College-to-Career Co-op Internship :: Frequently Asked Questions

What is this program?
The University Co-op <universitycoop.com> and the Longhorn Center for Academic Equity <diversity.utexas.edu/academiccenter> offers this **2.5-year internship** program to University of Texas at Austin undergraduates serious about gaining interactive experiences and mentorship opportunities aligned with their academic and professional goals. The program begins with a required preparation course (ALD 118C) taken during the spring semester before the internship starts. For Spring 2024, the course format, either online synchronous and/or in-person, will depend on the current status of the pandemic and guidance from relevant health authorities.

What is ALD 118C?
The purpose is to prepare students to become productive and confident members of the University Co-op team, and eventually, dynamic and competitive professionals on the job market. Students in this course shadow the twelve departments within the University Co-op to better understand the operations, management, and communications of a large nonprofit corporation. Completing the course is mandatory for continued participation in the internship. *During Spring 2024, ALD 118C meets Mondays from 4:00-5:00P.*

How can I apply?
Students can apply on the University Co-op careers page by clicking this link. Applications require cover letter, resume, and references. Applications must be reviewed and accepted before you can enroll in ALD 118C. Applicants selected to participate must commit to the entire internship, unless unforeseen circumstances arise. Participants must sign official offer letter and submit to a background check. **Applications due by 11:59P on 8 December 2023**.

Who can apply? What are the requirements?
Students from **all majors** are encouraged to apply. **First-generation** college students are encouraged to apply. Applicants must be current degree-seeking UT students with *between 24 and 60 in-residence hours* (i.e., rising sophomores and juniors) with a *cumulative of GPA 2.50 or higher*. Participants must comply with all University Co-op policies as outlined in their Employee Handbook. Participating interns are required to submit periodic reflections about their work experiences. Retail experience is not required, but all applications must exhibit active learning and professional maturity.

What kind of internship is it?
The initial spring semester, when taking ALD 118C, is an unpaid shadowing experience. There is an option for the internship to become a paid part-time nonexempt position in the summer. The following fall the **paid internship** begins, aligning with participants' career goals as participants are actively integrated into one of the Co-op's departments. Internship requires working on-site at the Co-op, unless situations demand remote working. *Availability during book rush and home football games required during each year of the internship.* The salary for the paid internship is **$15.00** per hour.

When and where can I learn more about the program?
Please attend one of the following info sessions to learn more. All times are Central.
All sessions are virtual, meeting in Zoom 97740906226 <utexas.zoom.us/j/97740906226>

Wednesday, 4 October, 9-10A
Tuesday, 10 October, 3:30-4:30P
Monday, 16 October, 4-5P
Friday, 27 October, 10-11A

Wednesday, 1 November, 1-2P
Monday, 6 November, 12-1P
Thursday, 9 November, 10-11A
Tuesday, 14 November, 10-11A

For more information, please contact Dr. Eric Dieter at ericdieter@austin.utexas.edu and 512 232 8487.
To apply, visit universitycoop.com/employment