

THE LEBOW COLLEGE OF BUSINESS CO-OP CYCLE ACCOMODATION APPLICATION

The Steinbright Career Development Center (SCDC) and the LeBow College of Business are pleased to announce a new partnership which will 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 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 this 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 the 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.
- All students who are accepted and complete a specialized summer internship program are required to prepare a presentation based on their experiences and will be asked to participate in a panel when they return. Panel dates will be determined once the co-op cycle has ended.
- The panel presentation will include students' reflection on the job search, application, and interviewing process as well as a company overview, job summary, likes and dislikes and what was learned as a result of completing the summer internship program.

APPLICATION PROCESS FOR FALL/WINTER STUDENTS

- Complete and submit the specialized summer internship program 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 required documents to Rita Di Carlo at rnc22@drexel.edu by May 7, 2010.
- Students will be informed if their application is accepted or denied via e-mail by an SCDC representative by May 14, 2010. This e-mail 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.
- Fall/Winter students who are approved for a spring/summer cycle change must complete the change of cycle form (obtained from co-op coordinator) one week after they have been notified of their acceptance. Failure to meet this deadline will cause the application to be forfeited.

APPLICATION PROCESS FOR SPRING/SUMMER STUDENTS

- Complete and submit the specialized summer internship program 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 required documents and submit to Rita Di Carlo at: rnc22@drexel.edu by October 11, 2010.
- Students will be informed if their applications are accepted or denied via e-mail by an SCDC representative by November 1, 2010. This e-mail will indicate if the student has been selected to continue with the application process for these 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: _____

Academic Advisor: _____ **Phone #:** _____

Co-op Coordinator: _____

Signature: _____ **Date:** _____

Requirements

- Relevant work experience
- 3.0 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
- Interest in financial markets
- Strong analytical skills
- LeBow student with a graduation date of winter/spring 2012
- Ability to work well with others under pressure

Required Documents

- Unofficial transcript
- Statement of interest (1 page)
- Letter of recommendation from a LeBow professor
- Resume