

INTRODUCTION TO THE COOPERATIVE EDUCATION & INTERNSHIP PROGRAM

Career Services

UW-La Crosse

54 Cartwright Center (Lower Level)

(608) 785-8570

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CAREER SERVICES STAFF

The following Career Services staff members are available to assist you with the internship application process:

- Karla Stanek, Director – Business
- Karolyn Bald – Liberal Studies & Arts & Communication
- Tim Tritch – Science & Allied Health
- Lore Vang – Employer Relations and Outreach
- Maureen Wilson – Internship Applications & Registration

BENEFITS OF THE PROGRAM

- Career Exploration – Internships allow students to explore career options within their fields of study.
- Related Work Experience – Internships provide the opportunity for students to gain valuable work experience prior to graduation.
- Academic Credit – Students may earn academic credit for internship experiences.
- Financial Assistance – Students interning with profit organizations may be paid while on their assignments.

GEOGRAPHIC LOCATIONS

- La Crosse Area – A wide variety of internships are available within a 50-mile radius of La Crosse.
- Regional/National – Interns also work at organizations throughout the Midwest and U.S.
- International – Students interested in international internship experiences within the U.S. are assisted by the Career Services Office. Students interested in international internships outside the U.S. will be assisted by the International Education Office located in 116 Graff Main Hall.

ACADEMIC CREDIT

If you choose to earn academic credit for your internship, the amount of credit received and the prerequisites vary by academic departments. Please see the University Catalog for details or discuss this with a Career Services staff member.

EAGLE OPPORTUNITIES RESOURCES

EAGLE Opportunities is your portal to powerful job search resources. By completing a brief profile and uploading your resume, you will get access to:

- **Internship & Job Vacancy List:** Employers from across the United States are continuously sending the university announcements about co-op/internships and/or full-time positions. Go here to see them and to apply. In addition, Career Services advisors do weekly job searches from various local, regional and state resources for WI, MN and various other locations.
- **Job Search Agent:** Notifies you via e-mail about newly posted jobs and co-ops according to your specific job search criteria.
- **On-Campus Interviews:** Many employers interview on campus for co-op/internships and/or full-time positions.
- **Career Events:** Calendar of important career events such as Career Fairs, employer panels and workshops.

EAGLE OPPORTUNITIES RESOURCES

EXTRAS

- **Internships.com Premium:** Even more internship listings are now available to you through Internships.com Premium. Internships throughout the United States are listed in this resource and offered to you as part of your Eagle Opportunities registration.
- **Career Insider (formerly Vault):** A comprehensive career resource which includes industry career guides, career profiles, industry research, 3,500+ company profiles, 1,100+ career advice articles, and a message board.
- **Going Global:** Allows you to search for jobs or co-op/internship positions in countries worldwide! Also has great resources for cities in the U.S..
- **Employer Access to Resumes:** Employers, with your permission, can access your resume online when searching for applicants.
- **Perfect Interview:** Loaded with over 1,500 interview questions and answers, Perfect Interview™ challenges you with compelling interview questions through a computer screen and captures your responses on video.

ACCESSING EAGLE OPPORTUNITIES

- To access the Eagle Opportunities, visit:
<http://www.uwlax.edu/careerservices/>
 - Username: student ID #
 - Password: last 4 digits of your ID #
- After logging in, you should:
 - Complete your profile information
 - Create and upload a copy of your resume
 - Search for available internships & visit the additional resources tab

RESUMES

- Visit the Career Services Home Page for resume guidelines and sample internship resumes.
- Schedule an appointment for a resume critique with a Career Services staff member. During the appointment, the staff member will also review the internship application process with you.
 - If you email a resume, always tell the staff member what types of internships you are interested.
- Save your resume as a Word, rich text or .pdf document
- Upload your completed resume to Eagle Opportunities.

EAGLE OPPORTUNITIES

- Log in using the User Name and Password
- Click on the “Internships and Jobs” tab on the menu at the top of the page.
- Internships in Eagle Opportunities are categorized by both Majors/Minors and by Job Categories. Searching only by major produces more targeted results. Searching only by Job Category usually produces broader results.
- Select “Internship” for the position type. Select a Major and/or Job Category and click on the “Search” button at the bottom of the page to see the listing of currently available internships.
- Click on the Job ID number for a position to see more information.
- You will apply to each internship in one of the following ways:
 - Apply through an on-campus interview
 - Apply online through the system
 - Apply directly to the employer

APPLYING ONLINE THROUGH EAGLE OPPORTUNITIES

- Review the “Job Description, Qualifications & Application Instructions” in the Position Information section.
- Click on the “Submit Resume” button above the position description.
- Click on the [Select Documents] link to select your resume; then click “Submit”. You will receive a message saying that you have successfully submitted your resume.
- Your resume will be sent to the employer, usually at the close of the application period or the employer may go online to view selected resumes.

APPLY DIRECTLY TO AN EMPLOYER

- Review the “Job Description, Qualifications & Application Instructions” in the Position Information section.
 - Employers may request that you apply directly on their organization’s web page; if so, a link will be given.
 - Employers may require that you submit your resume and cover letter by email or regular mail. Sample cover letters are available on the Career Services Home Page. If you require assistance with your cover letter, please see a Career Services staff member.
 - If an application form is required that is not available online, the form is usually available in the Career Services Office.
- A “Submit Resume” or “View Schedule” button will not appear for these positions.

APPLY THROUGH ON-CAMPUS INTERVIEW

- Review the “Job Description, Qualifications & Application Instructions” in the Position Information section.
- Positions with campus interviews will show a “View Schedule” button above the position description.
- Click the “View Schedule” button to sign up for an interview time on an open schedule or to submit your name for consideration by an employer on a closed schedule. For closed interview schedules, your submitted resume will be sent to the employer. The employer will decide who they wish to interview and, if selected, you will get an email telling you to log into Eagle Opportunities to sign up for an interview.
- A very limited number of employers interview for internships on campus.

INTERVIEWS

- Interviewing resources and help information are available on the Career Services Home Page.
- Employers, not Career Services staff, make the decision on who they will interview and/or hire.
- Interviews may be on campus, at the employer site, or over the telephone.
- Prior to an interview, review the position description and organization information to be better prepared.
- Please consult with a Career Services staff member if you have any questions or concerns regarding interviews.

ADDITIONAL INTERNSHIP RESOURCES

- Career events sponsored by Career Services in the fall and spring bring many internship employers to campus. Some employers may advertise their internships only at these events. Visit the Career Services Home Page for a calendar of events.
- You may search on your own for internships via the Internet or other resources. Please see internship links on the Career Services Home Page for additional web-based resources.
- If you have an interest in a specific employer, location or type of position that has not been advertised through Eagle Opportunities, please schedule an appointment with a Career Services staff member.

TIMING AND DEADLINES

- Begin your search 6-9 months ahead of when you want to begin an internship, particularly for internships that are nationally competitive, such as positions with the federal government.
- Some employers may advertise positions that begin after the semester starts. Your flexibility to apply for such a position may increase your chances of obtaining the internship.
- The majority of internships are advertised in the Eagle Opportunities during the following periods:

Spring Internships →→→→→ Early to Mid Fall

Summer Internships →→→→→ Late Fall to Mid Spring

Fall Internships →→→→→ Mid Spring to Early Fall

AFTER SELECTION

Notify Career Services after you have accepted an internship, even if you are not receiving credit for the experience.

If you wish to receive credit for the internship, see a Career Services staff member to discuss your credit options and to assist you with the necessary paperwork.

APPOINTMENT WITH CAREER SERVICES STAFF

For assistance with your resume, cover letter, interviewing, or a special request, schedule an appointment with a Career Services staff member at (608) 785-8514.