

COLLEGE OF
**TECHNOLOGY, ARCHITECTURE
AND APPLIED ENGINEERING**

BGSU

BOWLING GREEN STATE UNIVERSITY

**OFFICE OF COOPERATIVE EDUCATION
CO-OP PREP GUIDE**

www.bgsu.edu/techcoop

coop@bgsu.edu

419-372-7581

102 Technology Building




1968 – 2018

BGSU

BOWLING GREEN STATE UNIVERSITY

 BGSU College of Technology, Architecture and Applied
Engineering CO-OP

 @BGSUtechcoop

 BGSU College of Tech Cooperative Education

CO-OP COURSE
TECH 2890, 3890, 4890

What is a Co-op?

- 4 credit hour course(s)
- Required for graduation (1 – 3 depending on your major).
- Integrates academic coursework with work experience in your major.
- Prepares you with job search skills and experience in your industry.

Co-op Requirements (for each Co-op)

- Student's responsibilities must be related to their major
- Student must work full time, 40 hours/week for one full semester OR Part-time 20 hours/week for two consecutive semesters
- Students must be supervised by a professional. No self-employment.
- Students must be paid a reasonable wage as set forth by the United States Department of Labor. (The Co-op Office in the CTAAE does not sanction unpaid co-ops).

Co-op Registration

- A coop must be registered to receive co-op credit.
- A co-op report, co-op photo, co-op site review, mid-term and final co-op evaluation are part of the co-op course requirements.
- Co-op Registration information and requirements are listed on the website at www.bgsu.edu/techcoop



CO-OP AND CAREER SUCCESS STRATEGIES

First Semester

- Get involved by joining [student campus, community](#) and professional organizations.
- Take advantage of the [CTAAE Co-op Office](#) and [Career Center](#) events and resources.
- Create/Update your [resume, cover letter, list of references, portfolio etc.](#)
- Get connected on [Handshake](#) and LinkedIn and review social media privacy settings.
- Consult with your [academic advisor](#) to determine possible semesters for co-ops.
- Meet with your [faculty mentor](#) for career advice.
- Research and participate in industry related experiences through on/off [campus activities, research](#) and/or service learning roles that relate to your major.
- Network with family, friends, [alumni, etc. about industry and co-op connections.](#)
- Begin searching, reviewing and applying for jobs that meet [co-op requirements](#), e.g. co-ops, internships, summer jobs, etc.).
- Research company/organization websites and information and follow on social media.
- Research [study abroad](#), short term internships and job shadow opportunities.

Semester Break

- Update/tailor your resume, Handshake, LinkedIn etc., by listing industry related accomplishments and skills learned in and out of the classroom.
- Send follow up message and updated resume to previous contacts.
- Continue searching, applying and following up with at least 5-7 employers weekly.
- Acquire professional interview attire to wear to networking events.
- Conduct informational interviews and job shadow with professionals in your industry.
- Study abroad, participate in short term internships or service learning activities.
- Check out [Focus](#) to test your career planning readiness and practice [interviewing](#).

Second Semester

- Apply and follow up on 5-7 potential co-op opportunities weekly.
- Customize each cover letter for each position as well as your resume as appropriate.
- Follow up with your [faculty mentor](#) for ongoing career and academic advice.
- Attend conferences, workshops and on/off campus career fairs and professional development events.
- Become a leader in an on or off campus organization.
- [Register your co-op](#) before the deadline.

Co-op Semester

- Begin your co-op.
- Monitor your BGSU email for all co-op course communications and updates.
- Review Canvas Co-op Course Shell for requirements, report template and due dates.
- Participate in co-op site review and complete co-op assignments.
- Thank your co-op employer/Request a 'Letter of Recommendation.

*****All of these strategies should be applied continuously as appropriate*****

SAMPLE RESUME LAYOUT

Frieda Falcon

12345 Falcon Drive, Bowling Green, Ohio 43403
419-372-1234 • frieda@bgsu.edu

Education

Bowling Green State University Bowling Green, Ohio
Bachelor of ...
Major: ... (Expected Date of Graduation: Month, Year)

Owens Community College, Toledo, Ohio
Associate of ...
Major... (Month, Year)

Skills & Technical Knowledge (Examples)

<ul style="list-style-type: none">• Adobe Suite• Dreamweaver• Premiere• Fireworks• Illustrator• 3D Studio Max	<ul style="list-style-type: none">• Visual Studio• AfterEffects• InDesign• Microsoft Suite• Programing• Primavera	<ul style="list-style-type: none">• PHP• CSS• Html• JavaScript• Sketchup• 3D Modeling	<ul style="list-style-type: none">• 3D Animation• Editing• CAD• Revit• BIM• Submittals
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Experience

Position Title, Company/Organization, City, State (Month, Year – Current or End Month, Year)

- Resume action word to describe responsibilities, accomplishments and experience
- Resume action word to describe responsibilities, accomplishments and experience
- Resume action word to describe responsibilities, accomplishments and experience

Position Title, Company/Organization, City, State (Starting Month, Year – End Month, Year)

- Resume action word to describe responsibilities, accomplishments and experience
- Resume action word to describe responsibilities, accomplishments and experience

Position Title, Company/Organization, City, State (Starting Month, Year – End Month, Year)

- Resume action word to describe responsibilities, accomplishments and experience
- Resume action word to describe responsibilities, accomplishments and experience
- Resume action word to describe responsibilities, accomplishments and experience

Special Projects

Created, developed, researched...
Organized...etc....

Extracurricular Activities

Vice President of Name of Organization/Club, City, State, Month, Year

- Resume action word to describe responsibilities, accomplishments and experience
- Resume action word to describe responsibilities, accomplishments and experience

Awards and Honors

- Name of Award or Honor, Month, Year
- Name of Award of Honor, Month, Year

RESUME REQUIREMENTS CHECKLIST

Layout and Format (Requirements)

- Name font size is minimum 18 and Maximum 24
- Body text font size is minimum 10/maximum 12 and easy to read
- Margins are minimum .5 inch and maximum 1 inch
- Headings, fonts, bullets, margins and subheadings are consistent
- No spelling or grammatical errors
- No personal pronouns or acronyms (I, me, my)
- Resume design is consistent with professional and industry practice
- White space is effectively used for visual appeal
- Format, design, and layout are consistent throughout all professional documents
- ALL education, experiences, accomplishments etc. listed in reverse chronological order
- Most important information listed highest on resume (e.g.. industry skills)
- Do not include hourly wage, supervisor information, company/organization street address, zip code
- Verb tense used is appropriate, e.g. past tense for past experience
- References listed on a separate page and ready to be provided when requested
- One page is best for a student resume, but if two, at least half of second page is filled
- Header with name and page number is on subsequent pages

Contact Information (Requirements)

- Contact information listed at top of page
- First and Last name, address, phone and email included (professional email address)

Education (Requirements)

- Highest/most recent degree listed first
- College/university name spelled out
- Official major and degree listed correctly
- Minors, specializations, licenses, and other relevant credentials listed
- School city and state (only) listed
- Expected graduation month and year listed
- Eliminate high school information as experience in college/industry is gained, (unless industry specific for example trade school)

Experience and Skills (Requirements)

- Full name, city and state listed for each company
- Title listed for each position
- Starting and ending month and year for each position listed (end date 'present' when still employed)
- List skills competencies, proficiencies, unique qualification etc. as appropriate
- List industry specific and transferable skills (Microsoft Word, Excel, CAD, Photoshop, etc.)
- Whenever possible, list skills as applied in relevant experiences, e.g. Utilized CAD to...
- Resume action words and short concise bulleted statements summarize skills and responsibilities

RESUME OPTIONS, SUGGESTIONS AND COMMON MISTAKES

Objective

- A tailored concise statement outlining your career objective and specific to a company and/or position.
- An optional sometimes unnecessary resume enhancement.

Skills

- Avoid listing attributes as skills (e.g. good listener)

Awards and Honors/Achievements

- Name, month and year of each honor/achievement awarded listed in reverse chronological order

Activities (Extracurricular, Community and Service Learning, Leadership Experience, etc.)

- List study abroad activities
- List full name, city and state for organizations, clubs etc.
- List position title (president, secretary, member, etc.) and dates
- List starting and ending dates (list end date as 'present' if currently involved)
- Use resume action verbs to describe role, transferable skills and contributions

RESUME ACTION WORD EXAMPLES

Creativity	Problem Solving	Leadership	Data	Communication	Technical
Brainstorm	Adapt	Delegate	Analyze	Correspond	Adapt
Construct	Finalize	Manage	Calculate	Discuss	Apply
Design	Generate	Plan	Collect	Collaborate	Assemble
Modify	Refine	Responsible	Estimate	Communicate	Build
Update	Repair	Supervise	Evaluate	Promote	Compute
Create	Restore	Execute	Track	Represent	Troubleshoot
Customize	Arrange	Plan	Adjust	Inform	Engineer
Develop	Catalog	Mediate	Balance	Advise	Install
Illustrate	Organize	Consult	Allocate	Listen	Maintain
Establish	Prepare	Moderate	Budget	Interpret	Operate
Model	Process	Assign	Forecast	Observe	Program
Draft	Adjust	Direct	Project	Publish	Solve
Originate	Edit	Chair	Reconcile	Report	Standardized
Solve	Address	Oversee	Reduce	Edit	Updated

Other skills enhancement phrases:

- Familiar with
- Understanding of
- Experience in

SAMPLE COVER LETTER LAYOUT

Frieda Falcon

12345 Falcon Drive, Bowling Green, Ohio 43403
419-372-1234 • frieda@bgsu.edu

Date

Employer's First and Last Name

Employer's Position Title

Company Name

Address

City, State Zip Code

Dear Employers Name,

This opening paragraph should identify the position title and employer for which you are applying, and how you heard about the position. Next provide a brief overview of your major and expertise. Also, express your interest in the position and why you want to work with this employer.

The next paragraph should summarize previous employment experiences, classroom experience, and/or volunteer experience or any other factors that identified why and how you can meet their expectations and fulfill the responsibilities of the position. Do not repeat your resume verbatim, but try to catch the attention of the employer with examples of past experiences that align closely with the position for which you are applying. Use terminology from the position posting to make this connection.

If necessary, another paragraph can further summarize any important and relevant experiences.

A summary of your career goals and how they align with the position and a reference to your knowledge of the company to demonstrate that you are a good fit and have researched the company.

The closing paragraph should restate your interest in the position. End with a request to arrange a time to discuss your qualifications and how you can be reached (phone number). Thank the employer for their time and consideration.

Sincerely,

Frieda Falcon

Frieda Falcon

COVER LETTER REQUIREMENTS CHECKLIST

LAYOUT AND FORMAT

- Name and font size minimum 18, maximum 24
- Body text font size minimum 10 and maximum 12
- Margin minimum .5 inch, maximum 1 inch
- Font is easy to read
- Headings, fonts and margins are consistent through out
- No spelling or grammatical errors
- No use of acronyms
- Cover letter design is consistent with professional practice
- Cover letter fits on one page
- Cover letter, resume, reference page layout and branding is consistent

HINTS AND TIPS

- Proof read carefully
- Use cover letter as the email, and attach pdf of cover letter and resume
- Save an electronic copy of each cover letter for your records
- Follow up 1-2 weeks after submitting and check status periodically
- Describe how you can meet the needs of the employer, not how they can help you
- Sell yourself, but don't over exaggerate with words like exceptional or impeccable

PERSONAL CONTACT INFORMATION

- First and last name, address, phone and professional email listed at top of page

COMPANY CONTACT INFORMATION

- Employers first and last name is below heading
- Employer contact, position title, company name, and full address is below heading

GREETING

- Reference employer's first and last name
- Address cover letter as "Greetings" or "Dear Hiring Committee if unknown employer name

OPENING PARAGRAPH (3-5 sentences)

- Customize every cover letter for every position and company
- Full name is listed for potential company
- Full position title is listed for potential position
- Name of Major is referenced

SECOND AND OPTIONAL THIRD PARAGRAPH (3-5 sentences)

- Relevant experience and projects highlighted.
- Correct action verb tense used to explain duties and experiences

SUMMARY PARAGRAPH (3-5 sentences)

- Goals and experience as related to position and employer indicated

CLOSING PARAGRAPH (3-5 sentences)

- Full name listed for potential company
- Full potential position listed
- Contact information matches heading

SIGNATURE

- First and last name is below signature
- Blue or black ink used for signature

SAMPLE REFERENCES LAYOUT

Frieda Falcon

12345 Falcon Drive, Bowling Green, Ohio 43403
419-372-1234 • frieda@bgsu.edu

First Name Last Name

Position Title

Company Name

Professional Email Address

Phone Number

Professional Relationship (e.g. supervisor, professor, coach)

First Name Last Name

Position title

Company Name

Professional Email Address

Phone Number

Professional Relationship

First Name Last Name

Position title

Company Name

Professional Email Address

Phone Number

Professional Relationship

REFERENCES REQUIREMENTS CHECKLIST

LAYOUT AND FORMAT

- Name and font size minimum 18, maximum 24
- Body text font size minimum 10 and maximum 12
- Margin minimum .5 inch, maximum 1 inch
- Font is easy to read
- Headings, fonts and margins are consistent through out
- No spelling or grammatical errors
- No use of acronyms
- Cover letter design is consistent with professional practice
- Cover letter fits on one page
- Cover letter, resume, reference page layout and branding is consistent

PERSONAL CONTACT INFORMATION

- Personal contact information is listed at top of first page
- First and last name is included in heading
- Full address is listed in heading
- Preferred phone number is included in heading
- Professional email is listed in heading

REFERENCE CONTACT INFORMATION

- Professional References or Academic References as section title
- Full name for each reference listed
- Position title for each reference listed
- Company name or organization listed for each reference
- Phone number listed for each reference
- Your professional relationship to listed reference (e.g. Supervisor, Coach, etc)
- Minimum of 3 and maximum of 6 references listed

Sign up for



- Build out and Update an individual profile
- Post your resume to connect with organizations
- Submit and manage job and internship applications
- Search thousands of postings from organizations across the country
- Schedule appointments with the Career Center
- Register for Career Center events



***Sign up and create your Handshake profile
through your MyBGSU Account***



STEPS TO SUBMIT YOUR RESUME ON HANDSHAKE

1. Log into MyBGSU and click on 'Handshake'.
2. Click on your name and select 'Documents'.
3. Click on 'Add New Document'.
4. Click 'Select from Computer' to upload your document.
5. Ensure 'Resume' is selected for 'Document Type'.
6. Click 'Add Document to complete the upload.

***Your resume must meet Career Center minimum resume requirements to be approved and posted to Handshake (See 'Resume Requirements Checklist)**

Co-op Search Strategies

- Utilize on and off campus resources: Career Center, faculty mentor, academic advisor, Education Abroad Office, etc.
- Network (In person/online) job fairs, professional organizations, career center events, family, friends, peers, follow/like companies and organizations on social media
- Develop a list of potential employers through various strategies (e.g. internet search, via industry type, location, Chamber of Commerce Member Directory, job search data base, etc.
- Contact employers (email, call, job shadow, informational interview, tour, etc.
- Apply/follow up with 5-7 employers/opportunities each week. (Cover letter, resume).
 - Keep track of positions/opportunities you've applied, followed up with, etc.
- Other Job Search Resources
 - Ohio Means Internships and Co-ops
 - Indeed.com
 - SimplyHired.com
 - Glassdoor.com
 - Intern In Ohio
 - LinkedIn.com
 - Company/Organization career pages
 - And many more....

Interview Hints and Tips

- Practice interviewing and getting familiar with common interview questions by using
- [Big Interview](#), family, friends, yourself-in the mirror, etc.
- Get familiar with common 'buzz words' and top skills in your industry
- Review the job description and research the company/organization prior to the interview
- Follow/Connect with the company/organization on social media
- Get Directions, parking information, etc. prior to the interview
- Dress professionally
- Take copies of your resume, cover letter, portfolio to the interview
- Be prepared to ask questions at the end of the interview
- Take a note pad/portfolio for notes/business cards of interviewer/s
- Send Thank You message immediately after the interview

International Student Co-op Search Strategies

- Contact International Student Services
 - Become familiar with CPT and OPT requirements
- Take a position on campus (to get social security number prior to co-op search)
- Get a driver's license so that you can get to/from your co-op location
- Check out [GoinGlobal](#) with Career Services
- Consider companies who have international offices

JOB TITLES BY MAJOR
(EXAMPLES)

ARCH	CONS	ECET/ENGT/MET	AVS	VCT
Architecture Co-op/Intern	Construction Co-op/Intern	Design Engineer Co-op/Intern	Aviation Co-op/Intern	Visual Communication Intern
Drafter	Field Engineer Assistant	Quality Engineer	Dispatcher	Graphic Design Intern
CAD Operator	Asst. Superintendent	Engineering Intern	Line Service Agent	Website Developer Co-op
CAD Technician	Assistant Project Manager	Controls Engineer	Customer Service Agent	Marketing Intern
Project Engineer	Field Operations Assistant	Hardware Support	Aviation Maintenance Technician Intern	Media Production Intern
Landscape Designer	Project Coordinator	Client Services	Airport Manager Assistant	Digital Training Intern
Site Analysis Intern	Estimating Assistant	Programmer and Modeling Intern	Legal Compliance Intern	Video Editor Intern
Design Assistant	Project Engineer	Electrical Engineer Assistant	Aircraft Detailer	Social Media and Marketing Media Intern
Lighting Designer	Civil Engineer Co-op	Field Office Technician	Aviation Operations Intern	Digital Marketing Intern
BIM Operator	Construction Inspector Assistant	Mechanical Engineering Co-op	Owner Services Intern	UX Design Intern
Materials Assistant	Assistant Safety Engineer	Industrial Engineering Co-op	Flight Support	Instructional Design Intern
Surveying Assistant	Junior Project-Controls Engineer	Prototype Co-op	Ground Operations Intern	Production Associate
Architecture Office Assistant	Special Projects Intern	Application Support	Ramp Agent	Video Marketing Intern
Materials Testing Technician	Surveyor	Clinical Engineer Intern	Security and Operations Intern	Photo Systems/Event Photographer
Assistant Office Engineer	Assistant Foreman	IT Support Intern	Flight Training and Standards Intern	Videographer
Field Surveyor	Project Intern	Materials Lab Co-op	Flight Instructor	Designer
3D Modeler	Site Inspector	Technician	Jump Pilot	Photographer

EMPLOYERS
(EXAMPLES)

ARCH	CONS	ECET/ENGT/MET	AVS	VCT
Architecture by Design	Adena Corporation	Honda	Academy of Aviation	BCSN
3D Group	Rudolph Libbe	Nasa	Spirit Airlines	BGSU
BGSU Capital Planning	Tuttle Construction	ArcelorMittal	Air America Aerial Ads	WBGU
Bialoski and Partners	The Lathrop Company	BGSU ITS	Blue Grass Airport	Dana Incorporated
Bryan Associates Inc.	Ferguson Construction	Cleveland Clinic	Bowling Green Flight Center	Crown Equipment
Bueher Group	Kiewit	Cooper Tire	Columbus Jet	Cedar Point
C.J. Wallace Engineering	Danis Building Construction	Dana Holding Corporation	Constant Aviation	NFL
City Architecture	ODOT	DTE Energy	Endeavor Air	Google
City of Cleveland	County Offices	First Solar	Envoy Air	First Solar
Cuyahoga County	City Offices	Emerson Climate Technologies	Flexjet	Dynamic Dies
Design Collaborative	Lithko Contracting	GKN Driveline	Flight Safety International	Hart Associates
The Collaborative	North Coast Design Build	Kuss Filtration	Hallmark Aviation	LifeFormations
Poggemeyer Design Group	Shook Construction	Lincoln Electric Company	Jetstream	Marathon
SHP Leading Design	Homes by Josh Doyle	Matrix Technologies	LBrands	Wood County Hospital
Fabo Architects	Kuhlman	MTD Products	Majestic Jet	Root Inc.
Wayne Homes	Panzica Construction	Swagelok Company	Marathon	SFC Graphics
The Kraemer Design Group	The Mosser Group	Owens Corning	Million Air	The Andersons
The JI Group	Kokosing	Owens Illinois	National Flight	Therma-Tru
SLM Architecture	Whiting-Turner Contracting Co.	Piqua Steel	Nationwide	Westcott
PG&A	Janotta & Herner	TT Electronics	Regal Air	MudHens
Peterman Associates	Independence Excavating	Sauder Woodworking	Put-In-Bay	Rowmark
PMBA Architects	The Spieker Company	UTC Aerospace Systems	Spirit Airlines	Midwest Tape LLC
Marathon Oil	Global Oil Field	Whirlpool	American Airlines	Norwalk Furniture
Universal Creatives	Gilbane Building Company	Owens Illinois	Delta Airline	Madison Ave. Marketing
MCG Architects	Baker Concrete	Rhenium Alloys	AV Fuel	Quicken Loans