

## ELIBIGIBILITY REQUIREMENTS

To be eligible for a Cooperative Education (Co-ops) and Internships for elective credit at NOVA, students must have already:

1. Declared a major (degree or certificate) at NOVA
2. Completed 15 college credits or the equivalent (transfer credits may be included)
3. Completed minimum of 6 credits (2 courses) at NOVA, directly related to the student's program of study and the co-op or internship position
4. Earned a cumulative GPA of 2.0 and 2.0 in major
5. Identified a sponsoring employer who agrees to offer them a co-op or coordinated internship opportunity
6. Completed any additional requirements identified by the corresponding Academic Department and Employer
7. Completed a "Co-op/Internship Registration Packet" and received authorization from the corresponding Academic Department and/or Internship Office.

### INTERNATIONAL STUDENTS

Additional requirements for international students to be eligible for a paid Co-ops or Coordinated Internship course include that they must have:

1. Current F-1 status
2. Completed one **academic** year of full time study consisting of 2 semesters (30 credits), not including summers
3. Completed one semester of degree studies at NOVA
4. Internship credit that can be applied toward degree
5. Confirmation of eligibility for CRT Work Authorization (Internship Coordinator will confirm with Office of International Student Services, if above eligibility is met)

## CONTACT INFORMATION

NOVA students and faculty interested in co-ops or internships for elective credit internships are encouraged to contact:

### **Patricia Gordon**

**Title:** Coordinated Internship Specialist

**Telephone:** 703-933-1851

**Email:** [pgordon@nvcc.edu](mailto:pgordon@nvcc.edu)

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Area employers with internship opportunities may submit detailed position information through:  
<http://collegecentral.com/NOVA>

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Area employers interested in establishing a formal NOVA internship program may contact:

### **Trasi Watson**

**Title:** Career and Internship Counselor,  
Adult Career Pathways (ACP)

**Telephone:** (703) 503-6305

**Email:** [novacareerservices@nvcc.edu](mailto:novacareerservices@nvcc.edu)



## Career & Experiential Learning Services

**EMAIL:**

[novacareerservices@nvcc.edu](mailto:novacareerservices@nvcc.edu)

**TELEPHONE:**

(703) 503-6305

**WEBSITE:**

<http://collegecentral.com/nova>

# NOVA's College-Wide Career and Experiential Learning Services

## DID YOU KNOW?

1. Employers often require students to earn academic credit for their internships under U.S Department of Labor guidelines.
2. Some internship courses can be completed through distance learning technology and do not require classroom meetings, although periodic meetings with the instructor will be required.
3. Students may be eligible to receive a salary, stipend, or tuition assistance from employers, in addition to academic credit from NOVA.
4. The College Internship Coordinator will assist students in navigating the internship course application process and, in the case of eligible international students, assist in the process of obtaining CPT Work Authorization.
5. NOVA's internship for credit courses help fulfill workplace requirements that require students to earn college credit for their internships.

Search for internships on NOVA's College Central Network database

Visit: <http://collegecentral.com/nova>

## WHAT ARE THE BENEFITS FOR STUDENT INTERNS?

1. Apply academic knowledge to build career skills and professionalism in the workforce
2. Develop occupational experience requisite for employment on resumes and transcripts
3. Consider whether a particular career direction or industry is a good fit
4. Find increased relevance of academic learning and motivation to study
5. Practice communication, decision making, and collaborative human relation skills
6. Network with potential employers and career mentors
7. Develop professional skills through constructive performance assessments and projects
8. Clarify career goals and expectations of specific occupations
9. Enhance self-reliance and self-confidence as well as personal and social responsibility
10. Observe the practices of career mentors and professional role models working in the desired career fields

## HOW DO I GET STARTED?

**NOVA Students interested in searching for and applying to jobs, internships, co-ops and volunteer opportunities must register online at <http://collegecentral.com/nova>**

**For more information about College Central Network, contact:**

**Trasi Watson**

**Telephone: (703) 503-6305**

**Email: [novacareerservices@nvcc.edu](mailto:novacareerservices@nvcc.edu)**

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**NOVA students interested in beginning the process to receive elective credit for co-ops or internships, contact:**

**Patricia Gordon**

**Telephone: 703-933-1851**

**Email: [pgordon@nvcc.edu](mailto:pgordon@nvcc.edu)**

## **Mission Statement:**

Cooperative Education & Coordinated Internship Services supports NOVA students and campuses by coordinating quality work based learning opportunities, adding value to student education, college outcomes, and workforce development in the community.