2004 HONORS CO-OP ORIENTATION

College of Engineering & Computer Science

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CECS Honors Co-Op Program

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CONGRATULATIONS

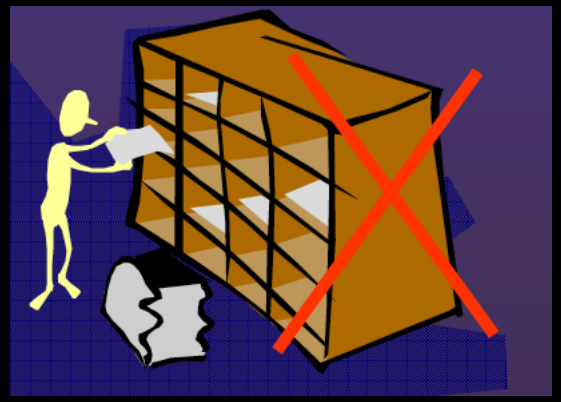
- Welcome & Congratulations
  - You have made it this far

NOW THAT YOU ARE AN EMPLOYEE

- When do you start work?
  - Employer decides
  - See Offer Letter
- Company orientation
- HR issues
- Follow the company rules

WORK ASSIGNMENTS

- Work assignments must be technical (You are not an office worker / filing clerk)
  - Ask for Technical work
  - Proactive task seeking
    - What is available?
    - What can you do?
    - Suggest, don't just ask

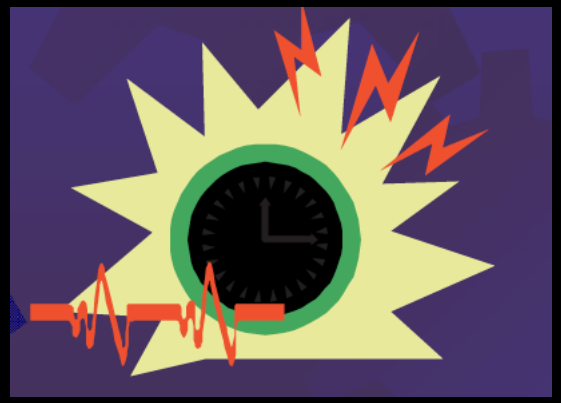


YOUR BOSS

- You have a job to do
  - Keep the boss informed of progress and real roadblocks
- Your boss is not your teacher or friend
  - He is likely to be quite busy
- Do not seek help if you can do it on your own

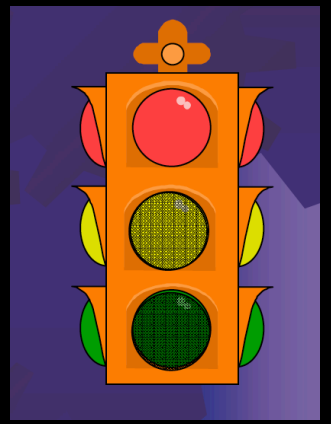
WORK ETHICS

- Time keeping
  - Your legal responsibility, Flex time, fixed time
- Follow company policies
  - Unpaid overtime – Do not be exploited
  - Holidays, vacation, benefits



CAREER WRECKERS

- Doing homework in company time
  - Better – read job related books/literature
- Playing computer games
- Reading news papers, fiction, at any time except during lunch break
- Surfing the internet (job related OK)
- Sending or propagating silly emails
- Do not follow bad examples from other employees (lead, not follow)

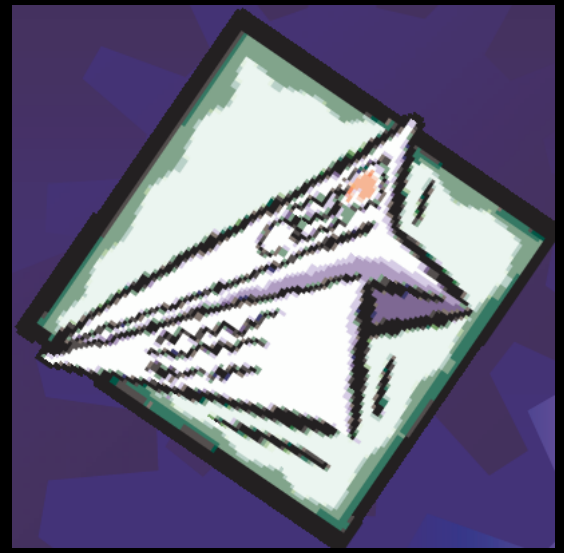


YOUR AGREEMENT WITH CECS/CSUN

- Honors Co-Op Agreement
  - Completing the internship will be part of your degree program (in file in the department)
- ENGR 494x Summer, Fall and Spring
  - Summer _ , Fall _
  - Spring _
  - Permission numbers from co-op office
  - Information returns& keeping up-to-date (change of email or phone)
  - Send everything by email to ecsoop@csun.edu
    - Do not send email directly to me or even cc me
    - Avoid phone calls, we do not have the resources to respond
  - Attend Co-Op meetings and presentations

INFORMATION RETURNS & FACULTY VISITS

- Once you are "settled", send in
  - Honors Co-Op Student Information form (FM5) to the Co-Op office
- During regular semesters, send in
  - Honors Co-Op – student schedule
- Contact your faculty advisor
  - Prepare for faculty visit
  - Show/discuss what you have done/doing
  - Talk to your supervisor
- 10 best to present to industry



PRESENTATIONS AND REPORTS

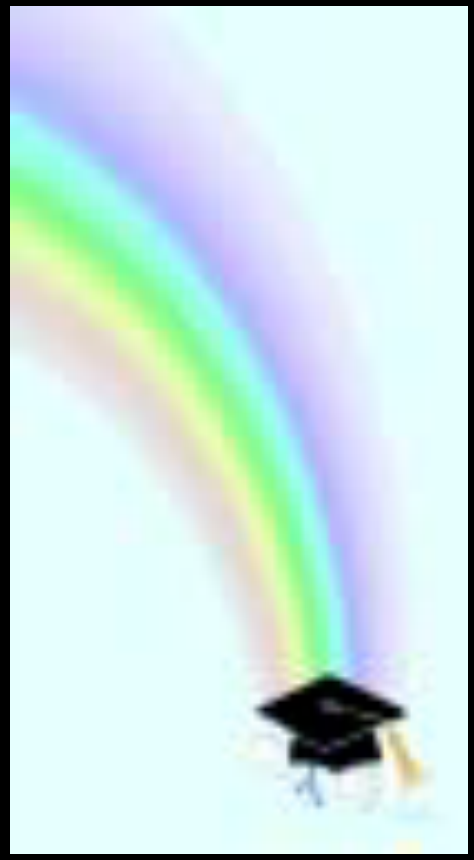
- Report writing guidelines (Co-Op website)
  - Professional quality expected, shoddy work will be rejected
- All reports will be submitted via webCT, no emails, no second submissions, no hard copies, no late submissions.
- Reports only in Summer and Fall
- Report and presentation in Spring
- Presentation
  - Guidelines – Co-Op website
  - First round to faculty and peers
- 10 WINNERS to present to industry

ENGR 484 GRADE

- Grading scheme (Letter grade)
- Timely information returns and keeping records up-to-date
- Making initial contacts with faculty supervisors
- Quality and content of the presentations
- Quality and content of the reports
- Supervisor evaluations
- Faculty evaluations
- Attendance at Co-Op meetings and seminars

AFTER YOUR GRADUATION

- You may be offered a position
  - Many interns are
- Make an impression
- Anything worth doing is worth doing well



QUESTIONS?

INTERNATIONAL STUDENTS - CPT

- For F1 Visa holders
  - Designated Curricular Practical Training by INS
- Best strategy- 20 hours per week
- CPT has to be part of the curriculum & supervised by faculty
- Enroll in Eng 494HCa/b/c
- For employment, you must obtain form
- I-20 endorsement from the CSUN International Student Office (ISO)
- ISO website http://www.csun.edu/~sdip/
- ISO Address
  - Office of Student Development & International Programs

  18111 Nordhoff St. Northridge, California 91330-8261
  Phone: (818) 677-2393
  FAX: (818) 677-4596

GETTING I-20 ENDORSEMENT

- Step 1
  - Obtain job offer letter from Co-Op employer
- Step 2
  - Obtain course enrollment certificate signed by me from the Co-Op office
  - Get permission number from Co-Op office to enroll in ENGR494x from and enroll in ENGR494x class
  - Enroll in 494HCA/B/C depending upon your summer load
  - Print out Unofficial Transcript & enrollment data
- Step 3
  - Take all paperwork from steps 1 & 2 to the ISO to get I-20 endorsement
- Step 4
  - Take the I-20 form to your employer along with passport, etc.
- Note: You cannot start work until the start of the summer semester

EXTENDING CPT

- In most cases, you cannot do so
  - Main problem – 6-unit limit, INS holds the university to this limit
- Consider OPT – You can start OPT before graduation
  - 12-month limit applies and it takes 90 days to get INS approval, start as early as you can

BEYOND CPT & CO-OP- OPT

- INS allows Optional Practical Training (OPT) after graduation
- See ISO for information and authorization
- Must start application before end of course
- Rules are described in the INS website http://uscis.gov/lpBin/lpext.dll/?f=id&id=slb-8cfrsec2142f
- Start this in plenty of time. INS allows you to start applications 90 days before course completion

OPT AND THE CO-OP PROGRAM

- OPT has nothing to do with the honors Co-Op program
- The Co-Op office does not administer OPT jobs, your best bet for help is the ISO
- ISO has an OPT form that needs faculty signature.
- The form certifies that the OPT training is appropriate for your discipline.
- I cannot sign this form; it should be signed by your department chair or a faculty in your department.