



DIVISION OF ENGINEERING DISTANCE
EDUCATION & CAREER SERVICES

Florida Atlantic University

Cooperative Education
SPRING 2010
CO-OP/INTERNSHIP APPLICATION

Deadline: Monday Oct 26, 2009

(To be included in employer resume referral)

Checklist:

- Completed Co-op/Internship Application
- Resume Uploaded on E-TechJobs

Reminder:

- Create a Student Profile in the **E-TechJobs Database**.

E-TechJobs Directions:

- Go to www.dedecs.fau.edu
- Select "Student" (underneath the category "E-TechJobs Login")
- Select "Click Here to Register"
- Complete the Fields and Upload Resume

If you have questions, please contact DEDECS Office from the list below.

Boca Raton Campus:

Division of Engineering Distance Education and Career Services (DEDECS), Science and Engineering Building (S&E), Room 103A Phone: 561.297.2694, Fax: 561.297.2659, Website: www.dedecs.fau.edu Email: DEDECS@eng.fau.edu

Davie Campus: Mod 38 G, Phone: 954.236.1214, Fax: 954.236.1213

MacArthur Campus (Jupiter): SR 110, Phone: 561.799.8010, Fax: 561.799.8046

SAMPLE RESUME

Matt Smith

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

EDUCATION:

Florida Atlantic University Boca Raton, FL
Bachelor of Science degree
Double Major: Computer Science, GPA: 3.2 May 2007

RELEVANT COURSEWORK:

Intro to Programming in C Data Structure	Computer Applications Logic Design	Programming Concepts CAD Based Computer Design
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EXPERIENCE:

Help Desk Support Intern June 2005 – 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 2004 – May 2005
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 2001 – June 2004
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, C++

AWARDS/ACTIVITIES:

Dean's List 2003, 2004, 2005 and 2006
Member of Sigma Beta Delta, national honor society, 2005- Present
Vice President of Student Government Association, 2005-2006
Student Member of the Association for Computing Machinery (ACM), 2004- Present
Award recipient of Scholastic Achievements Scholarship, 2002



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Co-op/Internship Application

Please print or type clearly.

Name: _____ Z #: _____
(First) (M.I.) (Last)

Current Address: _____
(Street) (City) (State) (Zip)

Permanent Address: _____
(Street) (City) (State) (Zip)

Current Phone: (____) _____ E-mail: _____@fau.edu Cell Phone: (____) _____

Degree in Progress: B.S. Graduate Expected Graduation Date: _____
(Month/Year)

Classification: Sophomore Junior Senior Graduate Student

Major in the College of Engineering and Computer Science:

- Civil Computer Science Computer Engineering BIET Bioengineering
 Electrical Mechanical Ocean Geomatics

Total Number of Credits Completed to Date: _____ FAU Cumulative G.P.A.: _____

Do you prefer Co-op / Internship: Part-time (15-20 hours a week) Full-time

Are you willing to relocate for Full-time Co-op / Internship? Yes No

Status: U.S. Citizen Permanent Resident International Student

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

- Male American Indian White/Caucasian
 Female Asian Hispanic/Latino
 Physically Challenged Black/African American Other _____

Signature and Approval Form

TO BE COMPLETED BY STUDENT:

I am applying to participate in the Florida Atlantic University Cooperative Education Program.

I certify that I:

1. Am a degree-seeking student at FAU and I am in good standing (not on probation; suspension or dismissal);
2. Am **not** currently on a TA or RA contract with my academic department
3. Have at least a 2.75 undergraduate FAU cumulative GPA and completed 30 credits (sophomore status);
4. Consent to the release of personally identifiable educational records and other relevant information regarding my academic performance while a student at FAU;
5. Will, if receiving Financial Aid, check with the Financial Aid office before beginning a Co-op/internship assignment.
6. Have read and understand the Cooperative Education Student Agreement and agree to abide by the regulations therein;

For International Students:

7. If seeking credit, will register for the required departmental Co-op/Internship course upon acceptance of a Co-op/Internship assignment per departmental approval;
8. Have attended a U.S. college for at least 12 months and have been enrolled in my current program for at least one semester (**F-1 students only**)

Student Signature

Date

TO BE COMPLETED BY DEPARTMENTAL ACADEMIC ADVISOR:

Current cumulative GPA _____ Student doing Co-op/Internship for Credit _____ Not for Credit _____

Course Number _____ # of credits to register student for _____ Semester/Year _____
 Summer Spring Fall

Departmental Academic Advisor

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-op/Internship students and that he/she must receive, in writing, Curricular Practical Training work authorization for Co-op/Internship from the ISSS **prior** to beginning any Co-op/Internship employment. **He/she understands that employment may not begin before, nor extend beyond, authorized dates on his/her I-20 ID.**

Student

Date

International Student and Scholar Services

Date



DIVISION OF ENGINEERING DISTANCE EDUCATION & CAREER SERVICES

Florida Atlantic University

Co-op/Internship Student Agreement

Name: _____ Z # _____
(First) (M.I.) (Last)

College of Engineering and Computer Science Major: _____

As a participant in the Cooperative Education program at Florida Atlantic University I agree to the following:

- I authorize the Division of Engineering Distance Education & Career Services (DEDECS) Office to release my resume to prospective employers as necessary when Co-op/Internship employment opportunities arise.
I will participate in my Co-op/Internship job search by maintaining contact with my Coordinator and will return all telephone calls and e-mails to employers as well as research the company prior to an interview.
I acknowledge that my acceptance of a Co-op/Internship 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 accept a position I will notify the DEDECS office immediately. If I am seeking credit I will register for the appropriate course for my Co-op/Internship Work Experience each semester I participate in the Co-op/Internship Program pending departmental approval. If I am an International student, I understand that I am required to register for the appropriate Co-op/Internship course for my Co-op/Internship work experience. Failure to register for each Co-op/Internship period (one semester) will be cause for termination of my Co-op/Internship assignment.
I will complete and submit a Co-op/Internship Placed Form.
I will submit two Student Co-op/Internship Evaluation Reports and my Employer will submit an evaluation to the DEDECS Office in accordance with established deadlines. It is my responsibility to follow up with my employer for final evaluation.
Nearing completion of my Co-op/Internship I will attend a debriefing meeting to be held by DEDECS prior to the end of the 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-op/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-op/Internship assignment and, as such, I am not entitled to unemployment compensation based upon any Co-op/Internship employment period.
I understand that the Cooperative Education Office will make every effort to refer me to a Co-op/Internship position, but is unable to guarantee Co-op/Internship employment.

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-op/Internship 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-op/Internship Program at Florida Atlantic University.

Student Signature

Date

Engineering Co-op/Internship (DEDECS)

Date



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Florida Atlantic University

How to Register for Co-op/Internship Credit

International/U.S. Citizen 1 Credit Payment Information:

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-op/Internship Program. The Co-op/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.

Types of Co-op/Internship Credit:

There are two types of Co-op/Internship credit, additive and elective.

1. **Additive credit does not** count toward student 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-op/Internship for 1 additive credit.
2. **Elective credit must be approved in writing by your academic department and/or college.** If you are approved to take Co-op/Internship 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-op/Internship to count toward general education electives.

Co-op/Internship is graded on a Satisfactory/Unsatisfactory basis.

NOTE: 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 appropriate sections of signature and Approval Form filled out.
2. Ensure a copy of your job description is turned in to the DEDECS.
3. If your Co-op/Internship is approved for general education elective credit, your advisor must give you approval to do so. 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-op/Internship 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 DEDECS Office.
5. You will then be registered for the appropriate Co-op/Internship course.

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

Student Signature _____

Date _____

Division of Engineering Distance Education and Career Services (DEDECS)

Phone: 561.297.2694 • fax: 561.297.2659 • www.dedecs.fau.edu

E-TechJobs

Engineering & Computer Science Students

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- FREE Access to FAU Graduates (available upon request)

SIGN UP TODAY AT:

www.dedecs.fau.edu "E-TechJobs Students/Alumni"

Questions: Call 561-297-2694 or e-mail dedecs@eng.fau.edu.