

Fall 2012 Co-operative Education/ Internship Program Application

Accepting Applications until Wednesday, July 11th, 2012

- CO-OPERATIVE EDUCATION/INTERNSHIP PROGRAM APPLICATION
- STUDENT AGREEMENT
- 1 UNOFFICIAL TRANSCRIPT
- 1 PAPER COPY OF YOUR RESUME
- CREATE A STUDENT PROFILE IN THE **OWL CareerLink DATABASE**
 - a. Go to <https://www.myinterfase.com/fau/student/home.aspx>
 - b. Select “Register New Account”
 - c. Complete the fields & upload resume

Experience for tomorrow!

Attached are the forms necessary to complete your registration.
If you have questions, contact the Co-operative Education/Internship Program Office.

Boca Raton Campus: Room SU 220, Phone: (561) 297-3520, Fax: (561) 297-2740

Davie Campus: LA 203, Phone: (954) 236-1214, Fax: (954) 236-1213

MacArthur Campus (Jupiter): SR 110, Phone: (561) 799-8671, Fax: (561) 799-8046

CO-OPERATIVE 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 If Graduate, specify: _____

FAU Major: _____ Expected Graduation Date: _____
Month Year

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

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

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

Are you willing to relocate for a full-time Co-operative 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

Race / Ethnicity: American Indian / Alaska Native White / Caucasian Hispanic / Latino Asian / Pacific Islander

(Check all that apply) Black / African American Other If Other, specify: _____



CAREER DEVELOPMENT CENTER

Division of Student Affairs
Florida Atlantic University

SIGNATURE AND APPROVAL FORM

TO BE COMPLETED BY STUDENT:

I am applying to participate in the Florida Atlantic University Co-operative 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. Have read and understand the Co-operative Education/Internship Program Student Agreement and agree to abide by the regulations therein;
8. Do consent to the release of personally identifiable educational records and other relevant information regarding my academic performance while a student at FAU;
9. If seeking credit or if an International Student, will register for the required departmental Co-operative Education/Internship Program course upon acceptance of a Co-operative Education/Internship Program assignment per departmental approval;
10. Will, if receiving financial aid, check with the Financial Aid office before beginning a Co-operative 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 Co-operative Education/Internship Program students and that he/she must receive, in writing, Curricular Practical Training work authorization for Co-operative Education/Internship Program from the OISSS **prior** to beginning any Co-operative 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



CAREER DEVELOPMENT CENTER

Division of Student Affairs
Florida Atlantic University

STUDENT AGREEMENT

Student _____

College _____ Major _____

As a participant in the Co-operative 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 Co-operative 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 Co-operative 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 Co-operative education/internship program. If I am seeking credit I will register for the appropriate course for my Co-operative Education/Internship Program Work Experience each semester I participate in the Co-operative Education/Internship Program pending departmental approval. If I am an International student, I understand that I am required to register, see next page, How to Register for Co-operative Education/Internship Program Credit. Failure to register for each Co-operative Education/Internship Program period (one semester) will be cause for termination of my Co-operative Education/Internship Program assignment.**
- I will complete and submit a **Co-operative Education/Internship Program Placed Form**.
- I will submit **two Student Co-operative Education/Internship Program Evaluation Reports** and my **Employer** will submit an **evaluation** to the Co-operative Education/Internship Program Office 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 Co-operative 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 Co-operative Education/Internship Program assignment and, as such, I am not entitled to unemployment compensation based upon any Co-operative Education/Internship Program employment period.
- I understand that the Office will make every effort to refer me to a Co-operative Education/Internship Program position, but is unable to guarantee Co-operative Education/Internship Program employment.
- I will be responsible for paying for credits earned through the Co-operative Education/Internship Program 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 Co-operative 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 Co-operative Education/Internship Program at Florida Atlantic University and at the employer's site.

Signature _____

Date _____

Co-operative Education/Internship Program Representative's Signature _____

Date _____

How to Register for Co-operative Education/Internship Program Credit

These instructions are for students in the Colleges of Design and Social Inquiry; Arts and Letters; and Science. For students in the College of Business, Co-operative 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 Co-operative Education/Internship Program. The Co-operative 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 Co-operative 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 Co-operative Education/Internship Program for 1 additive credit.
 - b. **Elective credit must be approved in writing by your academic department and/or college.** If you are approved to take Co-operative Education/Internship Program for elective credit, it will count as upper division elective credit toward the mandatory 30 credit hours of general education electives. Some departments will require you to complete additional assignments in order for your Co-operative Education/Internship Program to count toward general education electives.
4. Co-operative 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 get approval for elective credit, you must do the following;

1. Speak with your academic advisor and get the name of the appropriate faculty member in your department/college.
2. Take a copy of your job description to the faculty member.
3. If your Co-operative Education/Internship Program is approved for general education elective credit, the faculty member must give you written approval to do so. On department letterhead, please have him/her include this information:
 - a. Your name, student number and degree program
 - b. The semester for which you will be registering for Co-operative Education/Internship Program credit
 - c. The course number
 - d. The number of elective credit hours for which you have been approved
 - e. Any additional requirements you have been asked to complete
4. Bring your written documentation to the Co-operative Education/Internship Program Office.
5. You will then be registered for the appropriate Co-operative Education/Internship Program course.

I have read the above instructions on registering for Co-operative Education/Internship Program credit. I understand that I must present written authorization from my academic department to the Co-operative Education/Internship Program Office prior to registering for Co-operative Education/Internship Program credit, if those credits are to count toward my graduation requirements.

Student Signature

Date

Sample Resume:

Matt Smith

2122 FAU Drive ~ Boca Raton, FL 33431
(561) 222-3434 ~ smith@fau.edu

EDUCATION:

Florida Atlantic University Boca Raton, FL December 2012
Bachelor of Science degree
Double Major: Computer Information Systems and Management, GPA: 3.2
Expected Graduation Date: December 2012

RELEVANT COURSEWORK:

Intro. To Mgmt. & Org. Behavior	Systems Development Project	Programming Concepts
File & Data Base Management	Writing for Managers	Operations Management

EXPERIENCE:

Help Desk Support Intern June 2009 – Present
Hospitality Solutions International, Boca Raton, FL

- Write documentation and training manuals for software applications
- Upgrade network cards, configurations, printers/scanners and peripherals
- Provide technical support for 300 users

Lab Monitor August 2006 – May 2008
Information Resource Management, Florida Atlantic University, Boca Raton, FL

- Trained students and faculty in MS-Office and Windows NT

Facility Attendant/Recreation Specialist/Counselor March 2004 – June 2006
Parks and Recreation, City of Plantation

- Provided customer service support through registering participants for classes and answering phones
- Obtained price quotes for various recreation equipment and conducted purchasing
- Supervised counselors during events and trips
- Coordinated and assisted with special events
- Planned, implemented, and evaluated camp programs

SKILLS:

Language Skills:
Trilingual in French, English and Spanish

Computer Skills:
Proficient in Microsoft Office, Word, Excel, PowerPoint, and Access. Knowledge of C++, Corel, WordPerfect, Lotus, SQL and HTML.

AWARDS/ACTIVITIES:

- Dean's List 2010
- Member of Sigma Beta Delta, national honor society, 2009- Present
- Vice President of Student Government Association, 2009
- Student Member of the Association for Computing Machinery (ACM), 2008- Present
- Award recipient of Scholastic Achievements Scholarship, 2009