CO-OP

BREAKING THE RULES to DO GREAT THINGS
Cornell Engineering

2016-2017
Work Terms

Cornell Engineering
Cooperative Education Program
“My Co-op experience enabled me to really see how I could apply concepts in class to real-world problems. I was able to engage in long-term projects across my 28-week term that really gave me a better understanding of what to expect in the real world. I would definitely recommend Cornell Co-op to other students.”

Andrew Turgeon
Operations Research
Dalrymple Holding
Elmira, NY

“I had heard about the great reputation of the Co-op Program and decided to begin the process just as another alternative in my internship search; if nothing else, I figured I would get a free resume critique and practice interview out of it. I am so glad I did it however, as my Co-op assignment was probably the single most influential experience during my time at Cornell. Hands down, it was the best decision I’ve made for my education after deciding to come to Cornell in the first place.”

Anthony Sullivan
Materials Science and Engineering
Momentive Performance Materials
Waterford, NY
YOU ARE EMBARKING on an exciting journey of career discovery and opportunity. Cornell University’s Engineering Cooperative Education program is founded in the College of Engineering’s vision to “prepare our undergraduate students for lifelong creation of knowledge and solutions to complex real-world problems.”

Cornell’s Co-op program provides an educational opportunity that integrates academic and career interests with paid productive work experience in organizations globally. During this experience, you convert theory into practice as you apply classroom knowledge to practical work situations, as well as gain knowledge and skills which will enhance future coursework. In addition, the program offers you the opportunity to clarify your academic focus and test your career interests and goals.

Upon completion of the Co-op program you receive a notation on your transcript, which states, “Successfully completed the requirements of the Engineering Co-op Program.”

Searching for a Co-op position can be a significant project, particularly while you are taking classes and participating in other campus activities. We are here to make this process more manageable for you. Whether you decide to participate in Co-op or a summer internship, the skills you gain through work experience are extremely valuable to your career.

The Engineering Co-op & Career Services (ECCS) staff look forward to assisting you with finding a job opportunity that meets your needs and goals.
GOALS & LEARNING OUTCOMES

CO-OP GOALS
By participating in the Engineering Co-op program, you should:

• Gain practical work experience related to your chosen major
• Further clarify your academic focus and career goals
• Integrate practical knowledge into classroom learning
• Gain an understanding of professional cultures and expectations

CO-OP LEARNING OUTCOMES
After completing the Co-op program, you should demonstrate the ability to:

• Apply classroom knowledge to actual work situations
• Communicate effectively
• Design and conduct experiments, as well as analyze and interpret data
• Design a system, component, or process to meet desired needs
• Function as part of a multi-disciplinary team
• Identify, formulate, and solve engineering problems
• Understand and apply professional and ethical responsibility
• Understand the impact of engineering solutions in a global and societal context
• Recognize the need for, and engage in, lifelong learning
• Understand contemporary issues
• Use the techniques, skills, and modern engineering tools necessary for engineering practice
• Utilize job search skills: résumé, interview, decision making skills
• Develop professional contacts
• Constructively receive and apply professional feedback
• Take initiative in a professional setting
This is a typical Co-op timeline. Talk with your academic advisor and ECCS if you have something different in mind.

**Sophomore Year**

**Fall Semester:**
- Prepare for Interviewing

**February:**
- Interview for Co-op positions

**March/April:**
- Receive and accept offers

**May through August: Co-op Summer Session I & II**
- Take classes in the summer after sophomore year as needed to graduate in four years

**Junior Year**

**Fall Semester:**
- First work term
  - (A spring semester work term is a possible alternative.)

**Spring Semester:**
- Return to school to take classes

**Summer:**
- Second work term

**Senior Year**
- Return to campus to complete your degree!

---

**International Co-op!**

There may be opportunities for you to Co-op abroad. If you are interested, please call to make an appointment with one of our counselors.

Check out past experiences at:

[www.engineering.cornell.edu/globalfellows](http://www.engineering.cornell.edu/globalfellows)
SPRING CO-OP OPPORTUNITIES

Most majors have the flexibility for you to very easily Co-op in the Spring of your Junior year, rather than the Fall, with a bit of planning. Chemical Engineering, Engineering Physics, and Materials Science & Engineering majors typically do not have this option.

All other interested students should discuss the possibility of a Spring Co-op with their academic advisor and their academic department. A Spring Co-op would typically begin in January or February and last for 28 consecutive weeks until July or August.

SUMMER START DATES

Some employers who prefer that students work 28 consecutive weeks may ask if you can begin work in the summer. This would mean that you begin working in May or June and continue through December or January.

This is a great option for students who have already earned extra credits and don't need to take summer courses. For others, you may be able to take courses in the summer after junior year.

If you think this type of schedule would work for you, you should discuss the possibilities with your academic advisor now so you are prepared to communicate this possibility to employers. Keep in mind that completing some junior level courses prior to beginning your Co-op may influence the type of projects you are given.

STUDY ABROAD AND CO-OP

Can I study abroad, participate in Co-op, and still graduate in four years?

Each year, a few students take advantage of the opportunity to both study abroad and participate in Co-op. Operations Research & Mechanical Engineering students, in particular, can easily participate in both Co-op and Study Abroad during junior year. Advanced placement credit, major requirements, and summer class availability may affect your options.

Check out: www.engineering.cornell.edu/studyabroad
QUALIFICATIONS
AND REQUIREMENTS

QUALIFICATIONS TO
PARTICIPATE IN CO-OP

In order to participate in the Co-op Program, you must affiliate with an Engineering major by the end of sophomore year. This includes Biological & Environmental Engineering in the College of Agriculture and Life Sciences and Computer Science in the College of Arts & Sciences. You must have junior status prior to the first work term. You should have a 2.7 GPA in order to interview and participate in Co-op. Affiliated students with less than a 2.7 GPA may petition to participate.

Note to international students:
All international students are welcome to participate in the Co-op program. Look for job postings in which the Work Authorization field states, “Authorized to work in the US” or “Include all candidates”, and the Require Sponsorship field states, “Include all candidates”.

International students benefit from Co-op by utilizing Curricular Practical Training (CPT), rather than Optional Practical Training (OPT). Talk with staff or view our web site for more information.
REQUIREMENTS TO COMPLETE CO-OP

To complete the program and receive a transcript notation you must:

► Complete 28 weeks of work
► Attend 4 Workshops for Success
► Submit for each work term:
  • Learning Outcomes
  • Learning Outcomes Evaluation
  • Job Summary
  • Work Experience Evaluation
  • Assessment of Student Performance

Students who complete the above requirements receive a transcript notation that states: “Successfully completed the requirements of the Engineering Co-op Program.”

Failure to meet these requirements will result in the following notation: “Did not complete the requirements of the Engineering Co-op Program.”
Sophomores interested in Co-op should follow these steps for finding a Co-op position. Details regarding the search timeline, on-campus recruiting, and the offer process can be found in the following pages and at www.engineering.cornell.edu/coopsearch.

**REQUIREMENTS TO PARTICIPATE IN CO-OP ON-CAMPUS RECRUITING:**

- **Indicate Interest**: Complete the interest form at the Co-op Information/Interest Meeting.
- **Attend Resume & Interview Program**: Hosted by employer representatives on **Wednesday, October 28 at 4:45pm in 155 Olin**.
- **Cornell Handshake**: Register and complete tutorial by **Sunday, November 8 at 11:59pm**.
- **Résumé**: Create and refine your résumé. All students interested in applying for Co-op positions through on-campus recruiting are required to have their résumés reviewed by our office, and uploaded onto Handshake by Sunday, **November 15 at 11:59pm**.

Here are your options for getting your résumé reviewed:

**Peer Advisor Reviews**
Our office employs student staff who are trained to help you create a strong résumé. Stop by to find out what their office hours are.

**Career Advisor Reviews**
Our Career Advisors schedule appointments for résumé critiques when the Peer Advisors do not have availability. Call or stop in for an appointment.

Undergraduate résumés should be no longer than one page. More information on effective résumés can be found online and in the *Career Guide*.

- **Mock Interview**: Watch for an email from us in late December reminding you to submit your résumé via Handshake to participate in a Mock Interview. Mock Interviews are **required** and will take place on February 4 and 5.
OTHER PREPARATION STEPS

- **Research**: Start researching organizations of interest through Co-op job summaries (available on our website), employer web pages, and information sessions (list available on Handshake).
- **Inquire**: Send your résumé to organizations not recruiting on campus. Use Web resources to identify employers of interest.
- **Network**: Talk with former Co-op Students; contact Alumni through LinkedIn.
- **Plan**: Meet with your Academic Advisor to discuss your plans for Co-op and how it will fit in with your course schedule.
- **Consider**: Become a part of the Global Fellows Program with an international Co-op.
- **Suit Up!**: Obtain a suit for on-campus interviews!

SUGGESTED FALL WORKSHOPS
(see www.engineering.cornell.edu/resources/career_services/events.cfm for details)
SPRING CHECKLIST:

- **Attend** the “Co-op Recruiting, Interviewing and Offer Process Meeting” on January 28. This meeting is a must for all students participating in Co-op on-campus recruiting.

- **Participate in a Mock Interview**
  - Mock Interviews will take place on Thursday and Friday, February 4 and 5. The résumé submission deadline is January 17. You will be eligible to sign up for a mock interview only if you have had your résumé reviewed by Engineering Co-op and Career Services. Résumé submissions and interview time sign-ups take place on Handshake.
  - Interview locations to be announced. Plan to arrive 5-10 minutes early and dress in your interviewing best.
  - Our “No-show” policy also applies to Mock Interviews. Please view this policy along with other Cornell Career Services On-Campus Recruiting policies at: www.career.cornell.edu/students/jobs/recruiting/policies.cfm

- **Sign the Acceptance Agreement** and **Commitment to 28 Weeks with the Same Employer** after receiving an offer. This is an agreement between the student and Engineering Co-op & Career Services, not between the student and the Co-op employer.
  - Under special circumstances you may sign an agreement to work with a different employer for each work term, totaling 28 weeks. This is particularly useful if you identify an employer who hasn’t recruited Cornell Co-ops through on-campus recruiting.

- **Attend two “Workshops for Success”** in the spring (and two in the summer). These will be announced in the spring.
## IMPORTANT SPRING 2016 DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 28</td>
<td>Co-op Recruiting and Offer Information Meeting</td>
<td>TBA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 3</td>
<td>Co-op Student Networking Reception</td>
<td>Statler Ballroom</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Network with past Co-op students and learn</td>
</tr>
<tr>
<td></td>
<td></td>
<td>more about the organizations that have</td>
</tr>
<tr>
<td></td>
<td></td>
<td>participated in Cornell's Engineering Co-op</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Program. Business casual attire requested.)</td>
</tr>
<tr>
<td>February 4</td>
<td>Mock Interviews</td>
<td>TBA</td>
</tr>
<tr>
<td>February 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 9</td>
<td>Engineering Career Fair</td>
<td>Barton Hall</td>
</tr>
<tr>
<td>February 10</td>
<td>Co-op Student/Employer Networking Receptions</td>
<td>Statler Hotel and J. Willard Marriott Executive Education Center</td>
</tr>
<tr>
<td>February 17</td>
<td></td>
<td>Occur on Wednesdays</td>
</tr>
<tr>
<td>February 24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00—7:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 11, 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 18, 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 25, 26</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Interview Days</td>
<td>Occur on Thursdays and Fridays</td>
</tr>
<tr>
<td>March 1</td>
<td>Financial Aid Application Deadline</td>
<td></td>
</tr>
<tr>
<td>March 9</td>
<td>Summer Session Information Meeting</td>
<td>TBA</td>
</tr>
<tr>
<td>4:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 21</td>
<td>Co-op Job Offer Decisions due to ECCS</td>
<td></td>
</tr>
<tr>
<td>Early April, TBA</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summer Session Enrollment</td>
<td></td>
</tr>
</tbody>
</table>
We recommend taking advantage of both of these options:

**ON-CAMPUS RECRUITING THROUGH HANDSHAKE**

Each February, Engineering Co-op & Career Services hosts over 50 technical employers who conduct over 700 Co-op interviews with more than 150 students. Using Handshake, our On-Campus Recruiting system, you can view:

- Employers coming to campus
- Job Descriptions
- Recruiting Information
- Interview Schedule Sign-ups
- Information Sessions
- And more!

**INDEPENDENT JOB SEARCH**

Looking for a job not posted through On-Campus Recruiting? Try an Independent Job Search with the help of Co-op staff!

Although there will be over 50 employers recruiting students for Co-op on Cornell’s campus, there are hundreds, maybe thousands of potential Co-op employers for you to consider.

If you are interested in working for an employer not represented through On-Campus Recruiting, we encourage you to initiate an Independent Job Search for a Co-op position, in addition to On-Campus Recruiting. This search should begin in the fall semester or over winter break.

For additional resources and advice:

- [www.engineering.cornell.edu/coop](http://www.engineering.cornell.edu/coop)
- Career Guide

Consider asking your summer internship employer to hire you as a Co-op!

A career advisor may also assist you as you go through this process. Schedule an appointment at 201 Carpenter Hall.
FINANCIAL AID

Your financial aid package is simply shifted from the Fall 2016 semester to Summer 2016. Outside scholarships and grants can usually be applied to the summer in place of an academic semester. The Co-op staff can write a letter to your scholarship foundation or sponsor to assist with this process.

Co-op is often a great way to reduce the amount of student loans that you have after graduation since you are typically able to apply a portion of your earnings to your tuition. The Office of Financial Aid and Student Employment is located in Day Hall, Room 203. Call (607) 255-5145 to make an appointment or speak with a Financial Aid counselor.

SALARY INFORMATION

According to the latest available figures, average salaries for Co-op students vary by major greatly. Some factors affecting salary may include industry, company size, and job location. On average, Co-op students earn about $3,715 a month (further salary statistics can be found on the ECCS website under “Statistics”).
These are guidelines which both Co-op students and Co-op employers are expected to follow.

Co-op Interviews
Co-op interviews are restricted to students officially registered with the Engineering Co-op Program.

Student Work Terms
The majority of interviews during the Spring 2016 semester will be for a Fall 2016/Summer 2017 Co-op work experience. It is the responsibility of both the recruiter and the student to communicate a preference for, or availability of, alternate work terms (Summer/Fall 2016, Spring/Summer 2017). Unless otherwise specified, the offer applies to Co-op employment for at least 28 weeks total. The employer will inform the Co-op office of any change in status or location of Co-op students in advance.

Relocation Expenses
U.S. based employers are expected to pay the student’s transportation expenses between Cornell or the student’s U.S. based home and the workplace at the beginning and end of the Co-op work term. Other benefits may be awarded according to the employer’s organizational policy, including housing compensation.

Communication between Students & Employers
Employers may contact students at any time after submitting offers to ECCS. Students may contact recruiters and managers any time during the on-campus recruiting and offer process only to discuss job specifics, not to negotiate salary.
Distributing Offers

Offers
All offers for Co-op positions are coordinated and distributed through the Co-op & Career Services Office. Employers submit the offer to ECCS, who then present the offers to students on a secure website. Offers may be submitted at any time after interviews occur, but are expected by Thursday, March 3. Submitting offers through the Co-op office eliminates the need for rejection letters from employers. It also allows students to view all of their Co-op offers at one time, maximizes the number of opportunities for students by posting alternates, and keeps the Co-op office aware of a student’s choices, thereby allowing each student to make the best-informed decision.

Alternates
When the offers are distributed to the students, those with more than one prime offer will be asked to narrow down their choices. The offers they turn down then become available to the first alternate, then the second, etc. For employers to increase the chances of filling all open Co-op positions, a sufficient number of alternates should be listed. We recommend to employers that they list all students that they are willing to hire as alternates.

Accepting Offers
Students may accept only one offer. Students may begin accepting and declining offers at any time and are not required to accept any Co-op offer before Thursday, March 21. Once a student accepts an offer, the Co-op office communicates the acceptance to the employer. Students should also notify employers of their acceptance.

Salary
Offers may include salary and information about other benefits (housing subsidies/support, holiday pay, bonus pay, etc.) as applicable. This information will be presented to individual students when offers are viewed on a password protected website.
## SPRING SEMESTER

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
</tbody>
</table>

### JANUARY
- **1**: Career Fair
- **2**: Mock Networking
- **3**: Mock Interviews
- **4**: Mock Interviews

### FEBRUARY
- **8**: Employer Networking
- **9**: Employer Networking
- **10**: Employer Networking
- **11**: Offer Decision Deadline

### MARCH
- **7**: Summer Session Info Meeting
- **14**: Offer Decision Deadline

### Summer Session Info Meeting

### www.engineering.cornell.edu/coop