GRAD CO-OP NEWSFLASH

February 7, 2014

The Graduate Cooperative Education Program at Georgia Tech is the largest graduate co-op program in the United States. It allows both masters and doctoral students the opportunity to include specialized work experiences in their graduate studies. Internships approved by the academic department will be administered as Graduate Co-op work assignments through The Center for Career Discovery and Development.

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1) APPLICATION PROCESS FOR SUMMER AND FALL 2014 GRAD CO-OP/INTERNSHIPS

Graduate internships can be approved for full-time or part-time positions related to your major. Once approved, students will receive a permit to enroll in a no-fee/no-tuition based audit course. COOP 6012 is assigned to all grad co-ops working full-time. Part-time graduate co-op courses are available for three, six, or nine audit hours and relate to the number of hours you work each week.

To register your summer or fall graduate internship:

1) Enroll as a Grad Co-op using CareerBuzz
2) Provide a written offer letter from your prospective co-op/internship employer. Be sure it includes the dates you will work, the address where you will actually work, and contact information.
3) Obtain a signed approval letter from your academic advisor approving you for full-time or part-time graduate co-op/internship.
4) Upload these documents into CareerBuzz (https://gtdopp-csm.symplicity.com), and then visit the Grad Co-op Office to complete paperwork for your registration.
5) Register in the tuition-free, no fee audit course during Phase 1 or Late registration. The 12 audit hour course maintains your full-time student status and guarantees you
maintain library privileges, etc. Your permit, once issued, will be for COOP 6012. Do not register for any thesis hours. These would require tuition.

6) If you are on an F-1 visa and require CPT, this will be requested when these other steps are completed. OIE requires 5 business days to process and will send you an e-mail when a new page 3 for your I-20 is ready.

**Summer:** The grad co-op course requires students to work a minimum of 10 weeks for the summer semester. Summer work dates may start as early as May 5, 2014 and end as late as August 15, 2014. The last date to submit documents and register for a summer internship is May 16, 2014.

**Fall:** Fall grad co-op work assignments must be a minimum of 16 weeks. Fall work dates must may start as early as August 4, 2014 and end as late as January 2, 2015. The last date to submit documents and register for a fall internship is August 22, 2014.

### 2) UPCOMING CAREER FAIRS

- **Georgia Tech Virtual Career Fair** - Wed Feb 12 and Thu Feb 13  
  Location: [http://gatech.careereco.net](http://gatech.careereco.net)  
  For registration and additional information, please go to: [http://gatech.careereco.net/](http://gatech.careereco.net/)

- **School of Public Policy Career Fair** - Fri Mar 14  
  Location: Architecture (West) Atrium  
  1:00 PM - 4:00 PM This is a joint fair between the Schools of Architecture, City Planning, and Public Policy.  
  For additional information and registration, please contact Clark Bonilla, [clark.bonilla@pubpolicy.gatech.edu](mailto:clark.bonilla@pubpolicy.gatech.edu).

- **School of Architecture Career Fair** - Fri Mar 14  
  Location: Architecture (West) Atrium  
  1:00 PM - 4:00 PM This is a joint fair between the Schools of Architecture, City Planning, and Public Policy.  
  For additional information and registration, please contact Nitra Wisdom, [nitra.wisdom@coa.gatech.edu](mailto:nitra.wisdom@coa.gatech.edu).

- **School of City & Regional Planning Career Fair** - Fri Mar 14  
  Location: Architecture (West) Atrium  
  1:00 PM - 4:00 PM This is a joint fair between the Schools of Architecture, City Planning, and Public Policy.  
  For additional information and registration, please contact Dracy Blackwell at [dracy.blackwell@coa.gatech.edu](mailto:dracy.blackwell@coa.gatech.edu)

- **GT Alumni Career Fair** - Tue May 13  
  Location: Cobb Galleria Center  
  1:30 PM - 6:00 PM All Georgia Tech alumni, seniors in their last semester and all graduate students are invited to attend. To register, visit [www.gtalumni.org/careerfair](http://www.gtalumni.org/careerfair).  
  For additional information, please contact Caroline Player at [caroline.player@alumni.gatech.edu](mailto:caroline.player@alumni.gatech.edu).
3) DISCOVER GTRI CAREER EVENT FEBRUARY 20

Georgia Tech Research Institute (GTRI) employs large numbers of interns, co-ops, student employees, and graduates in numerous labs on campus and around the country. Learn about all of the GTRI employment opportunities by attending Discover GTRI, Thursday, February 20 from 11:00 am to 2:00 pm in the Student Center Ballroom.

4) NOMINATE YOUR GRAD CO-OP EMPLOYER FOR EMPLOYER OF YEAR AWARD

Grad Co-op is pleased to offer the annual Georgia Tech Grad Co-op Employer of the Year award. Students who worked as grad co-ops/interns during the past year may nominate their graduate co-op employer. The award will be presented at the annual Briaerean Honor Society Awards Banquet to be held 11 am – 1 pm in the Bill Moore Student Success Center, President’s Suites A, B and C, Thursday, April 10, 2014.

Information Needed to Nominate your Employer:

- Your name, phone number, and e-mail address
- Employer name and address
- Employer contact (Name/Phone/E-Mail)
- List 3 reasons you would recommend your coop/internship employer to other students.
- How many terms did you work as a Graduate Co-op?
- What did you like the most about your employer? Why?
- How has your work experience /employer influenced your future career goals?
- Why should your employer be Employer of the Year?

Submit nominations to ken.little@dopp.gatech.edu Nominations are due this year by February 20, 2014.

5) PREPARE FOR YOUR JOB SEARCH: BUSINESS ETIQUETTE DINNER

Date: Monday, February 24, 2014
Time: 6:00PM – 8:00PM
Location: Student Center Ballroom

Registration is required. Go to: www.career.gatech.edu Click on “Business Etiquette Dinner” event scrolling at top of page

Sponsored by Center for Career Discovery & Development
6) INTERNATIONAL STUDENT WORKSHOP: BUILDING JOB SEARCH SKILLS

Session Topics:
The Hidden Job Market
Networking or “not working”
Using Social Media in Your Job Search
Your “Elevator Conversation”
“Tell Me about Yourself”

Dates: Tuesdays, February 25th, March 4th, March 11th
Time: 4:00-5:30pm
Location: Career Center Library, Second Floor, Bill Moore Student Success Center
Registration Required: Sign-up in iStart. Limited to 25 students per session.

Sponsored by the Center for Career Discovery and Development

7) WORK ENVIRONMENT PHOTOS REQUESTED

Grad Co-ops returning from work are giving extremely positive reports about the value of their co-op/internship experience. Help us promote such experiences to other potential co-ops and interns. Provide a photograph or two from your work environment. Action shots catch people’s attention as well as photos that include the name of recognized employers. Send your submissions to ken.little@dopp.gatech.edu

8) NETWORK USING LINKEDIN

JOIN our Linked In Group: Georgia Tech Division of Professional Practice! Find out about internship opportunities that are not posted on CareerBuzz, get great job search advice and connect with professionals in your field. Be sure to get networked at: http://www.linkedin.com/groups?gid=3660178&trk=hb_side_g

9) OSDC-PIRE FELLOWSHIP FOR INTERNATIONAL RESEARCH, SUMMER 2014

Information Session on Thursday, February 27, 4:00pm
Georgia Tech, Suddath Seminar Room, IBB 1128

Refreshments will be served; RSVP requested to lisa.redding@biology.gatech.edu

The Open Science Data Cloud Partnerships for International Research and Education project provides international research and education experiences through training and study at universities and research institutes around the world with leading scientists in the field of computing.

The OSDC PIRE Program provides six to eight week fully funded fellowships for US graduate student researchers with an information technology background. The fellowship provides funds
for travel, lodging, and per diem to the OSDC’s international collaborator sites for OSDC PIRE participants to develop and advance research in cloud-based services and applications.

Eligibility requirements:

- Must be a US citizen or US resident
- Must be a graduate student, senior undergrad, postdoc, or early career faculty
- Must be actively conducting research in Computer Science, Domain Science, or Engineering related topic to benefit from a summer research experience consistent with the goals of the OSDC PIRE project
- Must have strong academic qualifications 3.0 GPA or better

Summer 2014 research projects: [http://pire.opensciencedatacloud.org/foreign-projects-partners/](http://pire.opensciencedatacloud.org/foreign-projects-partners/)

10) OIE ADVISES INTERNATIONAL STUDENTS ABOUT OPT

Grad Co-op advisers are NOT international student advisers and are NOT the source for questions about using Optional Practical Training after graduation. The Office of International Education (OIE) is the source for correct answers and offers the following information about Optional Practical Training:

**OPTIONAL PRACTICAL TRAINING, CHANGES AND TUTORIAL**

Students who wish to work off campus must have immigration authorization for Optional Practical Training (OPT) or Curricular Practical Training (CPT). The procedure for OPT includes viewing a tutorial and completing the required E-form to request OPT.

F-1 students have the option to apply for either Pre-Completion OPT or Post-Completion OPT during their program of study. To determine which OPT is needed for your situation, please view the appropriate tutorial.

**Thesis Student Tutorial**

**Non-thesis Student Tutorial**

**There are 5 easy steps to completing a successful OPT application.**

1. Watch the appropriate OPT Tutorial.
2. Complete the OPT assessment and the I-765. Upload both documents to the appropriate E-form in iStart.gatech.edu
3. Pick up the I-20 from OIE once the E-form has been approved. Assemble your application together using the checklist provided by the OIE and mail the complete application to USCIS. For a complete OPT application check-list, click [here](http://pire.opensciencedatacloud.org/foreign-projects-partners/).
4. Receive the Notice of Action and the EAD card.
5. Begin working only after you have received the EAD card authorizing you for OPT work permission.
11) ORISE SUMMER STUDENT RESEARCH PARTICIPATION OPPORTUNITY AT NCTR

Summer research opportunities are available at the National Center for Toxicological Research (NCTR), U.S. Food and Drug Administration (FDA) in Jefferson, Arkansas. This program is designed for science and mathematics students preparing for future careers in toxicology, regulatory science, or related scientific disciplines. Selected individuals will participate in research projects on the biological effect of potentially toxic chemicals and the solutions to toxicology problems that have a major impact on human health and the environment.

The appointment period is for up to 10 weeks beginning May 27, 2014. The participant will receive a stipend depending on education level and experience. The Research Participation Program for FDA is administered by the Oak Ridge Institute for Science and Education under an agreement with FDA and the Department of Energy (DOE). Participants do not become employees of FDA, DOE, or the program administrator, and there are no fringe benefits paid.

For additional information about this opportunity, NCTR or FDA, please visit http://www.fda.gov/AboutFDA/WorkingatFDA/FellowshipInternshipGraduateFacultyPrograms/ucm243662.htm

Qualifications

- U.S. citizens at least 18 years of age at the time of appointment.
- Students in good standing at an accredited U.S. college or university, or accepted as an entering graduate or professional student at an accredited college or university, with a cumulative GPA of 2.50 or higher (based on a 4.0 scale).

How to Apply: please complete the application materials and return to ORISE by March 7, 2014.

You can download the application from http://www.orau.org/science-education/internships-scholarships-fellowships/description.aspx?JobId=14519

E-mail documents to: FDArpp@orau.org

Graduate Studies and The Center for Career Discovery and Development

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