

Career Experience Opportunities (CEO)

"Opening Doors to Careers"

Career Experience Opportunities (CEO) is one of four units in The Career Center. Our mission is to connect students to employers who support and offer meaningful, relevant, and high quality major/career-related experiential learning work opportunities e.g., internships, cooperative education and other similar positions.

The CEO Office also offer students two options to receive recognition for their internship or co-op work experience through the University Recognition Program (URP) or the Career Internship Certification Program (CICP). Visit the Career Center's website for more information about these programs and to determine which one is the best option for you.

Hours: M-F 8am to 5pm

Phone: (850) 644-9775

Frequently Asked Questions

Co-ops

What are the major differences in the internship and co-op programs?

Internship assignments usually last only one semester, may be paid or unpaid, and may be approved for academic credit at the discretion of your major department; co-op assignments are for at least 2 semesters, are always paid, but is a non-credit bearing course administered through Blackboard and it is graded on the S/U basis only.

How far in advance should I apply before the semester I am seeking an internship or co-op position?

You should apply at least a full semester before the semester in which you are seeking a position. Specific application deadlines will vary by employer. Please be sure to speak with a CEO staff member well in advance of applying if you are interested in working with the federal government and private companies.

What is co-op?

Co-op is a paid multi-semester (minimum of two) educational work experience program, which enables students to integrate academic theory, concepts, and principles with practical, on-the-job experience in a professional work setting.

Who qualifies for co-op?

Degree seeking FSU sophomores or juniors with a minimum GPA of 2.5 + or any graduate student with 3.0 GPA may qualify. Most co-op opportunities are usually available in the following majors: engineering, computer science, MIS, and business. Seniors cannot be placed on alternating co-ops, but may be considered for parallel co-ops. Graduating seniors are usually not eligible for most co-op opportunities. Transfer students must complete one semester at FSU prior to beginning the first assignment.

How do I apply for a co-op position through the Career Center?

Register for SeminoleLink Plus! Services

1. Go to <http://www.career.fsu.edu>
2. Locate the SeminoleLink Log-in box on the right side of the page
3. Log in with you FSU ID and password
4. Upload your resume under the documents tab and complete your profile
5. Submit the Plus! Authorization request. Within 48 hours, our staff will check your account and approve you for SeminoleLink Plus!

Once the student has Plus! Services they will be able to log into the SeminoleLink system and submit a resume to employers for specific positions. Also see "**How do I register for co-op?**"

Can I get credit for co-op?

No. The CEO office **does not** grant academic credit; however, we can register you for “recognition” through the University Recognition Program (URP) which will be recorded on your transcript on the S/U grading system. Students must apply online, be approved for co-op recognition, fulfill all the course assignments and receive a satisfactory or above performance rating by the supervisor, prior to receiving a grade on their transcripts.

Is there a fee for co-op?

Yes and no. Yes, if you will not be registered for FSU credit courses while you co-op. No, if you will be registered for other credit courses while on your co-op assignment.

How do I register for co-op?

Only the CEO office can approve and register you to receive recognition on your transcript for co-op. You may use online registration only after receiving permission and the reference number from a CEO staff member. Recognition (S/U grade) on your transcript cannot be given retroactively.

Are there deadlines to register and receive recognition for the co-op/internship course?

Yes, there are deadlines. The CEO Office will not be able to register students for the 3949 Cooperative Education/Intern Work Exp course after these dates:

Fall..... First Monday in October

Spring.....First Monday in February

Summer..... First Monday in June

Who are some of the co-op employers?

Many employers hire students; they include private, business and industry, and state and local government.

Do I get paid to co-op?

Yes, all Co-op positions are paid. The salary however depends on your major, your year in school, the type of employer, your experience, and the type of job for which you will be hired.

How long must I co-op?

You must co-op for a minimum of two alternating semesters (some employers require 3 terms), or if it's parallel (part time work, full-time academic load) as long as the employer and the student find the relationship compatible.

Do I decide which employer I want to work for?

Yes and no. Yes, you can select which employers you would like to “apply” to; however, the employer decides who will be hired.

Do I need a car to co-op?

No, not unless the job description stipulates that transportation is a must. However, you are responsible for getting to and from your job site.

Internships

Who is eligible to intern?

To be eligible to intern through the CEO program, students must be degree seeking and have completed at least 30 semester hours. Undergraduates must be at the sophomore level or above with a cumulative GPA of 2.0 or better; graduate students must have a 3.0 or better cumulative GPA. Note, these are the minimum requirements for our program; however, employer requirements may be higher.

Why should I intern?

Interning provides you with hands-on experience in your major/minor or chosen career field. This experience will allow you to apply what you have learned in your courses to real-life scenarios. Interning also assists you in developing other workplace skills, such as punctuality, reliability, public speaking, and interpersonal skills. Having at least one internship on your resume will make you a more competitive candidate and will give you experience to take in to your first job post-college.

Additionally, interning allows you to get a sense of what the work environment is like in your particular field, or what working for a specific company or agency will be like. This can assist you in planning your next step, whether it is accepting a permanent job at your internship, returning to the job hunt with a better understanding of your field, or deciding to return to school to pursue advanced options.

I'm a liberal arts major, is it important for me to intern?

Absolutely! Internships are not just for business and technical majors. No matter what your field of study, employers are looking for experience in the field. They want to see that you can apply what you have learned in the classroom, and internships are a prime way to demonstrate that. The liberal arts provides students with a skill set that is sought after by employers, and an internship can complement your classroom learning.

I plan to go to graduate school. Why should I intern?

Many who plan to go to graduate school choose to focus on academics or research instead of interning. These are great endeavors that will assist you in your graduate admissions; however Internships can still be an excellent option.

An internship will provide you with experiential learning that you can use as a frame of reference as you explore your studies further in graduate school. It can be a position to list on a Resume or a C. V., and may be a great talking point as you write a personal statement.

Additionally, gaining experience in your industry may provide insight as to what particular area you would like to concentrate or specialize in. Internships may give inspiration for a research topic for a thesis or dissertation, and can provide a frame of reference for your future studies. Remember that learning about a subject can occur outside of the classroom as well as inside.

What are my options for getting my internship recognized by Florida State University?

We offer several different programs for having your internship officially recognized. The following is an overview of these options:

- **Academic Department:** You may be able to earn course credit through your academic department. It is your responsibility to contact the appropriate department to determine if credit is available and comply with the policies and procedures required. Note, credit is granted at the discretion of individual departments. Therefore, it is possible it may not be available.
- **Directed Independent Study:** Academic credit may be earned for the experience if taken as a Directed Independent Study (DIS). The amount of credit is arranged by the student through a faculty sponsor or academic advisor.
- **University Recognition Program:** You may be eligible to receive recognition (notation) on your transcript in the form of an S/U grade, zero (0) credit hours through the Career Center's University Recognition Program (URP). You must first notify the Career Center for approval to register and then complete all required paperwork by pre-established deadlines. Recognition does not impact your grade point average. Call 644-9775 for more on this option.
- **Career Internship Certification Program:** You may be eligible to receive recognition for your experience through the Career Internship Certification Program (CICP). Click here or call 644-9775 for more information.
- **CLCE's Non-profit Internship Program:** You may be able to receive credit through the Center for Leadership & Civic Education's Non-profit Internship Program. For more information, here

Note: In each scenario above, it is important for you to make arrangements for credit or recognition prior to the start of your internship work experience.

Can I get recognition for my internship if I've already completed it?

Yes, however you will not be able to get recognition on your transcript nor will you be able to receive academic credit. Recognition after your internship can be given through the Career Center's Career Internship Certification Program. Note, your internship must meet the minimum criteria established for this program.

Can I get academic credit for a past internship?

No. Generally transcripts can only have courses or activities added during the semester you complete the activity.

How do I apply for an internship? (See "How do I apply for a co-op through the Career Center?")

You can find internship leads on the Internet, books and magazines such as, Job Choices located in the Career Center library; view websites of professional organizations and associations in your major or field of interest.

Are all internships full-time?

No. They vary from 10-40 hours per week, depending on the employer's needs. The minimum hours the CEO office will approve are 10 hours per week.

Can I get paid for an internship?

Yes. Paid internships tend to be some of the most sought after and thus can be competitive. Keep in mind that from a career development perspective, experience is experience, whether it is paid or not. Only you can determine whether you can take an unpaid internship.

Can I intern outside of Tallahassee?

Yes, you can intern anywhere in the state of Florida, the United States, or even abroad. The Career Center has resources to help you find internships across the globe.

Will housing arrangements be the responsibility of the employer?

In most cases no. You will be responsible for locating adequate housing and payment for rent. However, some employers have been helpful in providing housing information. The CEO office also has limited information about housing for major cities, e.g., New York, Washington, D.C., Boston, Baltimore and Atlanta.

What is the best way to explore internship opportunities?

The CEO office has online information through SeminoleLink about internship opportunities available 24 hrs. a day. Also, you can research materials on internship opportunities by visiting our Career Center Library or browsing the Internet or directly on specific employer websites. Students may also participate in on-campus interviews for internship opportunities; attend Seminole Futures (Fall and Spring) and Engineering Day (Fall & Spring). Finally, you should speak with faculty within your major department.

Am I responsible for finding my own internship opportunity?

The Career Center can provide you with the tools and training you need to find your own internship. This includes one-on-one advising, resume critiques and mock interviews. Additionally we have internship listings and career expos designed to introduce you to organizations that recruit interns for fall, spring and summer positions.

How can a student receive assistance with developing employability skills such as interviewing, resume writing, etc.?

Speak with a Career Advisor in the Career Center Library for information and assistance, or visit our Web site. To practice your interview skills, you can also sign-up for a Mock Interview (Fall & Spring) through SeminoleLink. Visit the Career Center's Web site for more information regarding the Mock Interview Program.

Can I get one-on-one advice on my internship search?

Absolutely! The Career Center has drop-in advising hours Monday through Friday from 9-4:30, with extended hours until 8:00 on Tuesdays. Bring your resume and/or cover letter for critique, and get assistance in planning your internship search with the resources in the Career Library.

Are internships posted on Seminole Link?

Yes, thousands of internships, co-ops, part time and full-time jobs are posted in Seminole Link. To access these postings, you must register for Plus! Services. ([link](#))

Do employers recruit interns at Seminole Futures or Engineering Day?

Yes, many Seminole Futures and Engineering Day organizations are interested in talking with students about internship opportunities. Before and after the expos, you can check on SeminoleLink to see which employers will return to conduct on-campus interviews in the Career Center. The employers will indicate on the participant list whether they are hiring interns. While at the expos you can speak with the recruiters to get insights on the internship's structure and training, and what departments and locations within the company take interns.

CICP Questions

What if I interned for slightly less than 6 weeks or less than 10 hours each week?

When we evaluate your internship, we are looking for sustained and substantial relevant experience. This is defined at a minimum of 60 hours of on the job experience. So if your internship was slightly less than 6 weeks, but you worked more than ten hours each week, we will likely approve it. This also applies if your internship required less than ten hours a week, but you were there for more than 6 weeks.

If your internship is slightly less than the 6 weeks/10 hours a week minimum, please email CEOAssist@admin.fsu.edu with details of your internship schedule.

How detailed should the responses be on the CICP reports?

We are looking for a response that is enough to answer the question with specific details that are substantive. Don't just say you "learned a lot", tell us what you learned and how! We are looking for specifics on your activities, learning experiences, and how your internship enhanced your chosen course of study.

What are the deadlines?

Deadlines depend on whether you are currently interning, or if you are seeking certification for a past internship. For current internships:

1. The Student Placement Report is your application and the first step to participate in the CICP.
2. The Learning Objectives and Follow-Up Report are due 2 weeks into your internship.
3. The Final Student Performance/Reflection Report is due the last day of classes for the semester in which you are completing the internship.
4. The Supervisor Evaluation will also be due the last day of classes of the semester you will be completing the internship. This report will be e-mailed to your supervisor by the Career Center.

For past internships, all paperwork is due ASAP, with a final deadline of the last day of classes in the semester which you began the CICP certification process.

Is the CICP for academic credit?

No, the CICP is not for academic credit and it does not go on your transcript. The CICP is a way to have your internship officially recognized and documented by the Florida State University Career Center.

Will completing the CICIP go on my transcript?

No, the CICIP will not go on your transcript, and it is not for academic credit. You will receive a Certificate of Completion, which will include your name, the employer's name and the semester you completed the internship. It will be signed by the Career Center Director and the Program Director of the Internship Program.

If my department has the option for an academic credit internship, can I still use the CICIP?

Yes, students can apply for the CICIP if their department does not object to their participation. You may want to check with your department prior to applying for CICIP. Students will still be required to complete and submit our required paperwork.

Do I need to send the Supervisor evaluation to my supervisor myself?

No. When you provide us with your supervisor's evaluation in the Follow Up Report, we send an email out to them. If you have already completed the internship, this form will go out immediately. If you are currently in the internship, the form will be sent approximately 2-3 weeks before the semester ends. Your supervisor has until the last day of classes of that semester to return the form to us.

Do you have a list of part-time jobs?

Yes, part-time, temporary and seasonal jobs are posted in SeminoleLink. Registration for *Plus! Services* is not required. Visit www.career.fsu.edu to view a list. Part-time opportunities are also available at the Career Center's Part-time Job Fair which takes place at the beginning of each the fall and spring semester. For the date of the next Part-time Job Fair, please visit <http://career.fsu.edu/expos/parttime/>. **Note:** Please contact the Office of Financial Aid, located at A4400 University Center, for information about Federal Work Study Jobs.

Internships for Garnet & Gold Scholar Society

What are the steps for using my internship for Garnet and Gold Scholar Society recognition?

As you fill out your Intent to Participate, you will need to specify the CICIP program. Once you are approved for Garnet and Gold Scholar Society, you will need to begin working on your CICIP application and reports. If you have already completed the CICIP process before applying for Garnet and Gold Scholar Society, please indicate that on your Intent to Participate. Once your Intent to Participate is approved, you will need to submit your Internship engagement area for review through the Garnet and Gold portal on Blackboard so it can be marked as "approved".

Do I have to fill out the reflection essays on the Garnet and Gold Scholar Society website if I pursue the CICIP option?

No. Your reflection process for the CICIP program is completed through the required forms and supervisor evaluation. You will not need to submit the reflection prompts through the Garnet and Gold portal on Blackboard.

Can I use an internship through the University Recognition Program for Garnet and Gold Scholar Society?

Yes. The internship is or will be recorded on your transcript as a non-credit course e.g., ACG3949, ENG3949, CIS3949, etc. You will select the academic internship option in the Garnet and Gold Scholar Society online portal and indicate the appropriate course.

What are the deadlines?

Deadlines for the forms are based on when you complete the internship. Specific deadlines for each semester are listed on the CICIP webpage.

If you have already completed the internship, then all forms are due as soon as possible, and no later than the last day of classes in the semester in which you start the certification process.

If you are doing the CICP in the same semester that you are interning, the Student Placement Report is the first report required to initiate the process. Once approved, the Learning Objectives and Follow Up Report are due two weeks after the start of your internship. The Final Student Performance/Reflection Report is due the last day of classes of the semester that you are interning. Your supervisor must return your evaluation by the last day of classes of the same semester. Remember this report will be e-mailed by the Career Center, but you are responsible for ensuring that they complete and return it by the due date.

SENIORS PLEASE NOTE: you will need to follow a specific time table for Garnet and Gold Scholar Society in your graduating semester. If you are approaching your final term at Florida State, please be sure to check with Garnet and Gold Scholar Society about your specific deadlines.