SERVICES FOR INTERNATIONAL STUDENTS

CENTER FOR CAREER & PROFESSIONAL DEVELOPMENT
OUR MISSION

To provide programs and services to assist students in discovering & clarifying career choices, and to teach them to manage their careers effectively.
OUR SERVICES & PROGRAMS FOR YOU

- Counseling Appointments
- Daily Walk-in Hours for Resume & Cover Letter Critiques
- Special Topics Workshops
- Joblink: Job Postings
- Employer Informational Meetings
- On-campus Interviews
SPECIAL PROGRAMS

- Undergraduates
  - Freshman Fridays
  - Sophomore Career Experience
  - Experience Matters

- Programs for All Students
  - Cooperative Education Program
COOPERATIVE EDUCATION PROGRAM

- Must be enrolled for 1 academic year first!
- Set up as part of Curricular Practical Training (CPT)
- Time not subtracted from Optional Practical Training.
- More than 12 months of CPT cancels OPT!
REQUIREMENTS FOR UNDERGRADUATES

- Must have 2.0 GPA
- Work 1 semester & 1 summer
- Required to attend “Co-op Briefing”
- Submit job offer letter & resume to CCPD
- Must get signature on Co-op Work Plan from your advisor
REQUIREMENTS FOR GRADUATE STUDENTS

- Must have a 3.2+ GPA
- May work 1 term (summer or semester) or more up to 1 year.
- Required to attend a “Co-op Briefing”
- Submit job offer letter & resume to CCPD
- Advisor must approve your work request.
- Must get signatures on a “Co-op Work Plan” from CCPD, your GPD, OGE & ISSS.
NOTES TO REMEMBER

- You can’t be on co-op your last semester.
- Co-op is not required for your degree
- Co-op positions during the fall or spring semester for grad students will be carefully reviewed
- Students have to work at least ½ of a term to be registered for co-op
- You may not work 1 day or even attend orientation without authorization!
CONDUCTING A JOB SEARCH

- Set up Joblink account
- Consider account on Monster or CareerBuilder
- LinkedIn account
- Research companies on Hoovers.com; Bizjournals, others
- Attend Career Fairs, Informational Meetings
- Join Professional Societies
- Network!
UNDERSTAND THE LAW

During the application process, you may/may not be asked by an employer to answer the following questions:

1. Are you legally authorized to work in the U.S. for any employer?
2. Will you now or in the near future require visa sponsorship?
THE LAW (CONT.)

You are encouraged to ask employers at the earliest opportunity if the position being applied for has any citizenship or other restrictions based on U.S. law relating to national security or export controls.

At time of actual hire, you will have to provide work eligibility documentation.
WHAT ‘S IMPORTANT TO EMPLOYERS

- Good communication skills
- Leadership
- Experience with teams
- Honesty in the job search process
- Being punctual
- Initiative
Career Fairs

NSBE/SHPE Career Fair
September 27, 28, 2013

CCPD Spring Career Fair
February 12, 2014
HOW TO DRESS

**Men**
- Nice Suit with matching tie
- Don’t overload on the cologne
- Polished formal shoes
- Pressed and shirt tucked in neatly

**Women**
- Nice Suit- skirt or pant suit is fine
- Don’t overload on the perfume, makeup or jewelry
- Panty hose with a low heeled shoe
- Tailored shirt tucked in neatly
QUESTIONS?

BEST OF LUCK IN YOUR JOB SEARCH!