Spring 2016 Internship/Cooperative Education Program Application

Internship/Co-op Course Registration Deadline: Friday, January 8, 2016

STUDENT CHECKLIST:

□ INTERNSHIP/COOPERATIVE EDUCATION PROGRAM APPLICATION, Pg. 1-4
  □ Complete page 5a if in the College of Arts & Letters
  □ Complete page 5b if in the Colleges of Design & Social Inquiry, Science, Education, 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 http://www.fau.edu/cdc/OCL_instruction.php
  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.

Boca Raton/Jupiter Campuses: Boca Raton, Room SU 220, Phone: (561) 297-3533, Fax: (561) 297-2740
Davie Campus: LA 109, Phone: (954) 236-1214, Fax: (954) 236-1213
# INTERNSHIP/COOPERATIVE EDUCATION PROGRAM APPLICATION

Please print or type clearly for all fields.

## Applicant Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Name</strong></td>
<td>Last First M.I.</td>
</tr>
<tr>
<td><strong>Z#</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Current Address</strong></td>
<td>Street Address Apartment/Unit #</td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>State ZIP Code</td>
</tr>
<tr>
<td><strong>Perm. Address</strong></td>
<td>Street Address Apartment/Unit #</td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>State ZIP Code</td>
</tr>
<tr>
<td><strong>Home Phone</strong></td>
<td>( ) FAU E-mail Address:</td>
</tr>
<tr>
<td><strong>Cellphone</strong></td>
<td>( )</td>
</tr>
</tbody>
</table>

## Education Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Degree in Progress</strong></td>
<td>B.S. B.A. B.B.A. B.F.A. Graduate</td>
</tr>
<tr>
<td><strong>FAU Program</strong></td>
<td></td>
</tr>
<tr>
<td><strong>College</strong></td>
<td>College for Design &amp; Social Inquiry</td>
</tr>
<tr>
<td></td>
<td>Dorothy F. Schmidt College of Arts &amp; Letters</td>
</tr>
<tr>
<td></td>
<td>Charles E. Schmidt College of Medicine</td>
</tr>
<tr>
<td></td>
<td>College of Business</td>
</tr>
<tr>
<td></td>
<td>College of Education</td>
</tr>
<tr>
<td></td>
<td>Engineering &amp; Computer Science</td>
</tr>
<tr>
<td></td>
<td>Harriet L. Wilkes Honors College</td>
</tr>
<tr>
<td></td>
<td>Christine E. Lynn College of Nursing</td>
</tr>
<tr>
<td></td>
<td>Charles E. Schmidt College of Science</td>
</tr>
<tr>
<td></td>
<td>The Graduate College</td>
</tr>
<tr>
<td><strong>Classification</strong></td>
<td>Sophomore Junior Senior Graduate Student</td>
</tr>
<tr>
<td><strong>FAU Cumulative GPA</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Number of Credits Completed</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Internship/Cooperative Education Program Work Preference</strong></td>
<td>Part-time Full-time</td>
</tr>
<tr>
<td><strong>Are you willing to relocate for a full-time Cooperative Internship/Education Program?</strong></td>
<td>Yes No</td>
</tr>
</tbody>
</table>

## Citizenship Status

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status</strong></td>
<td>US Citizen Permanent Resident International Student</td>
</tr>
</tbody>
</table>

## Statistical Information

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gender/Sex</strong></td>
<td>Male Female Asian / Pacific Islander</td>
</tr>
<tr>
<td><strong>Race/Ethnicity</strong></td>
<td>American Indian / Alaska Native White / Caucasian Hispanic / Latino Other If other, specify:</td>
</tr>
<tr>
<td><strong>(Check all that apply)</strong></td>
<td></td>
</tr>
</tbody>
</table>
SIGNATURE AND APPROVAL FORM

TO BE COMPLETED BY STUDENT:

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

1. Am a fully enrolled 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 in current program;
5. International students (F-1 status) must have maintained valid F-1 status and full-time enrollment in current program for at least two consecutive semesters prior to the Internship/Co-op 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 Internship/Cooperative Education 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 Internship/Cooperative Education Program course upon acceptance of a Internship/Cooperative Education Program assignment per departmental approval;
11. Will, if receiving financial aid, check with the Financial Aid office before beginning a Internship/Cooperative Education 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 Internship/Cooperative Education Program from the OISSS prior to beginning any Internship/Cooperative Education 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
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 Internship/Cooperative Education 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 Internship/Cooperative Education 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 an Internship/Cooperative Education 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 Internship/Cooperative Education Program. If I am seeking credit I will register for the appropriate course for my Internship/Cooperative Education Program Work Experience each semester I participate in the Internship/Cooperative Education 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 Internship/Cooperative Education Program period (one semester) will be cause for termination of my Internship/Cooperative Education Program assignment.
- I will complete and submit an Internship/Cooperative Education Program Placed Form.
- I will submit two Student Internship/Cooperative Education 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 Internship/Cooperative Education 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 Internship/Cooperative Education Program assignment and, as such, I am not entitled to unemployment compensation based upon any Cooperative Internship/Education Program employment period.
- I understand that securing a position is my responsibility and that the Career Development Center offers many resources to assist me with this process.
- I will be responsible for paying for credits earned through the Internship/Cooperative Education 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 Internship/Cooperative Education 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 Internship/Cooperative Education Program at Florida Atlantic University and at the employer’s site.

_________________________                     ____________________________
Signature                                      Date
How to Apply for Internship/Cooperative Education 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 Internship/Cooperative Education Program. The Internship/Cooperative Education 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 Internship/Cooperative Education 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 Internship/Cooperative Education 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 Internship/Cooperative Education Program to count toward general education electives.
4. The Internship/Cooperative Education 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 Internship/Co-op 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 Internship/Cooperative Education 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 Internship/Cooperative Education Program Credit

These instructions are for students in the **Colleges of Design and Social Inquiry, Science, Education, and Business**. For students in the College of Business, Internship/Cooperative Education 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 Internship/Cooperative Education Program. The Internship/Cooperative Education 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 Internship/Cooperative Education 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 Internship/Cooperative Education 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 Internship/Cooperative Education Program to count toward general education electives.

4. The Internship/Cooperative Education 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:

<table>
<thead>
<tr>
<th>TO BE COMPLETED BY YOUR COLLEGE ACADEMIC ADVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester/Year: Spring __________ Summer __________ Fall __________</td>
</tr>
<tr>
<td>Current FAU GPA: __________ Internship/Co-op Course Number: __________</td>
</tr>
<tr>
<td>(Do not include transfer credits)</td>
</tr>
<tr>
<td>Maximum # of credits the student may register for this Internship/Co-op course during this semester:</td>
</tr>
<tr>
<td>[ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] Other</td>
</tr>
<tr>
<td>This Internship/Co-op Experience is the Student’s __________ 1st __________ 2nd __________ 3rd __________ 4th</td>
</tr>
<tr>
<td>College Academic Advisor Signature ___________________________ Date __________</td>
</tr>
<tr>
<td>College Academic Advisor Printed Name: ___________________________</td>
</tr>
</tbody>
</table>

- [ ] Additive [ ] Elective [ ] Other

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

I have read the above information concerning the Internship/Cooperative Education 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 Internship/Cooperative Education 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 Internship/Cooperative Education Program. The Internship/Cooperative Education 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 Internship/Cooperative Education 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 Internship/Cooperative Education 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 Internship/Education Program to count toward general education electives.

4. The Internship/Cooperative Education 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: Internship/Co-op Course Number:
(Do not include transfer credits)

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

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ Other ________

This Internship/Co-op Experience is the Student’s: 1st __ 2nd __ 3rd __ 4th __

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 __________________________ Additive ☐ Elective ☐ Other ☐

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

☐ ☐ ☐

I have read the above information concerning the Internship/Cooperative Education 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 __________________________
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
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
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
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
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)