

# How to Find an Internship

Woodruff School of Mechanical Engineering – [gtip.gatech.edu](http://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](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](http://www.internships.com)
  - [www.aftercollege.com](http://www.aftercollege.com)
  - [www.internweb.com](http://www.internweb.com)
  - [www.collegegrad.com](http://www.collegegrad.com)
  - [www.internjobs.com](http://www.internjobs.com)
  - [www.indeed.com](http://www.indeed.com)
  - [www.looksharp.com](http://www.looksharp.com)
  - [www.simplyhired.com](http://www.simplyhired.com)
  - [www.goabroad.com/intern-abroad](http://www.goabroad.com/intern-abroad)
  - [www.dice.com](http://www.dice.com)
  - [www.ccefp.org/get-involved/internships](http://www.ccefp.org/get-involved/internships) (fluid power internships)
  - [www.vault.com](http://www.vault.com) (Access at [www.career.gatech.edu](http://www.career.gatech.edu) for free!)
  - [www.jobboard.asme.org/](http://www.jobboard.asme.org/) (ME specific jobs)
  - [www.ans.org/honors/internships/](http://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)
  - Federal Government Jobs: [www.usajobs.gov](http://www.usajobs.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.idealists.org](http://www.idealists.org)
  - [www.volunteermatch.org](http://www.volunteermatch.org)
  - [www.quintcareers.com/volunteering.html](http://www.quintcareers.com/volunteering.html)
  - [www.workforgood.org](http://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](http://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](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	