Mechanical Engineering
“Mechanical Mondays”
Student Professional Work Experience
(Co-Ops & Internships)

January 23rd, 2012
Department of Mechanical Engineering - Engineering Mechanics

Mission

“prepare engineering students for successful careers.”
ME Academic Advisors

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Advising Office Hours

8am – 5pm (Monday - Friday)
(open until 4pm in the summer)

204A/205A (203) ME-EM
906.487.2564

walk-in or by appointment

http://www.me.mtu.edu/advising.htm
Your *education* is more than just the courses you have to take to get a mechanical engineering degree at Michigan Tech.
Enhance Your Education

• Senior design
• Enterprise

• Co-ops/Internships
• Minors/certificates
• Study abroad
• Undergraduate research
• Extra-curricular activities
Co-op Education
Christopher Babbitt, Assistant Director for Experiential Learning
Career Services
220 Administration Building
cbabbit@mtu.edu
http://www.career.mtu.edu/
What Is a Co-op?

- Academic program (UN3002) = 2 credits
- A collaborative relationship between a student, an employer, and the University
- Gain paid, career-related experience
Co-ops:
- Semester assignments
  Fall and/or Spring
- Paid
- For academic credit
- Career-related, hands-on experience

Internships:
- Usually summers only
- Not always paid (rare)
- No academic credit
- May not be directly related to career
Who’s Eligible to Participate in a Co-op?

- Good social & academic standing (2.2 GPA) in addition to the following:
  - Must have completed freshman year (29 credits)
  - International students must have completed 2 consecutive semesters in the U.S.
  - Transfer students must have completed one semester at MTU
Advantages of a Co-op

- Valuable career-related experience
- Less competitive than internships
- Job-search skills
- Professional development
- Apply studies to "real world problems"
- Excellent wages
  - 2010-2011 sophomores $15.85/hour
  - juniors $16.52/hour
  - seniors $18.38/hour
- Full-time job opportunities
- Higher starting salary potential
Active, full-time student

**NOTE:** Financial Aid will NOT cover co-op credits in most cases

- Maintain health insurance under parent/guardian
  **NOTE:** Federal Health Care Legislation needs to be interpreted on a case-by-case basis, check with your family’s health care provider for details

- Student Loan deferment
Disadvantages of a Co-op

- 4 1/2 to 5 years to complete degree
- Social disruption
- Housing contracts
Obtaining A Co-op

- Competitive Process
- Get resume/interview assistance at Career Services
- Upload your resume and cover letter, and search for co-op opportunities on NACElink or company websites
- Apply to opportunities
- Interview with companies on campus, or make your own contacts
<table>
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<tr>
<th>Companies Hiring Co-ops/Interns</th>
<th>72 Companies at 2011 Fall Career Fair</th>
<th>67 Companies at 2011 Spring Career Fair</th>
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<td>G.E. Aviation</td>
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<td>Kimberly-Clark</td>
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Visit the Co-op web pages at
http://www.career.mtu.edu/coop.php

Learn more about:

- Co-op checklist and process for registering
- Beginning Your Co-op
- Responsibilities during your co-op
- Responsibilities after your co-op
- Frequently Asked Questions
Co-op credits (UN 3002)

• Free elective credits only.
  – Main purpose of credits is to maintain full-time student status, not to fulfill degree requirements.
  – Not usable for technical elective credits (common misconception)
  – Not general education (HASS, etc) credits, even though credits are a UN prefix.

• **May** be used as enterprise module credits for BSME-Enterprise Concentration students
  – To do this, a written justification statement is required from the student, submitted to an ME academic advisor
Transfer credit

• Transfer equivalencies:
  – On-line system or work with Transfer Services staff
    http://www.mtu.edu/registrar/students/transfer/
  – Grade of ‘C’ or higher required to transfer back to Tech
    • Attending a traditional course is normally preferable to online courses (through Tech or other institutions).
  – Transfer credits are GPA neutral
• Attending another Michigan school:
  – Guest application
• Official transcript must be requested and submitted directly back to Tech showing grade(s) to process credit.
  – Contact Transfer Services to enter “In-Session” for courses necessary as pre-reqs for upcoming registration.
• Repeating courses with ‘CD’ or lower:
  – Credit transfers if ‘C’ or higher is earned
  – Prior grade is no longer factored into GPA
• Note: Once you have begun classes on campus at Michigan Tech, UN 1001 and UN 1002 may not be transferred in
Personal Academic Plan

• Things to consider:
  – Course load and semester offered
  – HASS and Technical electives
  – Certificates and minors
    • All minors require 6 unique credits minimum (3000+ level)
  – Additional degree or double major
  – Study abroad
  – Senior design or Enterprise path
  – Co-ops/internships
  – Volunteer and extra-curricular activities

See posted information and/or advisors in ME Advising Center to assist you or visit us online: http://www.me.mtu.edu/advising.htm
Why an Academic Plan?

• Plan for your ME career
  – How will you enhance your BSME degree to set you up for the career that you want?

• Required courses to obtain BSME
  – Necessary prerequisites met
  – Desired courses offered in needed semester(s)
  – Graduate when planned
  – Use planning worksheet
Résumé

• Prepare two versions of your résumé
• Version one is today with a current objective (to secure an internship or co-op position)
• Version two is what you want it to look like in when you graduate
• Compare the résumés
• Plan how to make version two a reality
• Visit Career Services physically and on the web:
  – 220 Admin, http://www.career.mtu.edu/

• Post your current resume on NACElink:
  http://www.career.mtu.edu/NACElink/

• Try out My Plan
  http://www.career.mtu.edu/students/myplan.php
  – Career Planning on Career Services webpage
    (see log-in instructions for license number)
ME Academic Advisors

Danise and Ryan
ME Advising Center

204A/205A (203) MEEM

http://www.me.mtu.edu/advising.htm
Your education is the sum of your college experiences, not just the name of your major.