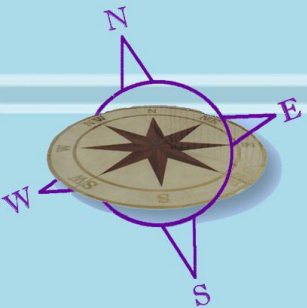


Securing a Co-op Job or Internship





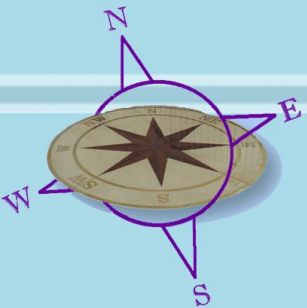
E A S T
CAROLINA
UNIVERSITY

THE CAREER
CENTER

"Helping Pirates Achieve Success"

Brought to you by

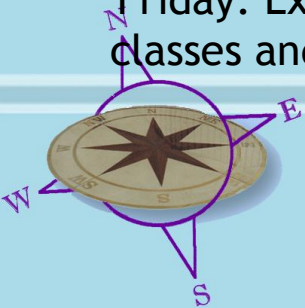
The Career Center @ ECU





APPOINTMENTS

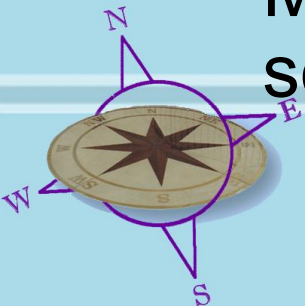
Our hours are 8:00 am - 5:00 pm Monday - Friday. Extended hours available for ECU classes and groups upon request and staff availability.



- ◆ Call 328-6050 to arrange an appointment.
- ◆ The Career Center Development has a cyber cafe with knowledgeable staff and state-of-the-art career resources.
- ◆ Register via the web and fax.

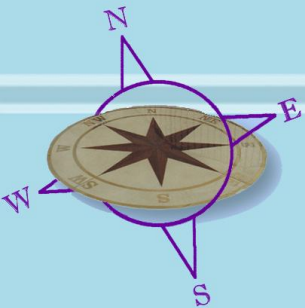
Cooperative Education

- “Co-op” is a structured educational program integrating classroom studies with learning through productive work experiences in a field related to a student’s academic/career goals.
- Co-op students are almost always paid and are generally completed over multiple semesters.
- Most (not all) co-op programs involve some sort of academic credit.



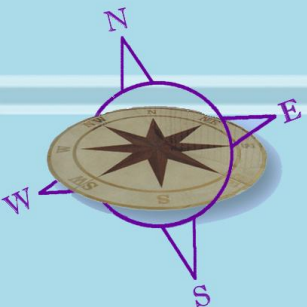
Cooperative Education (cont'd)

- **The Alternating Plan**
Students alternate semesters of full-time study with semesters of full-time work. Usually at least two work terms are required.
- **The Parallel Plan**
Students work part-time while attending school full-time.



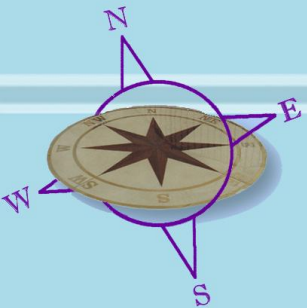
Internships

- Typically a one-time work or service experience done by a student who has attained some academic preparation in a professional field.
- The student, advanced undergraduate or graduate student, works in a professional setting under the supervision of at least one practicing professional.



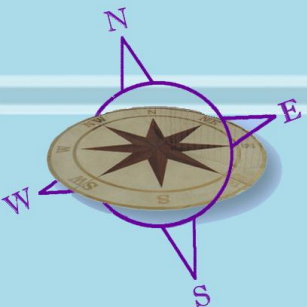
Internships

- Some internships are more involved than others.
- Paid vs. Unpaid.
- Internships may be eligible for academic credit (if offered by your major).
- Even if you don't get credit, you can have it put on your transcript.



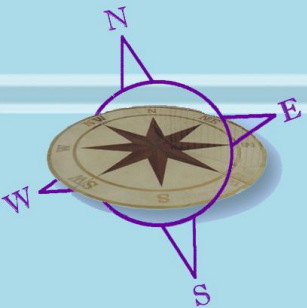
Academic Credit

- Unpaid positions require academic credit.
- Credit is distributed through academic departments/schools/colleges.
- GPA below 2.0, requires academic credit.
- Tuition will be charged.



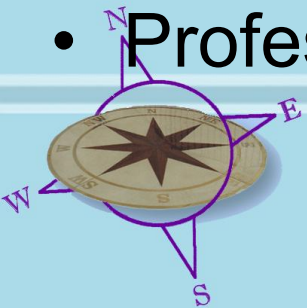
Paperwork Available

- Placement Confirmation (student).
- Intermediate Evaluation (student).
- Final Evaluation (student).
- Employer Evaluation (employer).
- Documentation of Hours (employer).



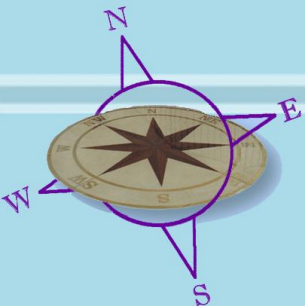
Search Tools

- www.myinterfase.com/ecu/student for access to our Career Connections website
- [ReferenceUSA](#)
- [ONET](#)
- [Monstertrak.com](#) (password: Joyner)
- Student Organizations
- Professional Organizations
- Internet
- Faculty
- Friends
- Alumni
- Parents
- Cyber Cafe (TCC)



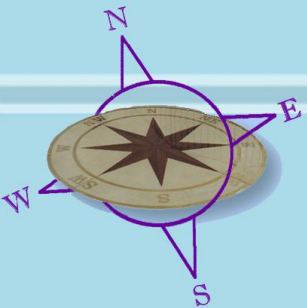
Application Process

- Varies with each company.
- Registered with TCC.
- Prepare resume and cover letter.
- Additional materials may include; application, letters of recommendation, references, transcripts, essay, attend information session, etc...
- GPA \geq 2.0 (ECU requirement, employers may have higher requirement).



Additional Items

- Start the process early.
- Beware of deadlines.
- Some require Contracts/Agreements.
- Faculty must approve sites for credit.
- Student status (prior to graduation).
- Health Insurance and Financial Aid.



Contact the Liaison with your College

The Career Center
701 E. Fifth Street
(252) 328-6050
(252) 328-6425 fax
(800) 391-0506

www.ecu.edu/e3careers/

