

CAREER RESOURCE CENTER
Requirements and Student Check Off Sheet
Student Work Experience
Co-op/Internships/Externships/Practicums

Check off items as completed

Eligibility and Responsibilities

- ___ Attended one of the Work Experience Orientation workshops.
- ___ Completed at least half of your required courses in your major (faculty exception).
- ___ Have at least a 2.0 cumulative GPA.
- ___ If a transfer student, completed at least one term at Gateway (faculty exception).
- ___ Met with a Career Resource Center Representative at least four weeks before the beginning of the term.
- ___ Completed the Student Work Experience Application, received the Faculty Representative's signature and returned to the Career Resource Center at least four weeks before the beginning of the term. The Work Experience Application can be found on the GCTC Website and on College Central Network.
- ___ Created or updated my resume in Word and e-mail as an attachment to the Career Resource Center to be accepted at least four weeks before the beginning of the term.
- ___ Completed the Blackboard- E Community Orientation (if did not attend one of the Work Experience Orientation workshops) prior to the acceptance of the Student Agreement/Job Approval Form Agreement/Job Approval Form. Complete the quiz with at least an 80%, if not, made an appointment with a Career Resource Center Representative.
- ___ Registered (update) on College Central Network and posted your resume at least four weeks before the beginning of the term. Go to www.collegecentral.com/gatewayctc.
- ___ The Career Resource Center Representative and the Faculty Representative assisted with work experience placement. The student also was part of the work experience placement search.
- ___ The Career Resource Center Representative enrolled the student in the related work experience course.
- ___ Had the job accepted and the Learning Objectives accepted by completing the Student Agreement/Job Approval Form with signatures by the Faculty Representative and the Career Resource Representative.
- ___ Acquired a job description from the employer and attached it to the Student Agreement/Job Approval Form.
- ___ Received the Employer's signature and student signed the Student Agreement/Job Approval Form.
- ___ Student made a copy of the Student Agreement/Job Approval Form for the Faculty Representative, Employer and retained one for self.
- ___ Presented the original Student Agreement/Job Approval Form to the Career Resource Center Representative.

During the Work Experience

- ___ Continued to work with the Faculty Representative throughout the work experience. The Faculty Representative is the professor for the course and will issue the grade.
- ___ All related documents for the work experience can be found on Blackboard-E Community.
- ___ May be required to complete the Student Evaluations and present to the Faculty Representative at specific times.
- ___ The employer may be required to complete the Employer Performance Appraisals and present at specific times.
- ___ May be required to complete the final paper using the Final Paper Outline.
- ___ The Faculty Representative visited me at my job sites at least once during the term.
- ___ The Faculty Representative issued my grade in People Soft at the end of the term.