

University of Michigan-Flint



Co-Op/Internship

Student

Information Packet

COOPERATIVE EDUCATION/INTERNSHIP STUDENT AGREEMENT

COOPERATIVE EDUCATION AND INTERNSHIP PROGRAM ACADEMIC ADVISING AND CAREER CENTER (AACC) THE UNIVERSITY OF MICHIGAN-FLINT

Cooperative Education/Internship students are unique students. They graduate not only with a degree, but experience. As you consider Cooperative Education and Internships, this must be approached seriously and with much thought and planning. We are pleased to explain to you the opportunities afforded to you by participating in the Cooperative Education & Internship Program at the University of Michigan-Flint. We believe that if you have a dedication to this cooperative type of education, you will receive the greatest educational benefits possible. Our program is committed to locating training assignments, which will expose you to the career plan you pursue; and, through this program, you have the opportunity to see the relevance between classroom theory and practical experience.

We will spend considerable time in working with you to assist you in locating a responsible employer who will expose you to various facets of the work world. It is important to remember that placement is not guaranteed. In order for you to be dedicated and committed to the program, it is necessary that you understand the program requirements.

ADMINISTRATION OF THE PROGRAM

Finding experiential assignments, which are mutually beneficial to students, as well as, to employers, is not an easy task, especially without assurance to the employer that there will be continuity in the program. If the turnover of co-op/intern students is too great or if problems occur, naturally the employer may discontinue the Co-op/Internship Program. It is the Academic Advisor/Counselor who works to satisfy the student and the employer. While the program is designed to provide enough flexibility to meet the students' needs, it is important that rules and regulations are enforced to insure a reasonable amount of security to the employer.

For this reason, the final responsibility for decisions with respect to AACC's Cooperative Education & Internship Program rests with the Academic Advisors/Counselors of the Academic Advising and Career Center.

COOPERATIVE EDUCATION/INTERNSHIP AGREEMENT

Cooperative Education and Internships are not to be viewed as "just a job." It is the beginning of your professional career and must be viewed as such by you. Continuity is the key to a successful Co-op/Internship Program from the employer's point of view. It is the responsibility of the University of Michigan-Flint to assure the cooperating employers that it will not be necessary for them to train a new employee each semester, and, for this reason, it is necessary that you read, understand, and sign this agreement.

- 1) Compose and register your resume on the web using UM-Flint Career Connection
- 2) If you are referred to an employer by the Cooperative Education/ Internship program and accept a Co-op/Internship position with the employer, I agree to a) to be evaluated by the employer each

semester as soon as I am employed (and will send an evaluation at the end of each semester: November, March, July), b) maintain contact with AACC c) maintain employment with your Co-op/Internship employer for a minimum of two complete semester for Co-op and one complete semester for internships (Fall, Winter or Spring/Summer).

- 3) By signing this agreement it is understood that you have read and agree with all information stated in the student information packet. It is your responsibility to keep pertinent documents available for review.
- 4) If you require work-place accommodations (in accordance with Title 1, ADA Act) to participate in a Cooperative Education or Internship position, you must notify AACC prior to the start of the position to insure that effective and reasonable accommodations are put in place.
- 5) If you are referred to an employer by AACC and accept employment with the employer, AACC will consider you a Co-op/ Internship student with that employer until such time as you either permanently terminate employment with that company or become a career employee with said company upon graduation with that firm.
- 6) I understand that it is my responsibility to notify AACC if any change in my job status should occur. Furthermore, I understand that I will not terminate my co-op/ internship position without discussing beforehand this matter with AACC.

I understand that if I terminate my co-op/internship position without the consent of AACC, I will not be eligible to participate in further co-op/internship opportunities through AACC.

- 7) I hereby give my permission for AACC to have available to it a complete student record (transcript) and to release it to requesting employers. I also authorize AACC to release information contained in the employer's evaluation and faculty recommendation.
- 8) Occasionally employers may classify the employment by terms such as summer hire, permanent position, etc. This may vary with companies and may depend on budgeting policies or other circumstances. Therefore, after the facts of the work position are identified, it is agreed and understood that AACC has the sole responsibility and right to determine whether or not the work position is to be classified as a Co-op/Internship position. It is understood that any job obtained through AACC has met the criteria to be classified as a co-op or internship position..
- 8) Finally, I will adhere to both the University of Michigan – Flint student guidelines and the rules and regulations of the employer.

Your signature on this agreement affirms that you understand the contents of this Student Co-op/Internship Agreement, all of the contents of the program packet and will fulfill the responsibilities expected of a Cooperative Education/Internship student.

Print Name

Student Signature

Date

Major

The University of Michigan-Flint
Cooperative Education & Internship Program
Etiquette Guidelines

As a member and representative of the University of Michigan-Flint Cooperative Education/Internship program, you are expected to uphold etiquette standards when interacting with employers throughout the entire Cooperative Education/Internship process. The following standards have been established to outline your areas of responsibility when responding to, interviewing with, and working for employers participating in this program. Failure to uphold these etiquette standards negatively impacts personal integrity, diminishes the reputation and perceptions of the University of Michigan-Flint standards of excellence, and will jeopardize your ability to actively participate in the Cooperative Education & Internship Program.

- Cooperative Education/Internship Program participants are expected to respond promptly to employer phone calls resulting from resume referral. Even if you are not able to interview for a position, you are expected to be forthright with the employer regarding your intentions about the position.
- If an interview is arranged with an employer you are expected to show up for the interview in professional dress and prepared to engage in an interview discussion. We highly recommend that you research the company at their website prior to interviewing.
- You are expected to be honest during interview discussions with employers regarding both qualifications and interest in the position.
- If hired, you are expected to uphold the scheduling arrangements made with the employer.
- You are expected to treat positions obtained through the program with seriousness and appreciation for the career related work experience it represents while striving to achieve job objectives.

Your signature on this form affirms that you understand the contents of this “Etiquette Guidelines” form and will fulfill the responsibilities outlined.

Student Name

Student Signature

Date

UNEMPLOYMENT COMPENSATION

The University of Michigan – Flint Academic Advising and Career Center

You are advised that employment under a university co-op program generally may not entitle you to unemployment compensation upon termination of the co-op assignment.

Unemployment Compensation was established in 1937 and is presently administered under the Federal Unemployment Tax Act of 1970 (F.U.T.A.), as amended, and the employment security acts of several states. The program is administered by each state and varies according to the amendments adopted by each state.

Under “Exclusions from Employment” The Federal Act excludes Cooperative Education students up to the age of 22 with the following paragraph, which is also in all state acts: {In Michigan, see section 43 of the Michigan Employment Security Act, (m). }

“Service performed by an individual less than 22 years of age who is enrolled at a nonprofit or public educational institution which normally maintains a faculty and curriculum and has a regularly organized body of students is a student in a full-time program, taken for credit at the institution, which combines academic instruction with work experience, if the service is an integral part of the program, and the institution has so certified that fact to the employer. This subsection does not apply to a program established for or on behalf of an employer or group of employers.”

In Michigan, an additional paragraph (q) has been included under “Exclusion from Employment” which excludes Cooperative Education students **at any age** as follows:

“Service performed by a college student of any age, but only when the student’s employment is formal and an accredited part of the regular curriculum of his school.”

The UM-Flint Academic Advising and Career Center will certify to employers the official co-op status of students enrolled in its co-op program.

If you believe you are entitled to unemployment compensation upon termination of employment, you can contact the Michigan Unemployment Insurance Agency (MUIA) to determine the issue. Be advised that any misrepresentation of your status as a co-op student to the MUIA may be subject to penalty.

Student Signature

Date

Cooperative Education and Internship Program
The University of Michigan-Flint

**FACULTY RECOMMENDATION
FORM**

Name of Student _____ Student's Major _____

Name of Faculty Reference _____ Title _____

Department _____ Phone Number _____

In comparison with other students whom you have known at comparable stages of their academic programs and/or work careers, please rate the applicant in the following areas. If you are unable to evaluate an area, please leave it blank. If the area is not applicable, indicate N/A.

	Excellent	Good	Average	Poor	N/A
Leadership					
Initiative and Motivation					
Responsibility					
Maturity					
Resourcefulness & Creativity					
Capacity for Learning					
Quality of Work					
Relationship with Others					
Career Commitment					
Class Attendance					

Please make additional clarifying comments concerning the student's qualifications.

Signature _____ Date _____

Please return to:
Academic Advising & Career Center
285 University Pavilion
(810) 762-3085
www.umflint.edu/advising
University of Michigan-Flint
Academic Advising and Career Center

FINDING YOUR OWN INTERNSHIP

Academic Advising and Career Center
285 University Pavilion
810-762-3085
www.umflint.edu/advising

HOW TO GET STARTED

- 1) Make an appointment with an Academic Advisor/Counselor in the Academic Advising and Career Center (AACC) to enroll in the Cooperative Education/Internship Program, establish a UM-Flint Career Connection account, and have your resume critiqued.
- 2) Upload your resume to Career Connection and publish it in at least one resume book.
- 3) Explore and research the kind of organization for which you are interested in interning.
- 4) Review the internship listings on UM-Flint Career Connection.
- 5) Many web sites are devoted to internship possibilities. Check out UM-Flint Career Connection at www.umflint.edu/careerconnection.
- 6) Utilize Internet search engines to find employer/internship information.
- 7) Make a list of target employers. Call for information and ask who is in charge of hiring interns.
- 8) Have your resume and cover letter critiqued by an advisor in the Academic Advising and Career Center.
- 9) Try to target your resume and cover letter to the employer in order to get an interview.
- 10) Follow-up one week after you send your cover letter and resume.**
- 11) Review the “Interview Handout Packet” that is available in the AACC.**
- 12) If you get an interview, use your résumé’s format to outline a presentation of why you and this internship are a perfect match.
- 13) In an interview be prepared to present the benefits you can provide to the employer.
- 14) Send a thank-you letter reaffirming your interest in the position. You may also want to clarify or reiterate any important questions you were asked.
- 15) Prior to starting any internship/co-op experience, contact the AACC to receive Employed Student Packet.
- 16) Complete all required paperwork in Employed Student Packet with Internship/Co-op Supervisor and return it to AACC.

TIPS FOR BETTER NETWORKING

If you are looking for a new job, you probably realize how time consuming the process is. Many people say job searching is equivalent to taking on a part-time or full-time job; only, this one is unpaid.

One of the key ingredients in a successful job search is good networking skills. Networking is the process of making connections with people who can help you find the kind of job you are seeking. Once you know what kind of job or career you want to pursue, take comfort in the fact that there are many sources of information that can help you land a job. By using your networks, you can widen your pool of job contracts and perhaps find your next job sooner.

Alma Mater - Former professors can put you in touch with professionals in your field of academics. Many colleges and schools hold local alumni chapter meetings where you can build new networks. In addition, don't forget to tap into local college/university career service centers for information on job-market trends and job-search strategies.

Friends/Relatives - A popular network, and perhaps the easiest, is none other than your friends and relatives. They have a vested interest in you. Whether or not in the same profession as you, do not underestimate friends and relatives as contacts. They may be able to pass along a third party job tip.

Informational Interviews - Probably the most rewarding and yet the most difficult to obtain, the informational interview is a good way to obtain information from professionals about the industry and their particular organization. However, do not push to get your resume to personnel. Think of this as just an information-gathering session, unless of course the professional asks for your resume.

Internet - One of the new methods to search for jobs. Based upon your scope of searching, this can be a very effective method of searching and making contacts.

Job Fairs/Trade Shows - Here is an opportunity where you can meet other professionals and recruiters. You can discuss job opportunities in a noncommittal way and pass along your resume if interested. Check newspapers and universities for job fair listings.

Mentors - If you are fortunate enough to have a good professional mentor, one who has a wealth of knowledge, he or she can put you in touch with high-level decision makers, or provide you with sound career advice.

Newspapers/Publications - A commonly tapped source of job openings, but because they draw such a large pool of applicants, this is not the most common means of landing a job. In addition to local newspapers, check association newsletters and local university bulletin boards.

Previous Jobs - Former employers and co-workers with whom you've had a strong, positive work relationship can provide you with good leads as well as references.

Professional Contacts - Tap your own pool of contacts. A trustful colleague may be very helpful to you. Discretion is advised, however, since some of your business associates may be in direct competition with you for a new job.

Professional/Trade Associations - By joining an association related to the job field/career you are pursuing, you gain access to all the fellow association members. Many associations have local chapters that may provide you with an excellent forum for building a network of contacts.

University of Michigan-Flint Academic Advising & Career Center - Staffed by professionals who are knowledgeable about current jobs, UM-Flint Academic Advising and Career Center lists current job openings and has available numerous resources for employer addresses and information. This is a good place to get assistance with resume-writing, interview skills and relevant job-searching techniques.

*The key to good networking is to get the word about your job search out to as many people as possible. Any one of your friends or business associates could be the link between you and your next job.