

How to Find an Internship

Woodruff School of Mechanical Engineering – gtip.gatech.edu

Why should I look for an internship?

All students should plan to have two work experiences prior to graduation. Most companies require students to have work experience before being considered for full-time positions.

What year in school must I be to look for an internship?

Companies who hire interns are generally looking for juniors or seniors. Companies typically have a large pool of candidates, so they usually choose students who are further along in school. However, students are eligible to intern after completing their first year.

What resources does Georgia Tech have to find an internship?

Georgia Tech Internship Program – The Center for Career Discovery and Development handles internship positions.

- **Requirements to participate in the internship program:**
 - First year students must complete 30 hours of coursework before starting an internship.
 - Transfer students can begin to look for work during their first full-time semester; however, they must complete at least 12 hours in order to be cleared for work.
 - A minimum GPA of a 2.0 and be in good academic standing.
- **Instructions to find an internship:**
 - Internship program application instructions can be found at: <http://career.gatech.edu/internships/application-process>
 - Go to CareerBuzz and create a new student account at: <https://gatech-csm.symplicity.com>
 - Fill out the Experiential Learning Application in CareerBuzz before you apply to jobs. From “My Quicklinks”, select “Submit/Edit Your Experiential Learning Application.”
 - Apply for internships on CareerBuzz.
 - Instructions to register an internship once you have secured a position can be found at: http://career.gatech.edu/internship/job_acceptance_placement
 - International students have additional requirements that can be found at: <https://career.gatech.edu/internships/international-authorization>

What other resources are available outside of Georgia Tech to look for an internship?

- Websites external to Georgia Tech:
 - www.internships.com
 - www.aftercollege.com
 - www.internweb.com
 - www.engineerjobs.com
 - www.internjobs.com
 - www.indeed.com
 - www.looksharp.com
 - www.simplyhired.com
 - www.goabroad.com/intern-abroad
 - www.dice.com
 - www.ccefp.org/get-involved/internships (fluid power internships)
 - www.vault.com (Access at www.career.gatech.edu for free!)
 - www.jobboard.asme.org/ (ME specific jobs)
 - www.ans.org/honors/internships/ (NRE specific jobs)
- Internships in research, national labs and government jobs:
 - Research Experiences with the National Science Foundation: www.nsf.gov/crssprgm/reu
 - Washington, DC Internship programs: www.twc.edu
 - NASA Internships: www.intern.nasa.gov
 - Federal Government Jobs: www.usajobs.gov
 - Internships with County Government Offices in Georgia: www.georgiacountyinternships.org/
- Non-profit internships and community service (most are not paid):
 - www.idealists.org
 - www.volunteermatch.org
 - www.quintcareers.com/volunteering.html
 - www.workforgood.org
- Attend on-campus employer information sessions with a resume for particular companies of interest. A list of company sessions: www.careerdiscovery.gatech.edu/employer-information-sessions
- Attend the Career Fairs on campus or virtually. For more details, click here: www.careerdiscovery.gatech.edu/campus-career-fairs
- Attend ASME (American Society of Mechanical Engineers) or ANS (American Nuclear Society) meetings and network with employers who give presentations at the meetings. ASME sponsors a career fair in September.
- Use the Chamber of Commerce to find companies in specific cities: www.chamberofcommerce.com/business-directory

How to Find a Co-Op

Woodruff School of Mechanical Engineering – coop.gatech.edu

Why should I look for a co-op?

Cooperative Education is an academic program designed to complement a student's formal education with paid practical work experience directly related to the student's academic major; co-ops alternate semesters of on-campus study with semesters of full-time employment.

What year in school must I be to look for a co-op?

Companies who hire for co-ops are generally looking for younger students who can grow and learn over the series of three or more work rotations. Most undergraduate co-op students begin the program as sophomores, but students can begin as soon as the summer after their first year.

What resources does Georgia Tech have to find a co-op?

Georgia Tech Co-op Program – The Center for Career Discovery and Development coordinates co-op positions.

- **Requirements to participate in the co-op program:**
 - All students are eligible to apply without restriction during their first semester at Georgia Tech.
 - First year students must complete at least one semester of school prior to the start of the co-op rotation.
 - Have a minimum GPA of a 2.0 and be in good academic standing.
 - Have at least three school semesters remaining after the first work term.
 - Be enrolled full-time the semester prior to the first work term (summer is an exception).
- **Instructions to find a co-op job:**
 - Co-op program application instructions can be found at: <http://career.gatech.edu/co-op/application-process>.
 - Go to CareerBuzz and create a new student account at: <https://gatech-csm.symplicity.com>
 - Fill out the Experiential Learning Application in CareerBuzz before you apply for any jobs on CareerBuzz. From “My Quicklinks”, select “Submit/Edit Your Experiential Learning Application.”
 - On-line orientation is MANDATORY for new program participants before scheduling job interviews. Watch the online orientation Prezi in CareerBuzz.
 - Apply for co-op positions on CareerBuzz.
 - Instructions to register a co-op once you have secured a position can be found at: http://career.gatech.edu/co-op/job_acceptance_placement
 - International students have additional requirements that can be found at: <https://career.gatech.edu/co-op/international-authorization>

4 Year (8 Semesters) Co-op Options

Option 1	Year 1	Year 2	Year 3	Year 4
Fall Term	School	School	WORK	School
Spring Term	School	WORK	School	School
Summer Term	WORK	School	School	

Option 2	Year 1	Year 2	Year 3	Year 4
Fall Term	School	WORK	School	School
Spring Term	School	School	WORK	School
Summer Term	School	WORK	School	

Option 3	Year 1	Year 2	Year 3	Year 4
Fall Term	School	School	WORK	School
Spring Term	School	WORK	School	School
Summer Term	School	School	WORK	

4 ½ - 5 Year (9 Semesters) Co-op Options

Option 4	Year 1	Year 2	Year 3	Year 4	Year 5
Fall Term	School	WORK	School	School	School
Spring Term	School	School	WORK	School	
Summer Term	Off	WORK	School	School	

Option 5	Year 1	Year 2	Year 3	Year 4	Year 5
Fall Term	School	School	WORK	School	School
Spring Term	School	WORK	School	School	
Summer Term	Off	School	WORK	School	

Option 6	Year 1	Year 2	Year 3	Year 4	Year 5
Fall Term	School	WORK	School	School	School
Spring Term	School	School	WORK	School	School
Summer Term	Off	WORK	School	INTERN	