

How to Get Hired After College

INTERNSHIPS AND CO-OPS



Get Experience **BEFORE** you Graduate.



CAREER SERVICES
JACKSONVILLE STATE UNIVERSITY

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WHAT ARE INTERNSHIPS AND CO-OPS?

They are work-integrated learning experiences that promote academic, personal, and professional development. Students actively and reflectively engage in learning by applying theory and/or concepts specific to their program of study. They can be full-time or part-time, short-term or long-term, paid or unpaid. Most people are familiar with the paradox, you can't get a job without experience and you can't get experience without a job. One way of solving this dilemma is by doing an internship or co-op.

INTERNSHIPS AND CO-OPS WILL:

- Help you learn about a career field from the inside.
- Help you decide if it's the right career for you.
- Provide networking opportunities.
- Give you new skills and confidence in your abilities.
- Add to your knowledge base.
- Give you a chance to learn by doing and applying the ideas, theories, and concepts learned in the classroom.

CO-OP VS. INTERNSHIP

	COOPERATIVE EDUCATION	INTERNSHIP
Goal	To provide students with practical experience related to their major that will enhance and complement their classroom learning.	To provide students with practical experience related to their major that will enhance and complement their classroom learning.
Number of Semesters	Two or three semesters of full time work alternating with semesters in school or two or more consecutive semesters of work on a part-time basis	One semester, either full-time or part-time
Year in School	Usually start during late sophomore or early junior year, but can begin as early as freshman year.	Usually participate during late junior or early senior year, but can begin as early as freshman year.
Work Assignments	Student assignments often increase in difficulty and responsibility as the student progresses through their college education and the student may work in different functional areas	Students will work in the same position at the same level of difficulty throughout their work assignment
Training	More training provided by employer than an internship	Less training provided by employer than cooperative education
Pay	All positions are paid	Some positions are paid, others are volunteer, or unpaid
Academic Credit	Students receive a transcript notation for zero credit hours that maintains their status as a full-time student.	Students may or may not receive credit from their academic department.
Post-Graduation Opportunities	Students frequently start at higher salaries and higher levels of responsibility than interns	Students have an edge over students without experiential education
Work Assignment Supervision	Students are supervised and evaluated at the work site by the employer	Students are supervised and evaluated at the work site by the employer

(The above chart was obtained from Bowling Green State University website: www.bgsu.edu/offices/career)

STUDENT WILL LEARN:

- Time-management skills, including the ability to analyze, prioritize and sequence tasks while meeting deadlines.
- To act professionally in a manner appropriate to the work environment, demonstrating the ability to communicate professionally (via email, telephone, face to face), dressing appropriately, adhering to a set work schedule, and demonstrating an understanding of policies and procedures.
- To demonstrate a professional work ethic including self-initiative and willingness to learn.
- To maintain a code of professional ethics, adhering to applicable industry codes, ethics, and laws.
- To participate in collaborative work, working cooperatively with others to achieve a common goal.
- How to incorporate constructive feedback into subsequent tasks and/or project activities.
- To cultivate and implement critical thinking skills, including problem identification, problem solving, and thinking with breadth, depth, and precision. Student will be able to articulate examples of this personal growth.
- How they may contribute most effectively to helping meet organizational goals by applying technical, creative, and/or administrative/management skills in a professional setting.
- To apply critical skills to strengthen their relevance to future employers and also to gain personal insight about future goals.

GENERAL RECOMMENDATIONS:

- Start your search early, 3-6 months ahead and identify what you want from the experience.
- Talk with peers and professionals to identify suitable environments for learning. Do not limit yourself to one type of employer or geographical location.
- Identify target organizations and make them aware of your interests and enthusiasm by providing all the information they require.
- Prepare a resume geared toward seeking an internship or co-op.
- Turn to JSU Career Services, family, friends, teachers, and previous employers for advice about where to apply and what opening are available.
- Find out what GPA the organization requires (as a rule, you should not make below a 2.5 in your major coursework).
- During the interview, project a professional image, and articulate your past accomplishments and relate them to your future contributions to the organization.
- Make sure you meet all necessary position requirements and can handle the duties before applying for and accepting any internship. Review how well the internship/co-op matches your goals.
- During your internship/co-op, monitor your activities closely to get a feel for where you fit in the big picture.
- Throughout your internship/co-op you can establish numerous contacts and develop a personal file or portfolio of all your significant work experiences.
- Obtain recommendation letters from your supervisors.
- Once the internship/co-op is completed, send a thank you note to your employer.

BENEFITS:

- Improves your marketability and chances of getting hired after graduation
- Employers prefer to recruit students with experience
- Increases networking and contacts
- Build a better resume by counting internships and co-ops as work experience
- Often a better starting salary
- Gain industry knowledge

WHAT TO LOOK FOR:

Employers should provide...

- Substantial and challenging work
- Good orientation and training
- Structured supervision with adequate feedback
- Variety of experiences and opportunities for skill development
- Written evaluation each term

OTHER EXPERIENTIAL EDUCATION PROGRAMS:

- Practicum – generally a one-time work or service experience done by a student as part of an academic class. Some practicums offer pay, but many don't. Almost all are performed for academic credit.
- Job shadowing – a day or several days observing a professional on the job. Such experiences are unpaid and are not usually for academic credit.
- Mentors – offer students the resource of one-on-one support from a full-time employee in the student's chosen field of study. They help student learn from someone in their field while also learning to network.

DO:

- Dress and act professionally
- Network
- Be honest and ethical
- Display energy and enthusiasm
- Take initiative
- Take your position seriously
- Complete menial tasks quickly and ask for more challenging work
- Ensure that all work assignments are accurate and completed in a timely manner

DON'T:

- Say no to assignments
- Be late or absent from work
- Do homework on the job
- Make personal telephone calls or text
- Wait for someone to give you assignments
- Be a whiner or grumbler
- Gossip

ARE YOU READY FOR A CO-OP / INTERNSHIP?

Determine your goals:

- **WHO** would you like an internship with?
- **WHAT** field you are interested in?
- **WHERE** would you like the internship?
- **WHEN** do you want this internship?
- **WHY** are you seeking an internship? (college credit, develop skills, explore new fields?)
- Do you need a paid internship or can you afford an unpaid position? (there are more unpaid than paid internships)

Define Your Short-Term Goals:

- Goals provide direction and give shape to your dreams and aspirations. They also help set priorities and help you work within a time frame.

Create Your Action Plan....Steps to Reach Your Goals:

- If you fail to plan, you plan to fail. Be proactive about reaching your goal. How will you reach your goal? How will you make it happen? What resources will you use in your search? Be specific!

JSU CONTACTS - INTERNSHIPS FOR ACADEMIC CREDIT

(Contact each department for instructions and application)

DEPARTMENT/PROGRAM	CONTACT	EXTENSION	Email Address
ARTS & SCIENCES			
Art	Jane Greene	5626	jgreene@jsu.edu
Biology	Dr. Tim Lindblom	5643	tlindblom@jsu.edu
Criminal Justice	Dr. Dean Buttram	8179	dbuttram@jsu.edu
Drama	Randy Blades	5447	rblades@jsu.edu
Emergency Management	Dr. Jeff Ryan	8432	jryan@jsu.edu
English	Dr. Teresa Reed	5456	treed@jsu.edu
History & Foreign Language	Dr. Gordon Harvey	5622	gharvey@jsu.edu
MCIS	Dr. Aaron Garrett	5359	agarrett@jsu.edu
Music/Instrumental	Tony Logston	5877	jlogsdon@jsu.edu
Music/Vocal	Renee Baptiste	5873	baptiste@jsu.edu
Phys & Earth Sciences	Tracy Casey	5232	tscasey@jsu.edu
Political Science	Christie Crider	5106	clcrider@jsu.edu
Public Admin	Christie Crider	5687	clcrider@jsu.edu
Psych. & Philosophy	Makenzie Bayles	5809	mbayles@jsu.edu
Social Work	Robyn Snider	5731	rsnider@jsu.edu
Sociology	Dr. Tina Deshotels	5350	tdeshotels@jsu.edu
COMMERCE/BUS. ADMIN.			
Accounting	Dr. Bill Scroggins	5380	scroggin@jsu.edu
Marketing	Dr. Brent Cunningham	5785	brentc@jsu.edu
Management	Dr. Hill Mayfield	5272	hmayfield@jsu.edu
Finance	Dr. Bill Scroggins	5380	scroggin@jsu.edu
Economics	Dr. Bill Scroggins	5380	scroggin@jsu.edu
EDU/PROF. STUDIES			
Communication	Jerry Chandler	5029	chandler@jsu.edu
Clinical Experiences	Brandy Russell	5854	brussell4@jsu.edu
Family & Cons. Sci/Nutrition	Dr. Debra Goodwin	5053	dgoodwin@jsu.edu
Family & Cons. Sci/Education	Dr. Kim Townsel	8526	ktownsel@jsu.edu
HPER/Exercise Science	Gena Mabrey	8059	gmabrey@jsu.edu
HPER/Recreation	Tom Anderson	5519	tanderson@jsu.edu
TECHNOLOGY			
Applied Manufacturing/Engineering	Terry Marbut	5034	tmarbut@jsu.edu
Industrial Leadership	Terry Marbut	5034	tmarbut@jsu.edu
OSH	Dr. Jess Godbey	5080	jgodbey@jsu.edu
UNDECIDED			
	Michelle Green	8303	amgreen@jsu.edu
Revised 1/2016			

RESOURCES

Access the following from
www.jsu.edu/careerservices

- JLink - For JSU Students / Alumni only
- Internships.com
- Glassdoor.com
- Find a Mentor at
<http://www.jsu.edu/careerservices/students/index.html>
- Create a Profile on [www.Linkedin.com](http://www.linkedin.com) to search for Internships and full time jobs

GENERAL INTERNSHIP SITES:

www.4internships.com
www.aftercollege.com
www.backdoorjobs.com
www.campusaccess.com
www.campuscareercenter.com
www.cartercenter.org
www.collegegrad.com
www.collegerecruiter.com
www.coolworks.com
www.inroads.org
www.ielnet.org
www.internships4you.com
www.internshipprograms.com
www.internships-USA.com
www.internweb.com
www.seo-usa.org
www.thesca.org
www.studentsearch.com
www.summerjobs.com
www.monster.com
www.indeed.com

ENVIRONMENTAL:

www.eco.org

GOVERNMENT / DC AREA:

www.firstgov.gov (search for internships)
www.makingthedifference.org
www.studentjobs.gov
<http://watt.house.gov/uploads/>
www.twc.edu
<http://governor.alabama.gov/contact/>

INTERNATIONAL:

www.europeaninternships.com
www.internabroad.com
www.iiepassport.org
www.istc.umn.edu
www.planetedu.com

MEDIA/ENTERTAINMENT:

www.emmys.com/foundation/internships
www.entertainmentcareers.net
www.eej.com
www.4entertainmentjobs.com
www.getgigs.com/MW_GigofMONTH.html
www.magazine.org
www.resortinternconnection.com
www.showbizjobs.com/dsp_jobsearch.cfm
www.wdwcollegeprogram.com

PUBLIC/HUMAN SERVICE:

www.vfp.org
www.nassembly.org
www.ishr.com
www.idealists.org
www.habitat.org
www.everettinternships.org
www.volunteermatch.org
www.americorps.gov

SCIENCE & ENGINEERING:

www.wise-intern.org
www.aip.org/careersvc
www.geocities.com/RainForest/8974/
www.nationalacademies.org/subjectindex/interns.html
www.fst.gov/home/crssprgm/reu/reulist.html
www.physics.carelton.edu/Careers/internships.html

APPLICATION FOR CO-OP AND/OR NON-CREDIT JSU INTERNSHIP

Date: _____

PERSONAL AND CONTACT INFORMATION

Name (First, Middle, Last): _____

Student Number: _____ Date of Birth: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Permanent Address: _____

City: _____ State: _____ Zip: _____

Mobile Phone Number: _____

Print Email Address (Check your email at least three times / week)

CITIZENSHIP

U.S. Citizen? Yes No Are you eligible to work in the U.S. ? Yes No

If so, what Visa do you have? OTP H-1B

DEGREE INFORMATION

Major: _____ Minor: _____

Projected Date of Graduation: Fall Spring 20____

Who is your advisor? _____

SCHOLARSHIP INFORMATION

Are you attending JSU on a scholarship? Yes No

If so, please provide name of scholarship _____

Be sure you have a professional email and voice mail message and keep your messages cleared!

OFFICIAL CONTRACT FOR CO-OP / INTERNSHIP ELIGIBILITY

Please indicate that you have **READ** and **UNDERSTAND** each section by **signing your initials in the space provided**. Please note you will be held responsible for all of the conditions noted below.

I understand my application to participate in Jacksonville State University's Cooperative Education or internship program does not guarantee acceptance into the program nor does it guarantee employment as a Co-Op or Internship student. I acknowledge that the university is not my employer nor does it determine the final selection, hiring, or direct supervision of me as a Co-Op or Internship student. The university is not liable for on-the-job injuries nor for aversive employment problems.

I understand _____

I understand and agree that this application is only part of the information required to participate in the Co-Op or Internship program. My file will not be considered for acceptance into the program until the following are received: completed application, a resume, and two faculty recommendations, per online submission.

I understand _____

I understand and agree that the Co-Op / Internship program provides either parallel or alternating periods of on-the-job training with academic study. I further agree that while working in a Co-Op or Internship position, I will be pursuing an academic degree on a substantially full-time basis to the extent that I am able.

I understand _____

I understand and agree that I must notify the JSU Career Services Co-Op Coordinator when a potential employer contacts me. I further agree that upon accepting employment with a company, and prior to beginning work, I will notify the Co-op Coordinator's office.

I understand _____

I agree that upon accepting a co-op or Internship position, I will complete my work assignment in full for the agreed upon semester(s) insofar as I am able. In case of extenuating circumstances, I will notify (in advance) the co-op Coordinator's office and my employer of any necessary alterations of the work assignment.

I understand _____

I understand that I am responsible to contact the Co-Op Coordinator's office at the beginning of **EVERY** semester that I am involved in the program in order to be officially registered for Co-Op or Internship that semester.

I understand _____

I hereby authorize, pursuant to section 438 (b) 4 (B) of the Family Education Rights and Privacy Act of 1974, the Co-Op Coordinator's office to obtain and to release, on my behalf, to actual and prospective employers, such information contained in my academic records as is necessary to aid such employers in assessing my potential and eligibility for Co-Op positions. I understand that at an employer's request the Co-Op Coordinator's office will furnish student grades to their Co-Op employer.

I understand _____

I have read and understand all statements in the application. I also certify that all information provided is true and accurate to the best of my knowledge.

Signature _____ Date _____

EXPECTATIONS OF THE CO-OP / INTERNSHIP STUDENTS

As a prospective co-op / Internship candidate you have responsibilities to **BOTH** the university and the employer and you are **REQUIRED** to abide by the policies and procedures set forth at the onset of this commitment.

AS A CO-OP / INTERNSHIP STUDENT YOU MUST:

- Be properly attired and prepared before every interview.
- Be prepared to relocate and arrange for housing and transportation as necessary if you formally accept a job offer from a co-op / Internship employer.
- Carefully consider any offer from an employer before accepting or declining. You will be held accountable for any commitments or agreements you make with a Co-Op / Internship employer. You are also required to notify the co-op Coordinator's Office immediately of your final decision.
- If you decide to leave your assigned position for any reason or your co-op / internship contract with the company is not renewed for the following semester, you will not be eligible for any unemployment compensation or benefits.
- Arrive on time to the co-op / Internship placement. If an emergency arises, you should notify both the co-op Coordinator's Office and the employer.
- Notify the co-op Coordinator's Office of every change in work schedule established at the time of placement.
- Adhere to company policies and procedures, paying particular attention to safety rules.
- Perform the job satisfactorily or notify the co-op Coordinator's Office as soon as any serious work problems develop. Failure to perform satisfactory work may result in job termination by the employer and immediate loss of co-op / Internship status.
- Submit an evaluation of the on-the-job experience at the end of every work semester to receive a passing grade for the term.

I have read and understand the Expectations of the Co-Op / Internship Students above.

Signature _____ Date _____

CO-OP / INTERNSHIP PROBATION AND DROP POLICY

STUDENTS MAY BE PLACED ON CO-OP/INTERNSHIP PROBATION FOR A PERIOD OF ONE SEMESTER IF THEY:

- Fail to maintain a minimum GPA requirement of 2.5 overall.
- Fail to take a minimum of 12 semester credit hours during school semesters on the alternating schedule or at least 6 semester credit hours on the parallel schedule.
- Transfer to JSU holding jobs arranged for them by other recognized Co-Op Offices, but do not yet meet the minimum JSU hour/GPA requirements, as listed.

A JSU Co-Op / Internship student may keep his/her job until the end of the designated probationary period. If the conditions of probation have not been met by the end of the specified term, the student may be dropped from the co-op / Internship program.

A student may be reinstated to the co-op / Internship program once all conditions of his/her probation have been satisfied. In all cases, formal warning letters will be sent to deficient students and to their co-op / Internship employers to place the students on probation at the beginning of the designated period.

I have read and understand the Co-Op Probation/Drop Policy above:

Signature _____ Date _____

INDIVIDUAL SKILLS INVENTORY

This information is a confidential, self-evaluation tool, so please rate yourself accurately.

This form will not have any direct effect on your job placement but is included to help you identify any areas in which you may need guidance or improvement.

PLEASE RATE THE FOLLOWING STATEMENTS:

5-Strongly Agree; 4-Agree; 3-Somewhat Agree; 2-Disagree; 1-Strongly Disagree

1. _____ I avoid using filler words when I talk (e.g., um/like/you know)
2. _____ I look people in the eye when talking to them.
3. _____ My posture is appropriate, but not formal (standing and sitting).
4. _____ I dress to fit the occasion.
5. _____ I pay close attention when people speak to me.
6. _____ People with authority react positively to what I wear.
7. _____ I avoid crossing my arms during a conversation.
8. _____ I am enthusiastic.
9. _____ I am sincere.
10. _____ I am honest.
11. _____ I am modest.
12. _____ I avoid playing with my glasses, hair, tie, rings, watch, keys, etc.
13. _____ I know how much cologne or perfume is too much.
14. _____ I avoid slumping when I sit or stand.
15. _____ I am on time for meetings and appointments.
16. _____ My handshake is firm and vigorous.
17. _____ I am polite.
18. _____ Smiles are a big part of my day-to-day communication.
19. _____ My shoes are always clean or polished.
20. _____ I get along well with others.
21. _____ I always make the right decision.
22. _____ I am very dependable.
23. _____ I am a quick learner.
24. _____ I produce above average quality of work.
25. _____ I am rarely absent from work or school.

Please **TYPE** out your answers to the following questions on another sheet of paper and attach them, OR Email your answers to lmjohnston@jsu.edu. These are the types of questions you will be asked in an interview setting, so please take time to think them through.

26. What are your two biggest strengths? How will you use them in your co-op position?
27. What is your biggest limitation? How will you work through that in your co-op job?
28. What career or personal goals do you hope to accomplish as a co-op student?



700 Pelham Road North
Jacksonville, AL 36265
207 Merrill Hall
256-782-5482
www.jsu.edu/careerservices
careerservices@jsu.edu



[/JSUCareerServices](https://www.instagram.com/JSUCareerServices)



[@JSUCareer](https://twitter.com/JSUCareer)



[/JSUCareerServices](https://www.facebook.com/JSUCareerServices)

FACULTY/STAFF RECOMMENDATIONS

Student: Complete information on both copies and give to two JSU faculty / staff who will provide a recommendation for you to be part of the co-op program. Once you hand it to them, that is all you need to do.

Faculty/ Staff: Please note that this is an online recommendation process, and once submitted, comes to the Co-op Coordinator in email form. Thank you for your support of the JSU Cooperative Education Program!

STUDENT INFORMATION

Name: _____ Student ID# _____

Major: _____ Minor: _____

Anticipated Graduation Date: _____

WWW.JSU.EDU/CAREERSERVICES/RECOMMEND_FORM.HTML

Thank you!!

Lola N. Johnston
Cooperative Education Coordinator
256-782-5092
lmjohnston@jsu.edu

Cut here-----

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[WWW.JSU.EDU/CAREERSERVICES/RECOMMEND FORM.HTML](http://WWW.JSU.EDU/CAREERSERVICES/RECOMMEND_FORM.HTML)

Thank you!!

Lola N. Johnston
Cooperative Education Coordinator
256-782-5092
lmjohnston@jsu.edu



700 Pelham Road North
Jacksonville, AL 36265
207 Merrill Hall
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www.jsu.edu/careerservices
careerservices@jsu.edu



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[@JSUCareer](https://twitter.com/JSUCareer)



[/JSUCareerServices](https://www.facebook.com/JSUCareerServices)