



Cooperative Education & Internship Student Handbook



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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

MICHAEL J. GRANT CAMPUS
CAREER AND TRANSFER CENTER

NESCONSET HALL, SUITE 1
PH: 631-851-6876
F: 631-851-6256
TONI-ANNE NHOTSUBANH, COUNSELOR
nhotsot@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 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!

COMMUNICATING: FROM BEGINNING TO END

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 #2

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

Cover Letter Sample

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)

THANK YOU SAMPLE #2 – AT COMPLETION OF EXPERIENCE

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/stusexualharassmentpolicyAug2002.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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College Wide

Cooperative Education and Internship options

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

Campus Locations:

A = Ammerman Campus

E = Eastern Campus

G = Michael J. Grant Campus

A PARTIAL LIST OF COOPERATIVE EDUCATION AND INTERNSHIP EMPLOYERS

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

Employers Seeking New College Grads With Relevant Work Experience

April 27, 2012

DATE

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

Preference	% of respondents
Candidate with relevant work experience	73.7%
Any type of work experience (relevance does not matter)	17.5%
Experience not a factor	4.1%
Other	4.6%

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/.

Job Outlook: The Candidate Skills/Qualities Employers Want

[Spotlight for Career Services Professionals, October 26, 2011](#)

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

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

*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

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/INTERNSHIP REPRESENTATIVE

DATE

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

MONTH/YEAR	ASSIGNED HOURS	TOTAL HOURS WORKED	SUPERVISOR'S INITIALS
WEEK 1 From: To:			
WEEK 2 From: To:			
WEEK 3 From: To:			
WEEK 4 From: To:			

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.

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.