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](http://career.gatech.edu/internships/application-process)  
  - Go to CareerBuzz and create a new student account at: [https://gatech-csm.symplicity.com](https://gatech-csm.symplicity.com)  
  - Fill out the Experiential Learning Application in CareerBuzz before you apply to jobs. From “My Quicklinks” heading on the main screen, 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](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](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.simplyhired.com  
  - www.aftercollege.com  
  - www.goabroad.com/intern-abroad  
  - www.internweb.com  
  - www.dice.com  
  - www.engineerjobs.com  
  - www.ccefp.org/get-involved/internships (fluid power internships)  
  - www.internjobs.com  
  - www.vault.com (Access at www.career.gatech.edu for free!)  
  - www.indeed.com  
  - www.jobboard.asme.org/ (ME specific jobs)  
  - www.looksharp.com  
  - 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](http://www.nsf.gov/crssprgm/reu)  
  - Washington, DC Internship programs: [www.twc.edu](http://www.twc.edu)  
  - NASA Internships: [www.intern.nasa.gov](http://www.intern.nasa.gov)  
  - Internships with County Government Offices in Georgia: [www.georgiacountyinternships.org/](http://www.georgiacountyinternships.org/)  
- **Non-profit internships and community service (most are not paid):**  
  - www.idealist.org  
  - www.quintcareers.com/volunteering.html  
  - www.volunteermatch.org  
  - 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](http://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](http://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](http://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 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](http://career.gatech.edu/co-op/application-process).
    - Go to CareerBuzz and create a new student account at: [https://gatech-csm.symplicity.com](https://gatech-csm.symplicity.com)
    - Fill out the Experiential Learning Application in CareerBuzz before you apply to jobs. From “My Quicklinks” heading on the main screen, 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](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](https://career.gatech.edu/co-op/international-authorization)

4 Year (8 Semesters) Co-op Options

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

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