

WORLDWIDE CO-OP/INTERNSHIP CHECKLIST

- ❑ **Register in EagleHire Network**
To create an EagleHire account, go to <http://erau.erecruiting.com>. You must upload your resume to complete the registration process.
- ❑ **Review Co-op/Internship Presentation**
Request the presentation from a Worldwide Program Manager or download from the *Career Services – Worldwide* group on Blackboard.
- ❑ **Create Resume and Cover Letter**
View samples on Blackboard in the *Career Services – Worldwide* organization or check out resources online at <http://www.erau.edu/career/resources/index.html> under sample resumes and letters.
- ❑ **Work with your Program Manager**
Inform your Program Manager of your interest in the Co-op/Internship Program. You will work with the Program Manager to verify eligibility, review the resume and cover letter, sign the Student Agreement and follow through with any additional requirements. Remember, you will not be able to apply for any co-ops/internships until your Program Manager has verified your eligibility and your resume has been approved. Please keep in mind that many of the available positions have specific deadlines, and you should plan accordingly to meet all deadlines.
Your transcript will be reviewed for Co-op/Internship Program criteria including:
 - Degree seeking; in good standing
 - Undergraduate students: 2.5+ GPA, 30 credit hours completed at a college or university; transfer students must complete 12 credit hours at ERAU in addition to other requirements
 - Graduate students: 3.0+ GPA, six credits to apply; nine credit hours completed by the start of the internship
- ❑ **Apply for Co-op/Internship Opportunities**
 - EagleHire Network – apply by date listed in position description and follow all instructions carefully; provide all documents the employer requests; you are ultimately responsible for double-checking any paperwork before you submit your documents; once you submit paperwork, it goes directly to the employer
 - Self-Created – you can pursue co-op/internship opportunities you find on your own that are relevant to your degree
- ❑ **Accept a Co-op/Internship Position**
Once you accept a co-op or internship position, you must work with Dr. Doug Mikutel at the Worldwide Headquarters to obtain program approval for the experience, earn credit hours and complete the appropriate assignment. Contact Dr. Mikutel at Douglas.Mikutel@erau.edu.

You will need to work out your schedule and start/end dates with your employer. Keep in mind that most employers run co-op/internship programs on a residential campus semester schedule, so there may be conflict with your term dates. Inform employers about your availability.

EXTRAS

- ❑ Additional information can be found at the Career Services website, <http://www.erau.edu/career>, and in the *Career Services - Worldwide* organization on Blackboard/Ernie
- ❑ Other requirements employers may have:
 - Unofficial Transcripts - if required by employer
 - Letters of Recommendation - sample letters of recommendation can be viewed at the CSO website; give people plenty of time to complete letters of recommendation for you
 - Applications – review the job description thoroughly to follow the application instructions

SELF-CREATED CO-OP/INTERNSHIP PROCESS

Career Services advertises co-op/internship positions on the EagleHire Network. However, if none of these positions fit your career plans, interests or desired geographic location, you may develop a self-created position using the following guidelines.

- ❑ **Verify Eligibility for the Co-op/Internship Program**
Register in EagleHire, upload a resume and follow up with your Program Manager to confirm all eligibility requirements. Review the co-op/internship presentation found in Blackboard under the *Career Services – Worldwide* organization or request a copy from your Program Manager.
- ❑ **Identify Employers and Positions that Interest You**
Contact employers to see if they have co-op/internship opportunities available or if the company is interested in initiating an experience for you. Use resources from Career Services, databases, publications, faculty contacts, conferences and networking to identify opportunities. Follow any company-specific application instructions.
- ❑ **Accept a Co-op/Internship Position**
Once you accept a co-op or internship position, you must work with Dr. Doug Mikutel at the Worldwide Headquarters to obtain program approval for the experience, earn credit hours and complete the appropriate assignment. Contact Dr. Mikutel at Douglas.Mikutel@erau.edu.

ADDITIONAL INFORMATION

- Start the job search process approximately four months prior to the timeframe in which you wish to begin work
- There is no backdating of co-op/internship credit; you must be registered for the co-op/internship experience before you begin work
- A current full-time position is not considered a co-op/internship experience
- Be upfront with employers about your availability (start and end dates) as Worldwide students have different semester and term structures than students at most other universities
- To earn the appropriate number of credit hours, your start and end dates for the co-op/internship experience should follow your academic terms (Note: one credit hour = 100 hours of work for undergrads; one credit hour = 200 hours of work for graduate students)

INTERNATIONAL STUDENTS

- International students must be registered/earning credit for the co-op/internship experience, and Embry-Riddle Aeronautical University must be the host institution in order to earn credit
- International students must submit copies of their contracts to the International Student Counselor before beginning their internships in order to have their I-20s reissued for CPT (Curricular Practical Training)
- No co-op/internship experience can be applied to or accepted once an international student is degree complete

WORLDWIDE CAREER SERVICES

- ❑ **Contact Information for Worldwide Career Services**
Alicia Smyth – Graduate Programs
Alicia.smyth@erau.edu, (386) 226-7273

Kristy Amburgey – Undergraduate Programs
Kristy.amburgey@erau.edu, (386) 226-7991