

Career

Development Toolkit



Thinking about the future can be a difficult proposition for students who are also juggling the demands of college coursework. But gaining work experience in your field, in addition to your degree, will increase your chances of being hired after graduation. Consider participating in at least one internship or co-op while in college. These temporary positions are usually designed to help students gain real work experience while assisting an organization to complete a project or task.

Reasons to consider an internship or co-op:

- Experience that you can include on a resume.
- Try out a job in your chosen field to make sure it's the right fit.
- Meet professionals in your field.
- You might be able to earn academic credit.
- Many employers hire interns for permanent openings.

Internships and Co-Ops are not the same thing! Here are the main differences:

Internships

- Can be full-time or part-time
- Usually last a semester or less
- Can be unpaid
- Wide variety of positions and employers

Co-Ops

- Usually full-time
- Intended to last multiple semesters
- Most likely paid
- Frequently focused on engineering and IT-related positions

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Timelines

- Many employers host positions for the summer, but there are still plenty of opportunities in the fall and spring.
- Employers usually look for students who have completed at least one year of school, but there are some opportunities for first-year students.

Where to search for an internship or co-op:

- Career Services Office
- “Handshake” or other college career search websites
- Employers’ websites
- OOD Counselor and Career Development Specialist can help
- LinkedIn, Indeed, and other job search sites



Search and apply early!

Many employers post co-ops and internships a year before the start of the position.



Expand your search

Some employers may be able to help with housing assistance if you do not live near their location.



Apply to multiple positions

Employers may get hundreds of applications for a co-op or internship. Don't give up!