

## **THE LEBOW COLLEGE OF BUSINESS CO-OP CYCLE ACCOMODATION APPLICATION**

The Steinbright Career Development Center (SCDC) and the LeBow College of Business have partnered to allow students to participate in highly competitive specialized summer internship programs within the investment banking and financial services industry. Companies who recently recruited for these programs include Goldman Sachs, Bank of America and JP Morgan. These established programs have predetermined time frames which may vary based on the company. The average program ranges from 8-12 weeks.

In order to accommodate the schedules of these specialized summer internship programs, all students are required to have a spring/summer co-op cycle. Any student who plans to apply to these opportunities must complete the application process for a special accommodation in order to gain co-op credit for this experience. Students who currently have a fall/winter co-op will need to be approved through the special accommodation application process to change their cycles to spring/summer, which is required for the program.

If a student's application is approved, the student is permitted to apply for these specialized programs given the unique schedule. This application does not guarantee that a student will be accepted into, or offered, a summer internship. If students are offered positions, they will be permitted to have special accommodations made in order to complete their co-op requirements. If a student is not selected for one of these designated programs, he or she will need to follow the standard process for searching for a spring/summer co-op position.

### **THINGS TO CONSIDER BEFORE APPLYING**

- Students who participate in a specialized summer internship program may forgo maximum earning potential that can be made on co-op due to the limited time frame of the work experience.
- Students will not be permitted to participate in the SCDC A-round due to the application timetable for these programs
- Students will not be able to rescind on an accepted co-op position in order to participate in this program.
- Students who are accepted into a summer internship program will either need to obtain a two-month co-op assignment (for spring term) or will need to complete an assignment which will be reviewed by the finance department to receive full credit for their co-op cycle.

- No credit will be issued for spring term if students fail to satisfactorily complete a two month co-op or do not receive a passing grade for the assignment issued by the finance department. Students should contact the designated person for the assignment.

## **APPLICATION PROCESS FOR FALL/WINTER STUDENTS**

- Complete and submit specialized summer internship application form (located at: <http://www.drexel.edu/scdc/forms/index.html> under the LeBow College of Business Co-op Cycle Accommodation Application link) with all of the required documents to Rita Di Carlo at [rmc22@drexel.edu](mailto:rmc22@drexel.edu) by May 04, 2012.
- Students will be informed if their application is accepted or denied via e-mail by an SCDC representative by May 11, 2012. This email will indicate if the student has been selected to continue with the application process for these specialized programs and receive the special accommodation for a co-op cycle change to spring/summer.

## **APPLICATION PROCESS FOR SPRING/SUMMER STUDENTS**

- Complete and submit specialized summer internship application form (located at: <http://www.drexel.edu/scdc/forms/index.html> under the LeBow College of Business Co-op Cycle Accommodation Application link) with all of the required documents to Rita Di Carlo at [rmc22@drexel.edu](mailto:rmc22@drexel.edu) by October 12, 2012.
- Students will be informed if their applications are accepted or denied via e-mail by an SCDC representative by October 19, 2012. This e-mail will indicate if the student has been selected to continue with the application process for the specialized programs.

# **Drexel University Co-op Cycle Accommodation Application for LeBow College of Business Students**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**GPA:** \_\_\_\_\_

**LeBow Career Advisor:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Co-op Coordinator:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Requirements**

Relevant work experience

3.5 cumulative GPA

Student needs to be in good academic standing with the University and not have any holds on his/her account at the time of application

Demonstrated interest in financial markets

Strong analytical skills

Received a minimum of a B grade in Statistics, Economics and Finance courses

## **Required Documents**

Unofficial transcript

Statement of interest (1 page)

Letter of recommendation from a LeBow professor

Resume