

THE EDUCATION COOPERATIVE'S INTERNSHIP TIMELINE

TEC-COOP.ORG



MEET YOUR INTERNSHIP COORDINATOR

You will be matched with one of our Internship Coordinators (IC) - someone who is dedicated to helping YOU find a placement specific to YOUR interests.

Expect to receive an email from your IC within one week of registering. Your IC will get to know you over Google Meet. Don't have a resume or unsure what's required to go on an interview? No problem! Your IC will support you every step of the way.



REVIEW WORKPLANS & INTERVIEW

Your IC will present you with placement options.

You will then decide which placement best suits you. Once you choose, it is up to you to reach out to the employer to schedule an interview. Interviews are usually conducted by someone who will be your mentor in your field of interest.



INTERNSHIP COMPLETE!

Your mentor will complete a feedback form assessing your job performance. Once you've fulfilled all requirements, a *Certificate of Completion* will be mailed to your home and Guidance Department. You will have a new work experience to add to your resume and professional contacts to use as a reference or recommendation!

APPLY ONLINE

Registration opens January 15, 2020. Online applications may be found at tec-coop.org/student-offerings.

Students must submit a resume, statement of interest and a photo with their application. They are placed on a first-come, first-serve basis. STEM fields are the most in-demand, so apply early! Students can expect to be placed within 6-8 weeks of application date.



FINE TUNE YOUR RESUME & INTERVIEW SKILLS

Work together with your IC.

Before going on an interview, you will work collaboratively with your IC to perfect your resume and brush up on/learn new interview skills and techniques to help prepare you for the interview with a potential mentor.



START YOUR INTERNSHIP

Let the real fun begin!

After the interview, if both sides agree and the company seems like a good fit, you will work with the mentor to set your schedule. Students must complete (at least) 60 hours and complete four journal assignments. A typical schedule may be 12-15 hours of work per week over four consecutive weeks.

