

## Student Employment

Experiential Learning programs provide students opportunities to gain work experience and exposure to career pathways through real world engineering and computer science employment. Students can participate in the USF Experiential Learning Program through traditional Cooperative Education or direct Corporate Employment via full- or part-time internships.

**Career Center Cooperative Education (Co-op) Program.** The Career Center administers the University's Cooperative Education Program (Co-op). Co-op is a relationship between the University and employer that allows students to engage in a paid training experience in fields related to their major while pursuing their degree. While Co-op is always a paid position, it is not credit-bearing. Students must have completed a minimum of 45 credit hours prior to the first Co-op assignment, and students will be required to enroll in a one credit semester Co-op course. The student will receive a grade from the employer. The grade will be based on skills development, learning outcomes, and employer input and evaluation. Students who receive "satisfactory" may be invited to return to the program for additional assignments. Student wages are set by the employer; and most engineering students earn at least \$10.00 per hour. Cooperative Education may be a **one or multi-semester** commitment from the employer and the student, and can follow one of two plans:

**The Alternating Plan** allows students to alternate full-time semesters of training (35-40 hrs a week per semester) with full-time semesters of study. This approach allows students to immerse themselves into their co-op experience without the distraction of class work. Students fully participate in the work day and work week and experience the depth, breadth, and culture of the engineering profession.

**The Parallel Plan** allows students to work their Co-op assignments on a part-time basis (15-25 hours a week per semester) while taking classes.

**To enroll as a Co-op Employer: Employers whom are interested in the Co-operative Education service are encouraged to begin the process early to take advantage of the other Career Center Services.** The chart below indicates the month to notify us of your interest in participating; when interviews for potential Co-op candidates take place; and when students begin on-site training.

<b>Student Start Date</b>	<b>When to Contact Us</b>	<b>Co-op Interview Period</b>
January (Spring Semester)	October (Fall Semester)	November
May (Summer Semester)	February (Spring Semester)	March
August (Fall Semester)	June (Summer Semester)	July

For additional information please contact: Dan Van Hoose, Assistant Director ([Dvanhoos@admin.usf.edu](mailto:Dvanhoos@admin.usf.edu)).

## **Informing USF Engineering Students About Your Career Connections Opportunity**

Employers new to the Corporate Partners Program and new users to the Career Connections system are asked to contact Melissa Tihor for a Welcome and Introduction to the College. Melissa can be reached at Tihor@usf.edu or by telephone at (813) 974-2960. Below is our process of informing students about Career Connections opportunities, and links to register with the USF Career Center's Career Connections system and post a position.

1. Register with the USF Career Center
2. Post position on Career Connections (through USF Career Center)
3. College of Engineering will check Career Connections for new Engineering-related opportunities (you can also contact Engineering with your Career Connections Job ID Number)
4. Engineering will broadcast your position to USF Engineering students.
5. Contact Engineering if you would like to set up information sessions with students and/or student organizations within the College of Engineering

## **Other Venues for Informing USF Engineering Students**

Emails and Video Board Postings: The College uses electronic media to disseminate career opportunities to our students in the forms of: Career Connections, emails, video board postings, Facebook and webpage announcements, and newsletters. Typically, employers send us a brief email with an attached Flyer (in PDF format) announcing an employment opportunity or an upcoming visit to the College. The information will be forwarded to all of our students. It is most efficient to include the majors of interest in the subject line. Suggested information to disseminate includes:

Majors/Audience of Interest (who should attend)

Activity (Employment/Internship, Interviews, Information Session, Workshop, etc.)

Sponsor/Company name and website or link for more information

Location/Room (Career Fair, Career Center, College of Engineering, etc.)

Date/Time (deadlines)

Refreshments (Pizza or other)

Scrolling Video Board Postings: We will post flyers on the scrolling video board for students to view in the engineering common areas and hallways. Video board postings must be created in an uploadable power point format (File must be in ".ppt" format; ".pptx" format is not supported) to be compatible with our system. Slides should be landscape orientation with text information limited to about 6 lines for the text to be easily read and viewed from the video boards.

Web-linked Flyer: We will post Flyers (PDF format) that you create onto our College main web page as an "Announcement" of the upcoming event alongside the Calendar of Events. Interested students are able to click on the link to open the Flyer to view more information.