Cooperative Education & Internship
Student Handbook
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I. CHECKLIST (BACK COVER)
CONGRATULATIONS on taking the time to consider participation in the Cooperative Education and Internship Program at Suffolk County Community College.

This program is designed to enhance your academic experience through full participation in a professional environment related to your career interests. If you use this experience well, it can strengthen your understanding of the professional world, enhance personal development and professional growth, help clarify your career interests and provide a foundation for future employment.

The Cooperative Education and Internship Program is credit bearing. To participate in this program and to earn credit, you must be enrolled in one of our cooperative education and internship course options. (Please see Appendix A, page 17, for a complete list of options.)

Telephone numbers and names of contact people on each campus are listed below. These offices will assist you with the process and/or direct you to the correct department, depending on your area of interest.

You are also encouraged to email internships@sunysuffolk.edu with any questions and to get the process started. Registration for certain courses may be blocked, pending approval of your request to participate in the Cooperative Education and Internship Program.

**Campus Contact Information**

**AMMERMAN CAMPUS**
**CAREER SERVICES AND COOPERATIVE EDUCATION OFFICE**
BABYLON STUDENT CENTER 205
PH: 631-451-4049
F: 631-451-4742
SYLVIA CAMACHO, DIRECTOR
DEBRA KLEIN, COORDINATOR
KLEIND@SUNYSUFFOLK.EDU

**MICHAELO J. GRANT CAMPUS**
**CAREER AND TRANSFER CENTER**
NESCONSET HALL, SUITE 1
PH: 631-851-6876
F: 631-851-6256
TONI-ANNE NHOSTSOUBANH, COUNSELOR
nhost@sunysuffolk.edu

**EASTERN CAMPUS**
**PECONIC BUILDING**
**STUDENT SUCCESS CENTER**
PH: 631-548-2500
F: 631-548-3613
KRISTEN COSENTINO, COUNSELOR
cosentk@sunysuffolk.edu
MISSION OF SUFFOLK COUNTY COMMUNITY COLLEGE

Suffolk County Community College promotes intellectual discovery, physical development, social and ethical awareness, and economic opportunities for all through an education that transforms lives, builds communities, and improves society.

MISSION OF COOPERATIVE EDUCATION AND INTERNSHIP PROGRAM

The Cooperative Education and Internship Program of Suffolk County Community College integrates classroom theory with practical work experience to connect students to local and regional employers. Our program is designed to promote opportunities that empower and enrich students in order to make informed career decisions.

STUDENT BENEFITS

Educational:

Support what you learn in class with hands-on work experience. These learning situations can provide a direct relationship between your college major and permanent employment.

Earn college credit that applies to your degree.

Career Clarification:

Identify your strengths and weaknesses as they relate to career choices. The work related topics discussed in the seminar and on-the-job experience can help you focus on career exploration and preparation for future employment and advanced studies.

Networking:

Make valuable contacts by working with experts in your area of interest. Employers are seeking new hires with experience related to the job and strong references.

Financial:

Check out community service options for federal work study with your campus Financial Aid office. Apply for scholarships. Co-op/ Internship employers may also provide an hourly wage.

Professional and Personal:

Develop professional skills and self-confidence by holding a responsible position in the contemporary workplace.
PROCESS AND PROCEDURES: LET’S BEGIN!

1. **Write us** at [internships@sunysuffolk.edu](mailto:internships@sunysuffolk.edu) and leave your name, student ID, and areas of interest. You will receive a reply with information and instructions on how to proceed. Please note that class enrollment may be blocked until you complete this part of the process.

2. **Contact** the correct office or individual as directed in the response to your email inquiry.

3. **Bring your student ID** to any meeting, so we can access your records to determine your eligibility to proceed. Depending on the campus and program there may be different steps to follow. Generally you will need to attend a meeting with a career services representative and/or the area professor, complete an application, prepare a resume and review interviewing skills.

4. **Complete an application**: Submit top copy to campus office; keep the student copy for your records.

5. **Select the co-op/internship course and section** that best fits your needs for applying credit to your degree and attending the classroom or online seminar. Enroll as soon as possible. If you have any questions, check with the office on your campus (page 2). Be sure your schedule leaves time to work the hours required for the program you enroll in.

6. **Develop a draft of your resume**: Utilize the resources on your campus; attend a resume writing workshop, make an appointment, use the resume workbooks or online programs provided on each campus. There are samples included in this handbook. Be sure to have the resume approved by a college professional before using to secure an internship experience or any type of employment.

7. **Research opportunities** in your area of interest to share with the individual assisting you in this process. Keeping an eye on your field of interest is always good practice! Once your resume is approved, the process of reaching out to potential employers will begin. In some cases, we will send out your resume to several locations based upon the discussion of your career interests and shared research; other programs require that you handle this process yourself. You will be instructed on how to proceed.

8. **Prepare for the required interview**: Some locations may require background checks, medical exams and/or drug tests before being approved for the position.

9. **Provide your supervisor with a signed and completed agreement form** once you have accepted an offer. The top copy must be returned to the faculty member in charge of the class you are enrolled in.

10. **Attend every classroom or online seminar** throughout the semester, starting with the first meeting, even if you have not started your internship. **Regular attendance is your responsibility!**
Please remember that the co-operative education/internship procedure is a collaborative effort between the student, campus representative (faculty, advisor, or counselor) and the employer. To achieve this goal, all parties must adhere to the entire process and maintain communication with the representative until a work site is set.

**Email Communication**

The career service professional or professor may be communicating with you via email throughout the process. Professional communications includes addressing each other by name or with the preferred title, with proper spelling and punctuation throughout.

When communicating with employers and professionals via e-mail, you should remember to write everything out properly and formally. This is especially important in your initial contacts such as sending your résumé and cover letter and setting up interviews. Once you begin working with the organization, you will develop a better understanding of their standards and expectations. Some companies may be more casual than others, but you always want to present yourself in the most professional manner possible.

**Please check your email messages regularly so you can respond in a timely fashion. Do not assume that any form of communication has been received. Confirm all communications.**

**Cell Phones**

Please review the message on your cell phone to be sure it is appropriate for incoming calls from potential employers. All voice mail or answering machine messages should also be professional or generic.

Listen to a message before returning a phone call.

Turn off cell phone, or place in vibrate, during interviews and while at work; texting and personal phone calls should be conducted only during breaks and personal time.

**Social Networking Sites**

If you have a social networking page on Facebook or one of the many other sites, please keep in mind that employers can (and may) view that site. Any content that may not portray you as the professional that you are can hinder your co-op/internship opportunities. Put your page on private, so only contacts that you select can view it, or remove any questionable material. For more information on privacy settings, visit the privacy link on the homepage of your favorite social networking site.

You may also want to “Google” yourself to see what comes up. A recent poll by the National Association of Colleges and Employers (NACE) found that more than 40% of employers “Google” or view social networking sites to gain information on potential co-op/interns or new hires. Remember, whether you are seeking a Co-op/Internship experience or a job, you always want to put your best foot forward.
**RESUME PREPARATION**

Here are a few guidelines to get you started. For more details see your campus office for resume writing workshops, online tools, packets with additional samples and explanations.

**WHAT IS A RESUME?**
A resume is a marketing tool, an advertisement for you and what you can offer a company. Make sure that your resume represents you and links your skills, interests and abilities to the job you are applying for.

The representative of the office you are working with will assist you in developing a resume. Some offices have software available to assist you as well. **Before contact is made with any employer an approved resume must be in place.**

**PURPOSE**
Are you looking for a job or co-op/internship? Are you interested in one specific area or do you want to be more general? Is there a specific job that you are applying for?

**MARKET**
Be sure to highlight all of your skills, abilities and education that you feel will market you best. Please see the sample resumes for ideas.

**LANGUAGE**
Check, double check and triple check your resume for any spelling, punctuation or grammatical errors. Also make sure that you use the proper tenses to correlate with time periods.

**ORGANIZATION**
While the sample resumes will give you some ideas as to how to arrange a resume, feel free to organize it however you feel represents you best. Keep in mind that you should keep the most important information on the top half of the page to draw the reader in.

**LENGTH**
In most cases, resumes should be one page in length. Professionals with more extensive experience may need two pages. References are not on your resume, but included on a separate sheet – be sure your name and contact information is on it as well.

**DETAILS**
The little details matter. Only put an email address on the resume if you plan to check it at least every other day. The email address should be generic or professional. **Cute, funny or crude emails are inappropriate.** Select a telephone number where you are reachable. A current work number should never be on your resume. Bear in mind that you want to make a positive first impression, and your resume is likely to be this first impression.

**COVER LETTER**
The cover letter generally accompanies a resume and is an “invitation” to read the resume that accompanies it.
RESUME SAMPLE #1

Jessica A. Jones
8572 Brook Avenue
Brentwood, NY 11717
631-555-6555
JessicaJ@mail.sunysuffolk.edu

OBJECTIVE: Seeking an internship in Accounting

SKILLS:
• Knowledge of accounts payable and accounts receivable
• Excellent writing ability; knowledge of developing memos, business letters, reports and proposals
• Proficient in MS Word, Excel, Outlook and Power point
• Some familiarity with Adobe Photoshop and QuickBooks
• Able to answer multiple phone lines with accuracy and efficiency
• Enthusiastic, patient and friendly, quick to put people at ease
• Experience with Internet research
• Learns and applies new knowledge quickly

EDUCATION: A.A.S.  Accounting   Expected: May 2014
Suffolk County Community College, Brentwood NY

Coursework includes:
Principles of Accounting I & II       Cost Accounting
Computer Accounting                    Law for Business

ACTIVITIES: Suffolk County Community College, Brentwood, NY
Desi International Club, Member       2012 – current
Accounting Club, Member

Big Brothers & Big Sisters of Suffolk County, Brentwood, NY
2010-current

EXPERIENCE: Suffolk County Community College, Brentwood, NY     spring and fall 2013
Counseling Center
Student Aide
• Handled and routed calls to appropriate offices
• Greeted students and scheduled appointments
JOHNNY SMITH
5 Lake Drive
Brentwood, NY 11717
Johnny_Smith@Sunysuffolk.edu
(631)555-5555

SUMMARY: Hardworking, enthusiastic student with excellent communication skills seeking an internship opportunity within the field of business.

EDUCATION: A.S. Business Administration
Suffolk County Community College, Selden, NY
Expected graduation date, May 2014
GPA 3.2

RELATED COURSEWORK: Introduction to Business Introduction to Accounting
Management Principles Marketing
Business Law I Microeconomics and Macroeconomics

SKILLS: MS Word, Power Point and Excel
Fluent in Spanish and English
Ability to work individually or as a team member

WORK EXPERIENCE:

May 2012 - present Suffolk County Community College, Selden, NY
Admissions
Student Aide
• Assist students in completing applications
• Answer phones and file documents
• Enter information into database

Summers 2011, 2012 YMCA, Patchogue, NY
Lifeguard
• Ensured the safety of patrons in swimming pool
• Taught swim safety class to all new lifeguards

April 2010 - 2012 K-Mart Stores, Bohemia, NY
Cashier
• Ensured accurate handling of money
• Offered polite and efficient service
Johnny Smith  
5 Lake Drive  
Brentwood, NY 11717  

September 12, 2013  

Mr. Ronald Humphrey  
Enterprise Car Rental  
4531 Veteran’s Memorial Highway  
Ronkonkoma, NY 11779  

Dear Mr. Humphrey:  

The Sales Management Internship for the fall 2013 semester posted on Suffolk’s Job Connection is of great interest to me. Please review the attached resume and accept it as application for this position.  

My business degree program at Suffolk has provided me with a strong foundation and understanding of sales and management as well as the workings of an organization. Through my work as a cashier and student aid, I have developed excellent customer service skills which are critical for success in this type of position. Coupled with my ability to speak Spanish fluently, I believe I would be an asset for your organization. I am hard working and motivated to learn new things and handle challenging situations. While working 25 hours a week I have maintained a 3.5 average and will soon be enrolled in the Honors Program.  

I look forward to the opportunity to speak to you in further detail about this opportunity and how my qualifications may be what you are seeking. I will follow up with you next week or please contact me at your earliest convenience at (631) 555-5555.  

Sincerely,  

Johnny Smith  

Johnny Smith
INTERVIEWING

Once a resume is reviewed, the co-op/internship employer may request that you call for an interview or they may contact you at their convenience. To put your best foot forward, read through the following interviewing tips and prepare some responses. Please inquire at your campus regarding the availability of mock interview programs or practice interviews.

REMEMBER:

✓ Learn about the company and prepare several questions prior to your interview
✓ Have your schedule of availability with you
✓ Bring an extra copy of your resume
✓ Dress professionally
✓ Turn off your cell phones
✓ Be on time or early for the interview
✓ Show enthusiasm
✓ Maintain eye contact with the interviewer
✓ Be conscious of non-verbal behavior
✓ After the interview, be sure to send a thank you note

SAMPLE INTERVIEW QUESTIONS

✓ Tell me about yourself.
✓ What are your long-range career goals?
✓ What do you see yourself doing five years from now?
✓ Tell me about a time when your course load was heavy. How did you complete all your work?
✓ How would you describe yourself?
✓ In what ways do you think you can make a contribution to our company?
✓ Why did you select your college or university?
✓ What led you to choose your field of major study?
✓ Why did you decide to seek a position with this company?
✓ What have you learned from your mistakes?
✓ What is your major strength/weakness?
✓ Describe an experience in which you worked as part of a team
✓ Give an example of a problem you encountered at school or at work, and explain how you solved it.
✓ Why should we hire you?

BE PREPARED TO ANSWER: DO YOU HAVE ANY QUESTIONS FOR ME (US)?
SAMPLE QUESTIONS TO ASK THE INTERVIEWER

✓ What duties and responsibilities does this position involve?
✓ What is expected of me?
✓ What kind of on-the-job training is allocated for this position?
✓ Who would I report to?
✓ What experience is best suited for this position?
✓ What are some of the problems that I might expect to encounter on this job?
✓ What would a normal working day be like?
✓ Is it possible to move between departments?
✓ Have any new product lines/services/curricula been announced recently?
✓ Are there opportunities for advancement within the organization?
✓ Is there enough time to take me on a tour of the facilities?

BACKGROUND AND OTHER CHECKS

Please note that certain internship/co-op placements such as banks, schools, hospitals and law enforcement organizations may require a drug test, credit check, fingerprinting or background check.

It is important to keep your college contact person apprised if there may be any problems with such checks so that we can best collaborate to find an appropriate location for you. Any information that you share is confidential.

THE THANK YOU LETTER

Within 48 hours of any interview, you should send a thank you letter. It is an opportunity to make yourself stand out and reiterate your interest in the company. If you are uncertain of the name and position of the person you are interviewing, ask for a business card as you leave the interview. This also helps you make sure you have the correct name on the thank you letter.

In addition, it is recommended that you send a thank you letter at the completion of your internship. It is a wonderful way to thank your supervisor(s) for their time and effort and to share with them what you learned and enjoyed. Please see the two samples at the end of this handbook.
THANK YOU SAMPLE #1 – AFTER INTERVIEW

July 21, 2013

Mr. John Smith
CBS Television
Suite 200
555 Broadway Avenue
New York, NY 10022

Dear Mr. Smith,

Thank you for the opportunity to meet with you to discuss the production internship with CBS television. I am extremely interested in this opportunity to learn more about the broadcasting industry first hand.

After meeting with you I am further convinced that this is an experience that I am well prepared for, and I am certain that I will be able to meet your expectations. This internship is an excellent opportunity for me to become immersed in the field and to learn in a hands-on fashion. I know that with my ability to learn new material quickly and work well with others, I will be an asset to your program.

I look forward to hearing from you and hope for a positive response. Thank you for your time. I can be reached at (631) 555-5555.

Sincerely,

Jane Smith
(Three spaces should be left between Sincerely and your name so that you have space for a handwritten signature in the middle)
January 25, 2014

Ms. Jennifer Wells, CPA
Fargo Accounting Co.
324 Johnson Avenue
Sayville, NY 11793

Dear Ms. Wells,

I would like to thank you for the opportunity to intern with your company. I have enjoyed my experience at Fargo Accounting Co. and would recommend an internship here to any classmate that is seeking one.

I learned a great deal about tax preparation and utilizing the computer for taxes. I am sure that my new knowledge of Turbo Tax and Quick books will serve me well as I look for an Accounting job. I appreciate the time that you took to teach me these programs and answer all of my questions.

Thank you for all of your time and efforts. This was a truly invaluable experience that has and will help me in many ways.

Sincerely,

Robert Mills  (Three spaces should be left between Sincerely and your name so that you have space for a handwritten signature in the middle)
JOB SUCCESS

Congratulations!
You have accepted an offer and will intern with the company of your choice. Keep in mind that this is a learning experience and you should always put your best foot forward. You are making an impression for yourself and the college. Here are some tips to help you be successful:

✔ Develop some performance objectives to define what you want to learn from the experience. Feel comfortable working on this with your professor.
✔ Take the initiative and develop opportunities to expand your skills.
✔ Always be on time, if you must be late or absent, contact your employer immediately.
✔ Dress appropriately for the job.
✔ Always be courteous and helpful to the employer, colleagues and public.
✔ When in doubt, ask your supervisor.
✔ If you need time off, speak to your supervisor ahead of time to make arrangements.
✔ Be enthusiastic and open to learning

THE INTERNET: When using the Internet on the job, use good judgment and restraint. Many companies are able to see the sites that you visit. Your time at your Co-op/Internship should be spent doing work for that organization.

✔ REMEMBER THAT PERSONAL EMAILS OR TEXTS SHOULD NOT BE EXchanged AT WORK OR DURING WORK HOURS. COMPUTERS AT WORK ARE FOR EMPLOYEES TO COMPLETE THEIR JOB, NOT EMAIL THEIR FRIENDS, PLAY GAMES OR HANDLE PERSONAL SITUATIONS

Decide to be Successful
Plan your schedule so it is manageable
✔ Be persistent and open to learning
✔ Don’t get involved in company “politics”
✔ Be dependable and reliable
✔ Enjoy your responsibilities, be productive
✔ Maintain your sense of humor
✔ Keep a positive attitude

Become Goal Oriented
✔ Plan, don’t panic
✔ Be flexible but stay focused
✔ Consider how this experience is impacting your career choices

SEXUAL HARASSMENT

Suffolk County Community College has “a zero tolerance policy for any form of sexual harassment. Sexual harassment includes: (1) A person’s use of power or authority to elicit sexual submission (quid pro quo harassment) or (2) Unwelcome sexual conduct or conduct directed at a person because of his or her sex that creates an intimidating, hostile, or offensive environment for working (hostile environment”). The college’s full sexual harassment policy may be accessed at: http://www3.sunysuffolk.edu/administration/humanresources/policies/stusementpolicyAug2002.doc. If you are experiencing harassment of any type at your Co-op/Internship site, please notify your Professor immediately.
COOPERATIVE EDUCATION AND INTERNSHIP CREDITS & GRADES

Students will earn credits and receive a grade for participating in one of Suffolk’s Cooperative Education and Internship Programs.

Credits are earned by enrolling in the course that has been recommended to you at the start of this process. See page 17.

REMEMBER:

• You must complete the predetermined number of hours and the class requirements set by your professor to receive your grade and therefore, credit. Your performance evaluation is a consideration in determining the grade. If you think you may not complete your hours by the end of the semester please speak to your faculty person to determine how to proceed.

• The deadlines in your Co-op/Internship schedule are just as important as exams and papers in your other courses, so please keep up to date and in touch. Follow up and communication with the program contact is critical to complete the process, succeed at the workplace and gain as much as possible from the experience.

• If you have problems with any assignments or the work location during the semester, let your professor know as soon as possible. Failure to do so may cause poor employer relations that reflect adversely upon the college and may subject you to loss of academic credit. Any adjustments of your work location must be discussed with the Co-op/Internship representative and/or the Area Faculty. Resignations prior to the completion of the Co-op/Internship experience may result in no credit or an incomplete or failing grade for the course.

GRADES:

You will be assigned a letter grade upon successful completion of the required number of hours and the class or online component you are enrolled in.

The determination of the grade will be made by the class instructor/professor. Information such as performance, evaluation, seminar, attendance, homework assignments, journal and quality of work are reflected in the assigned grade.

Students who are ill or are unable for other reasons to complete their semester’s work will need to speak to their instructor to determine a course of action. In some cases you may be able to receive an INCOMPLETE until the requirements are met. All work must be completed within the first six weeks of the following semester; otherwise the INCOMPLETE will automatically become an “F”. 
APPENDICES

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Checklist (Back Cover)
College Wide

Cooperative Education and
Internship options

<table>
<thead>
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<th>Course Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Practicum (A)</td>
<td>AUT120-250</td>
</tr>
<tr>
<td>Cooperative Education in Business (A-E-G)</td>
<td>BUS150</td>
</tr>
<tr>
<td>Career Internships: Equity, Choices and Professionalism in the Workplace (A-E)</td>
<td>HUM130/WST130</td>
</tr>
<tr>
<td>Field Practicum in Chemical Dependency Counseling (G)</td>
<td>CDC255</td>
</tr>
<tr>
<td>Criminal Justice Internship (A-E)</td>
<td>CRJ215</td>
</tr>
<tr>
<td>Culinary Arts (E)</td>
<td>CUL240</td>
</tr>
<tr>
<td>HVAC/R Internship (G)</td>
<td>HVA260</td>
</tr>
<tr>
<td>Cooperative Education/Internships for Information Technology (A-G)</td>
<td>CST288</td>
</tr>
<tr>
<td>Cooperative Education/Internships in Interior Design (E)</td>
<td>INT230</td>
</tr>
<tr>
<td>Journalism Practicum (A)</td>
<td>ENG175</td>
</tr>
<tr>
<td>Public Service Internship (A-G)</td>
<td>POL151</td>
</tr>
<tr>
<td>Paralegal Internship (A-G)</td>
<td>LAW213</td>
</tr>
<tr>
<td>Cooperative Education in Business (Photographic Imaging) (E-G)</td>
<td>BUS150</td>
</tr>
<tr>
<td>Internship in Video and Sound (A)</td>
<td>RTV250</td>
</tr>
<tr>
<td>Animal Clinic Internship I and Animal Clinic Internship II (Veterinary Science Technology) (G)</td>
<td>VST202-VST203</td>
</tr>
</tbody>
</table>

Campus Locations:

A = Ammerman Campus
E = Eastern Campus
G = Michael J. Grant Campus
A PARTIAL LIST OF COOPERATIVE EDUCATION AND INTERNSHIP EMPLOYERS

Ameriprise
Ann Taylor
BOCES
Brandt Publications
Brookhaven Hospital
Brookhaven National Laboratory
Brookhaven Town
Cablevision
Computer Associates
CVS Pharmacy
Developmental Disabilities Institute
Desena and Sweeney
Design House
Disney College Program
Estee Lauder
French Connection
Garden Hilton Long Island
Girl Scouts of Suffolk County
Holtsville Ecology Center
Islip Town Government
Long Island Aquarium
MTV Networks
New York State Assembly
Jak Rajs
Little Flower Children’s Services
Local School Districts
Local Political Offices
Long Island Cares
Merrill Lynch/Bank of America
Natalie Weinstein
Nassau-Suffolk Law Center
News 12
New York Saints Lacrosse Team
NYPD
Parrish Art Museum
New York State Assembly
Perks Cards
Riverhead Foundation
Rothco
SiriusSX
Smithtown Arts Council
Suffolk County Legal Aid
SONY Records
Stony Brook University Hospital
Suffolk Cooperative Library
Suffolk County Police Department
Suffolk County District Attorney
Suffolk County Probation Department
Suffolk Federal Credit Union
Suffolk County Comptrollers Office
Sweetbriar Nature Center
United Nations
United States District Court
United Way
WBAB
Employers Seeking New College Grads With Relevant Work Experience

DATE
April 27, 2012

SUBJECT
Employers Seeking New College Grads With Relevant Work Experience

BETHLEHEM, PA—Employers have a hefty list of criteria against which they assess new college graduates for employment, and work experience that is relevant to the job is key among them, according to a study published by the National Association of Colleges and Employers (NACE).

Nearly three-quarters of the employers taking part in NACE’s Job Outlook 2012 survey said they prefer to hire job candidates who have pertinent experience; just 4 percent said experience didn’t factor into their decision when hiring new college graduates. (See Figure 1.)

“For college students, relevant experience is typically gained through an internship,” says Marilyn Mackes, NACE executive director.

In fact, the internship can be the “foot in the door” to a job with many employers: In a separate NACE study regarding internships, responding organizations reported that 42 percent of their 2011 college hires came from their own internship programs.

“Employers are looking for evidence that the candidate can do the job; the internship offers that evidence,” says Mackes.

Figure 1: Employers’ hiring preferences relative to experience

<table>
<thead>
<tr>
<th>Preference</th>
<th>% of respondents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate with relevant work experience</td>
<td>73.7%</td>
</tr>
<tr>
<td>Any type of work experience (relevance does not matter)</td>
<td>17.5%</td>
</tr>
<tr>
<td>Experience not a factor</td>
<td>4.1%</td>
</tr>
<tr>
<td>Other</td>
<td>4.6%</td>
</tr>
</tbody>
</table>

Source: Job Outlook 2012, National Association of Colleges and Employers.

About the surveys: The Job Outlook 2012 survey was conducted August 3 - September 23, 2011, among 244 organizations nationwide that hold NACE membership. NACE’s 2012 Internship & Co-op Survey was conducted November 11, 2011, through January 13, 2012, among 280 organizations holding NACE membership. NACE monitors and reports on the job market for new college graduates and related issues throughout the year.

About NACE: Since 1956, the National Association of Colleges and Employers (NACE) has been the leading source of information about the employment of college graduates. For more information, visit www.naceweb.org. NACE maintains a virtual press room for the media at www.naceweb.org/pressreleases/.
When it comes to the importance of candidate skills/qualities, employers are looking for team players and candidates who have strong verbal communication skills, according to respondents to NACE’s Job Outlook 2012 survey.

Survey participants rated “ability to work in a team structure” and “ability to verbally communicate with persons inside and outside the organization” as the two most important candidate skills/qualities. These are followed by candidates’ “ability to make decisions and solve problems,” “ability to obtain and process information,” and “ability to plan, organize, and prioritize work.”

The least important candidate skills/qualities on the list are the “ability to create and/or edit written reports” and the “ability to sell or influence others.”

Following is the list of the employer ratings:

**Employers rate the importance of candidate skills/qualities**

<table>
<thead>
<tr>
<th>Skill/Quality</th>
<th>Weighted average rating*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to work in a team structure</td>
<td>4.60</td>
</tr>
<tr>
<td>Ability to verbally communicate with persons inside and outside the organization</td>
<td>4.59</td>
</tr>
<tr>
<td>Ability to make decisions and solve problems</td>
<td>4.49</td>
</tr>
<tr>
<td>Ability to obtain and process information</td>
<td>4.46</td>
</tr>
<tr>
<td>Ability to plan, organize, and prioritize work</td>
<td>4.45</td>
</tr>
<tr>
<td>Ability to analyze quantitative data</td>
<td>4.23</td>
</tr>
<tr>
<td>Technical knowledge related to the job</td>
<td>4.23</td>
</tr>
<tr>
<td>Proficiency with computer software programs</td>
<td>4.04</td>
</tr>
<tr>
<td>Ability to create and/or edit written reports</td>
<td>3.65</td>
</tr>
<tr>
<td>Ability to sell or influence others</td>
<td>3.51</td>
</tr>
</tbody>
</table>

*5-point scale, where 1=Not important; 2=Not very important; 3=Somewhat important; 4=Very important; and 5=Extremely important
COLLEGE BENEFITS:

Comprehension of Employment Needs
Cooperative education and Internship programs connect the college and its students to the needs of our community of employers.

Employment Investment
Employers become directly involved in the educational process of the College and share their expertise through advisory boards, special events, classroom visits and presentations.

Faculty Awareness
Faculty stay current on activities in their field through contact with industry. Feedback from employers keeps curriculum current and relevant to the world of business.

Student Investment
Students who set goals and have a career focus are more likely to complete their degree.

COMMUNITY/EMPLOYER BENEFITS:

Source of Employees
Well-trained, highly motivated student employees from a wide selection of academic disciplines are a source of enthusiasm and new ideas that can have a positive effect on the workplace. The College’s program creates a needed supply of trained, experienced employees for the business community. This factor makes the program attractive for business development and to encourage students to stay on Long Island.

Economic Gain
Increased earning potential of the graduates benefits the community in terms of productivity, taxes paid and contributions made.

Less industry turnover
Graduates enter the workforce with well-clarified career goals and related experience which enables them to be more committed workers.

Opportunities to assess potential hires
Employers can build future commitment to their organization through student engagement and have the opportunity to train and observe Co-op/Internship students to evaluate them for long term employment.
STUDENT APPLICATION

Please Print

1. Name __________________________  2. Student I.D. # __________________________
   Last       First       M

3. Home Phone _______________    Cell _______________ Preferred ___________________________

4. Email: personal ___________________________ school ___________________________

5. Home Address_________________________________
                Street
                City
                State
                Zip

6. Are you: part-time full-time Campus: Ammerman Eastern Michael J. Grant

7. Curriculum Name___________________ Cumulative Credits_________Graduating? ______ GPA___________

8. Identify your career goal and 3 possible companies/ areas of interest:

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PLEASE NOTE:

- YOUR RESUME MUST BE APPROVED AND ON FILE FOR THE PROCESS TO BEGIN.
- Your signature gives us the right to submit your resume to any employer we deem appropriate for your internship and to contact your employer during your time with them.
- By working with this office and obtaining and accepting a Co-op/Internship position, you are agreeing to register and remain enrolled in a credit bearing seminar course for the designated semester.

Questions to facilitate the process

9. Are you eligible for work study award?   Yes    No    Interested in America Reads or Community Service? ___________

10. What limitations, if any, may have a bearing on your placement?
   a. Do you have driver’s license and use of a car for Co-op/Internship?   Yes    No License only
   b. What geographic areas would you consider? (Circle all that apply.)
      Suffolk County    Nassau County    New York City    Out of State
      Other ______________________________

12. Would you want your current job to be considered as the Co-op/Internship experience?   Yes    No

13. Notes/ Days and times available for internship/ additional information:

-------------------------------------------------------------------------------------------------------------------

I understand that my participation in the SCCC Cooperative Education and Internship Program indicates my acceptance of its regulations as outlined in the SCCC-Catalog. I further understand that I am responsible for learning these regulations. Furthermore, I accept that any written feedback I provide or images taken while at my Co-op/ Internship may be utilized for promotional purposes by SCCC.

_________________________________________________________    ________________________________
Student Signature    Date

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EDUCATION AND INTERNSHIP PROGRAM

AGREEMENT FORM

This form is an agreement between the Employer, Suffolk County Community College (the College) and the student. Any party may terminate the agreement after appropriate consideration and discussion with other parties.

The site supervisor agrees to:
1. designate an individual to supervise the student and to serve as liaison between the site and the College’s representative; maintain this relationship for the duration of ____________ hours;
2. provide training experiences, direction, supervision, resources and equipment to support the student;
3. respect SCCC’s human resource guidelines that dictate all sites be equal employment/affirmative action environments; do not discriminate against any person because of race, color, religion, sex, age, marital status, sexual preference, national origin, or handicap, except as such conditions may constitute bona fide occupational or assignment qualifications; abide by all internship guidelines set forth by College and the Department of Labor;
4. evaluate the student’s performance using the Site Supervisor Assessment/Performance evaluation form provided by the College;
5. maintain open lines of communication with the College’s representative;

The College agrees to:
1. develop and maintain employer relationships and evaluate sites for appropriateness as an internship site;
2. support the student in the process of securing an experience and provide opportunity to simultaneously earn credit;
3. provide classroom instruction in the student’s degree field paired with professional development education;
4. provide area faculty to monitor the progress of the student, both in the field and in the classroom, thereby enabling the determination of a grade for student performance;
5. develop, with the student, a series of well-planned learning/performance objectives which commensurate with the goals of the student’s degree field;
6. provide additional insurance coverage as part of student enrollment and payment for credits.

The student agrees to:
1. be enrolled and participate in ____________ internship course for ________________ semester;
2. demonstrate responsible behavior regarding attendance, performance, professional dress and work habits.
3. abide by the regulations and policies of both SCCC and employer;
4. submit time logs indicating accrual of ____________ hours.
5. complete student site assessment form provided by College

STUDENT NAME _______________________________ DATE

STUDENT I.D. # _______________________________ HOME # _______________ CELL# _______________

CURRICULUM NAME _________________________________________________________________________

EMPLOYER _______________________________ ADDRESS _______________________________

SUPERVISOR NAME _______________________________ TITLE: _______________________________

TELEPHONE _______________________________ FAX # _______________________________ EMAIL: _______________________________

_____________________________ UNPAID _______________ HOURS PER WEEK _______________ IF PAID, SALARY _______________

BRIEF DESCRIPTION OF DUTIES AND START DATE _______________________________________________________________________

______________________________________________________________________________

SPECIAL ARRANGEMENTS _______________________________________________________________________

We agree to comply with the conditions of the agreement.

_____________________________ EMPLOYER’S SIGNATURE _______________________________ DATE

_____________________________ STUDENT’S SIGNATURE _______________________________ DATE

_____________________________ FACULTY’S SIGNATURE _______________________________ DATE

_____________________________ COOP/INTERNERSHIP REPRESENTATIVE _______________________________ DATE

1st Copy (white) – File; 2nd Copy (Yellow) – Employer; 3rd Copy (Pink) – Student
COOPERATIVE EDUCATION AND INTERNSHIP PROGRAM

MONTHLY STUDENT TIME LOG

STUDENT’S NAME: ___________________________ DATE: _____________

EMPLOYER’S NAME: _________________________ PHONE: _____________

STUDENT’S SUPERVISOR: _______________________

WEEKLY HOURS SPENT AT EMPLOYER’S LOCATION

<table>
<thead>
<tr>
<th>MONTH/YEAR</th>
<th>ASSIGNED HOURS</th>
<th>TOTAL HOURS WORKED</th>
<th>SUPERVISOR’S INITIALS</th>
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<tbody>
<tr>
<td>WEEK I</td>
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<td>From:</td>
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<td>WEEK 3</td>
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<td>WEEK 4</td>
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</tbody>
</table>

Total Monthly Hours: _____ Hourly Rate: ___________ Total Monthly Salary: ___________

Employer Comments: _____________________________________________________________

Student Comments: _____________________________________________________________

Please return this form to ___________________________ at the beginning of each month. If any problems arise, please call your Cooperative Education representative.

Rev. 7/00 SCCC Form #2561-04
Checklist

1. _____ Email internships@sunysuffolk.edu, watch for response.

2. _____ Register for the appropriate co-op/internship class.

3. _____ Complete application.

4. _____ Contact the Career Services Office on your campus.

5. _____ Prepare resume and submit for approval.

6. _____ Research options for your Co-op/Internship.

7. _____ Set up class schedule leaving time to complete required hours.

8. _____ Study guidelines for preparing for an interview.

9. _____ Schedule interview based on process you are involved in.

10. _____ Send appropriate thank you note.

11. _____ Inform faculty person and/or co-op/internship representative of any offers.

12. _____ Accept offer; complete agreement form/contract; submit to professor.

13. _____ Attend classroom or online seminar.

14. _____ Hand in monthly time logs.

15. _____ Complete assessments at end of semester.
Suffolk County Community College is a unit of the State University of New York (SUNY) and is part of the SUNY Works initiative. The Cooperative Education and Internship Handbook is funded by the Lumina Foundation.