Tips for Getting a Co-op or Internship

Create an AggieCAREER Manager account at careerservices.nmsu.edu. Schedule an appointment to have your resume critiqued by a Career Services advisor or attend a Career Services resume event. Upload your resume to AggieCAREER Manager.

Be proactive in seeking a Cooperative Education or Internship position by actively networking, researching employer websites, attending career fairs, and reviewing employer job postings in AggieCAREER Manager. If you are able to secure a Co-op job or Internship on your own, you must work through the Co-op/Internship office to fully certify the assignment prior to beginning work.

For more information, go to: careerservices.nmsu.edu

Fellowships
Fellowships are grant payments for study, training, or fieldwork which is directly related to obtaining a Master’s degree or Ph.D in a given professional field. Fellowships have a limited timeline and a stated period of months in which the training and/or work will be completed and compensation paid. Fellowships can last for a few days, a few weeks, a couple of months, a year, or a couple of years depending upon the scope of the work involved.

All About Discovery!
Internships

Brief Definition
“Internship” is a broad term defined by employers that could mean anything from job shadowing an employer to performing paid work. For example, some employers (e.g., Federal government) may use the term “Internship” for opportunities that meet the university’s requirement for the Cooperative Education & Internship Program.

Relevancy to Major
Internships may or may not be related to a student’s major. For example, a student may pursue an internship unrelated to their major to “feel out a new career” or gain diverse experience.

NMSU Requirements
Varies – mostly determined by company or hiring authority. If Internship qualifies for NMSU Cooperative Education program, the student must meet all requirements and report work assignment to the Cooperative Education & Internship Program.

Duties
Duties vary and may or may not be related to a student’s major.

Duration
Varies – some Internships last a few weeks whereas others may last an entire semester (spring, summer or fall).

Student Status Considerations
Students with Internships during the fall or spring semesters may have their student status at NMSU “frozen” (e.g., financial aid, scholarships, etc.) if the internship meets the criteria of the Cooperative Education & Internship Program.

Cooperative Education (Co-op)

Brief Definition
Cooperative Education: experienced-based learning for college students through paid employment in practical, curriculum-related work assignments. At NMSU, Cooperative Education is a formally recognized educational program designated on a student’s academic transcript.

Relevancy to Major
Cooperative Education assignments must be directly related to a student’s major.

NMSU Requirements
- Sophomore classification or above.
- Completed minimum 28 credit hours (undergraduates) or 9 credit hours (graduate students.)
- Degree seeking with declared major.
- Undergraduate minimum cumulative 2.0 GPA; Graduate minimum 3.0 GPA.
- AggieCAREER Manager account, with resume uploaded.
- Formal advising appointment with Cooperative Education/Internship advisor.

Duties
Perform duties directly related to a student’s major.

Duration
Cooperative Education assignments generally range from one semester to multiple semesters. Employment plans include full-time experience or part-time experience concurrent with full-time school.

Student Status Considerations
For full time Cooperative Education assignments during fall or spring semesters, students can have their status at NMSU “frozen” (e.g., financial aid, lottery scholarships, etc.). These programs resume when the student returns to school. Students must report all Cooperative Education work assignments (full or part time) for transcript coding.

Pathways Programs
Federal Government Internships (www.USAJOBS.gov)

The Pathways Programs offer clear paths to Federal internships for students from high school through post-graduate school and to careers for recent graduates, and provide meaningful training and career development opportunities for individuals who are at the beginning of their Federal service. As a student or recent graduate, you can begin your career in the Federal government by choosing the path that best describes you and where you are in your academics:

Internship Program: This program is for current students enrolled in a wide variety of educational institutions from undergraduate to graduate level, with paid opportunities to work in agencies and explore Federal careers while still in school. Agencies may hire Interns on a temporary basis for up to one year for an initial period, or for an indefinite period, to complete the educational requirement. Interns may work either part- or full-time and may be converted to a permanent position (or, in some limited circumstances, to a term position lasting 1-4 years) within 120 days of successful completion of the program. Intern’s job will be related to the student’s academic career goals or major field of study.

Recent Graduates Program: This program is for individuals who have recently graduated from qualifying educational institutions or programs and seek a dynamic, career development program with training and mentorship. To be eligible, applicants must apply within two years of degree or certificate completion (except for veterans precluded from doing so due to their military service obligation, who will have up to six years to apply). Positions offer opportunity for career advancement and mentorship. Individual development plan is developed to track recent graduates’ career planning, professional development, and training activities.

Presidential Management Fellows Program: For more than three decades, the PMF Program has been the Federal government’s premier leadership development program for advanced degree candidates. This program is now for individuals who have received a qualifying advanced degree (Masters, PhD or professional degree) within the preceding two years. Senior-level mentorship is provided throughout the program. Individual development plan is developed to track a PMF’s career planning, professional development, and training activities. Developmental opportunities are enhanced in the occupation or functional discipline the PMF would most likely be placed. OPM announces the opportunity to apply for the PMF Program once a year (usually in the early fall). For complete program information, visit: www.pmf.gov.