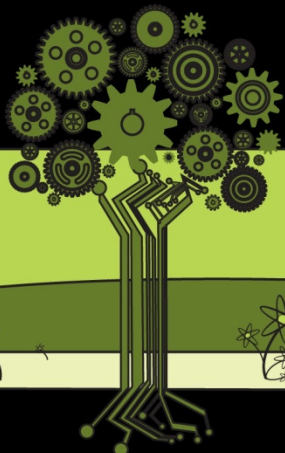
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# CONTACT WHILE ON ASSIGNMENT

- We will send weekly e-mail update messages to the e-mail addresses provided on the Placement Survey
- Contact our office with any questions or problems you may have during your work assignment
  - E-mail: [career@engr.psu.edu](mailto:career@engr.psu.edu)
  - Phone: 814-863-1032

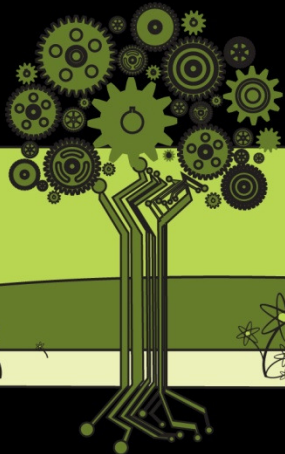


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# QUESTIONS?



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