

2007 - 2008 Student Work Schedule

Semester	Work Term Begins	Work Term Ends
Fall 2007	August 27	December 14
Spring 2008	January 7	April 25
Summer 2008	May 12	August 19
Fall 2008	August 25	December 12

University/Career Center Calendar

Fall Semester 2007

August 27	Classes Begin
September 3	Labor Day (Closed)
September 20	Engineering Day
September 21	Seminole Futures Expo
October 1	On-campus Recruitment Begins
October 9	Graduate/Law School Expo
November 9	Veteran's Day (Closed)
November 16	On-campus Recruitment Ends
November 22-23	Thanksgiving Holidays (Closed)
December 7	Classes End
December 11	Education & Library Expo
December 10-14	Final Exam Week

Spring Semester 2008

January 7	Classes Begin
January 14	Martin Luther King, Jr. Day (Closed)
January 25	Seminole Futures Expo
January 28	On-campus Recruiting Begins
March 10-14	Spring Break Week
March 25	Communications Career Awareness Day
April 4	On-campus Recruitment Ends
April 14-18	Final Exam Week

Summer Semester 2008

May 12	Classes Begin (13 Week Session)
May 26	Memorial Day (Closed)
July 4	Independence Day (Closed)
August 8	Classes End

The Career Center

Key Staff for Co-Op & Internship Recruiting

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Program Director

Kawana Williams
Assistant Director &
Mock Interview Program Coordinator

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Any Questions?

Call 850.644.9775

FLORIDA STATE
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Co-op & Internship Recruiting at The Career Center

A Key To Opportunity



FLORIDA STATE UNIVERSITY

Co-op/Internship: A Key to Opportunity

“Real World” work experience prior to graduation is a key opportunity for college students to explore career interests. Thus, the FSU Career Center, provides a centralized, comprehensive experiential internship and co-operative education program. The mission of our internship & co-op program is to assist currently enrolled, degree-seeking students to find relevant and meaningful academic or career-related experiences.

We offer an array of resources and services designed to link your organization with undergraduate and graduate students seeking temporary major/career-related positions, such as internship, cooperative education (co-op), volunteer, and summer employment. You can also post part-time, temporary or seasonal openings for students. To assist you in your co-op or intern recruitment needs, we offer the following programs and services:

❑ Free Online Job Posting

To post internship, co-op or part-time jobs for FSU students, please visit www.career.fsu.edu. Then

1. Under *Career Tools*, click **SeminoleLink**
2. Under *Employers*, click **Employer Login**
3. **Click Register and Post a Job for FSU Students & Alumni (Free)**

New employers click the **Register** button to create a new account. You will receive an e-mail notification that your account has been approved. It will also include a username (your e-mail address) and your initial password. You may change your password, if desired.

Existing employers enter your username (your e-mail address) and password. Click the **Go** button. If you don't remember your password, click the **Forgot Password** button and it will be e-mailed to you.

❑ On-campus Recruiting (OCR)

To request an on-campus interview schedule for co-op or intern positions:

1. log in to your **SeminoleLink** account at www.career.fsu.edu,
2. click **Employers Post a Job and Manage Recruiting**,
3. enter your username (your e-mail address) and password (sent initially),
4. choose **Create a New Schedule** from Quick Links,
5. complete the Schedule Request Form,
6. choose the interview location, number of rooms, and interview date (s),
7. review your approved request once you receive an e-mail confirmation,
8. log in to **SeminoleLink** and attach your position and requirements.

❑ Information Sessions

To schedule an on-campus information session, log on to your account and click **Create a New Information Session** or contact the scheduling coordinator at 850.644.9972 to make a request. All requests are reviewed and approved by the scheduling coordinator.

❑ Resume Referral

This is a Web-based resume referral program included in **SeminoleLink**. Only FSU students are authorized to search, view and respond directly to your posted internships, cooperative education or other career-related positions, daily. Upon receipt of students resumes and other credentials, please contact them directly to make arrangements for an interview, if you are not conducting on-campus interviews through our OCR program.

Note: Students apply directly to the employer for part-time, temporary or seasonal positions, not through the system.

❑ Resume Books

This is a special service provided to Career Center Placement Partners. To learn how to become a part of this distinguished group of employers and its benefits, please visit www.career.fsu.edu/partner or call 850.644.6491.

❑ Career Expositions

The Career Center hosts a number of career expositions throughout the fall and spring semesters. They include: Engineering Day, Seminole Futures, Graduate & Professional School, Education & Library, Communications Career Awareness Day, and Statewide Job Fair. Engineering Day and Seminole Futures are excellent opportunities to recruit FSU candidates for full-time employment, as well as intern, co-op and other positions. Visit our web site for the dates, times and locations of these events.

❑ SpringWork Externship (Job Shadowing)

The purpose of SpringWork is to acquaint students with what a career field is really like. It is an exploratory experience that may be entirely observational or hands-on, or a mix of the two. The actual experience will vary based on the setting and convenience of the employer/host. Please call 850.644.9775 to learn how to host an FSU student in your organization.

