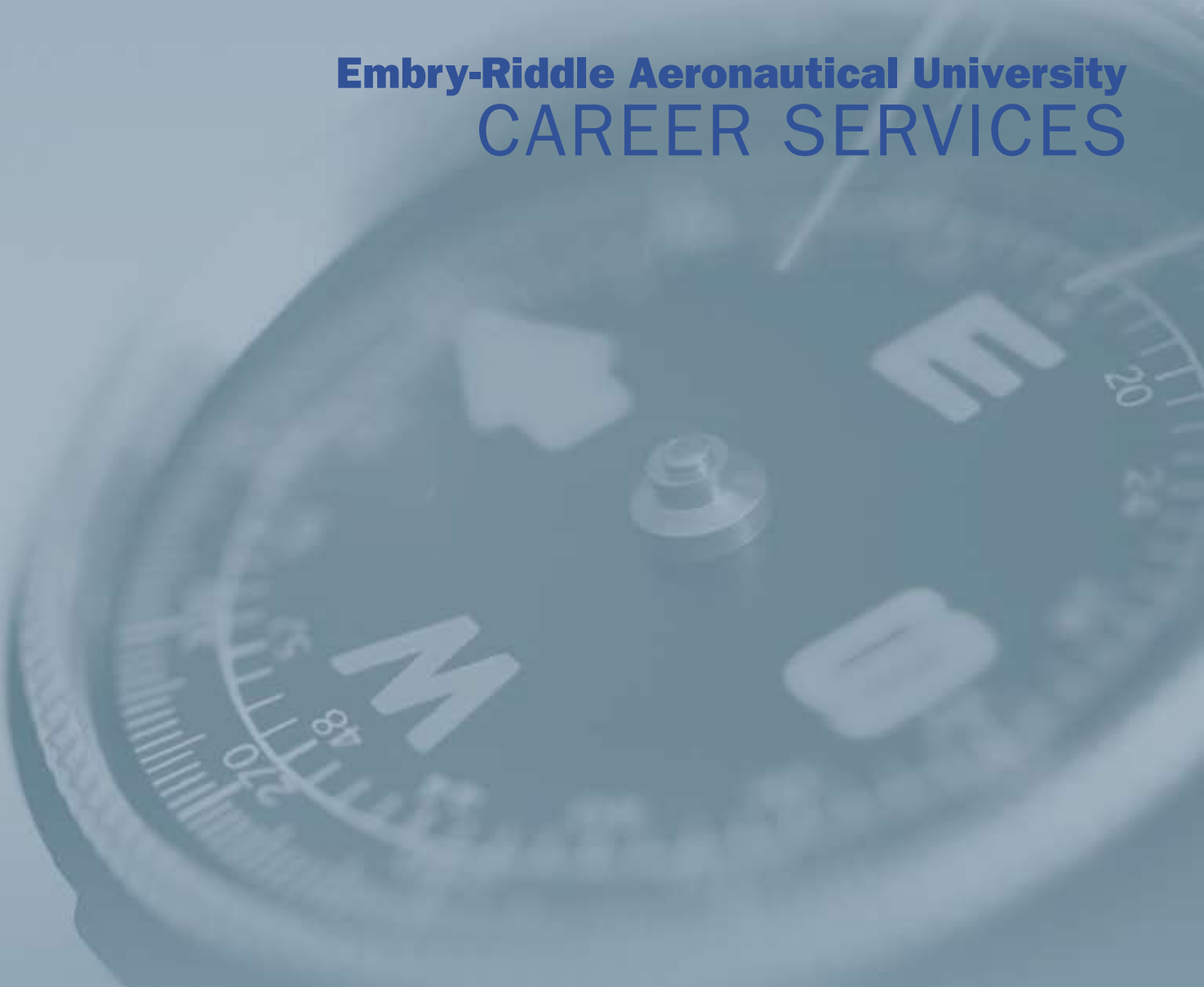




**Embry-Riddle Aeronautical University**  
**CAREER SERVICES**





**It is the mission of Career Services to equip our students and alumni with the best job search tools and techniques available in order for them to excel in today's highly competitive employment market. Career Services is dedicated to bringing together potential employers and talented professionals to meet their career needs.**

# Embry-Riddle Aeronautical University History

Embry-Riddle is an independent, nonsectarian, not-for-profit, coeducational university. The University serves culturally diverse students seeking careers in aviation, aerospace, engineering, and related fields. Residential campuses in Daytona Beach, Fla., and Prescott, Ariz., provide education in a traditional setting, while the Worldwide Campus provides instruction through more than 130 centers in the United States, Europe, Canada, and the Middle East, and through a web-based online learning program serving civilian and military working adults.



At Embry-Riddle Aeronautical University, what we do -- and do best -- is teach the science, practice, and business of the world of aviation and aerospace.



Since it was founded just 22 years after the Wright brothers' first flight, the University and its graduates have built an enviable record of achievement in every aspect of aviation and aerospace.

The curriculum at Embry-Riddle covers the operation, engineering, research, manufacturing, marketing, and management of modern aircraft and the systems that support them. The University engages in extensive research, consulting, and associated activities that address the unique needs of aviation, aerospace, and related industries.

Embry-Riddle Aeronautical University is the world's oldest, largest, and most prestigious university specializing in aviation and aerospace. It is the only accredited, aviation-oriented university in the world.

- *U.S. News & World Report* has consistently ranked Embry-Riddle's Aerospace Engineering program No. 1 among the nation's undergraduate aerospace engineering programs without doctoral degrees.
- Embry-Riddle is regionally accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the associate's, bachelor's, and master's levels.
- The flight simulation facilities at Embry-Riddle's Prescott, Ariz., and Daytona Beach, Fla., residential campuses house a total of 14 FAA-certified Level-6 Frasca Flight Training Devices (FTDs) for our single- and multi-engine airplanes. In addition, our FTD fleet includes two advanced Level-6 fixed base simulators: an Airbus 320 (A320) at Prescott and a Canadair Regional Jet (CRJ-200) at Daytona Beach. The quality and number of our FTDs provide a level of on-campus training not available at any other university in the world.
- Embry-Riddle's precision flight teams consistently rank among the top in the nation in the SAFECON competition sponsored by the National Intercollegiate Flying Association.
- Within one year of graduation from the residential campuses, 97% of Embry-Riddle graduates are either employed or have decided to continue their education.
- The major airlines hire more alumni from Embry-Riddle than from any other collegiate aviation program.
- Six Embry-Riddle alumni are current or former astronauts: Daniel Burbank, B. Alvin Drew, Ronald Garan Jr., Susan Kilrain, Nicole Stott, and Terry Virts Jr. Another alumnus, U.S. Air Force Col. David Moore, served as a White House Fellow. During World War II, former U.S. Rep. Bill Lehman of Florida learned aviation maintenance skills at Embry-Riddle and then became an Embry-Riddle instructor. The Lehman Engineering and Technology Center on the Daytona Beach, Florida, campus is named for him. Former U.S. Senate Minority Leader Howard Baker of Tennessee received flight training at Embry-Riddle during World War II.
- Embry-Riddle has a \$30 million contract with the U.S. Department of Defense that maintains the University's long-time status as the sole provider of aviation-related degree programs to the U.S. military in Europe.
- Embry-Riddle has a \$14.5 million contract to screen Air Force pilots at the U.S. Air Force Academy in Colorado Springs and also provides training to Air Force, Air National Guard, and international flight safety officers at Kirtland Air Force Base in Albuquerque, N.M.
- Embry-Riddle offers training for aviation maintenance professionals through the Aviation Maintenance Science (AMS) department. These programs include FAA-approved airframe and powerplant mechanic certification and a specialization in avionics line maintenance. FCC certification training is also available through AMS.
- At the residential campuses, certificate programs in flight (private, commercial, instrument, multi-engine, flight instructor, and instrument flight instructor ratings) and flight dispatch are approved by the Federal Aviation Administration.
- The University's fleet of 92 instructional aircraft includes the following models: American Champion Decathlon, Cessna 150, Cessna 172, Cessna 172S, Cessna 182RG, Piper PA28R Arrow, and Piper PA44 Seminole.
- Combined annual enrollment for all campuses is more than 34,000.
- Embry-Riddle students come from all 50 states. International students from 91 nations make up 7% of Embry-Riddle's residential campus student population. Sixteen percent of the University's residential campus students are female.





# Degree Programs

The University offers more than 30 degree programs. These include undergraduate programs in aeronautical science; aeronautical systems maintenance; aeronautics; aerospace electronics; aerospace engineering; aerospace studies; air traffic management; applied meteorology; aviation business administration; aviation environmental science; aviation maintenance management; aviation maintenance science; aviation management; aviation technology; civil engineering; communication; computer engineering; computer science; electrical engineering; engineering physics; global security and intelligence studies; homeland security; human factors psychology; management of technical operations; mechanical engineering; safety science; software engineering; and space physics. Graduate programs are offered in aeronautics, aerospace engineering, business administration in aviation, human factors and systems, safety science, software engineering, and space science.

Please visit [www.erau.edu](http://www.erau.edu) for a full listing of degree programs and descriptions.





# How to Recruit at Embry-Riddle

## Identify Qualified Candidates

Students and alumni register with our office using a resume-referral system by uploading their resume online. Your company can post open positions to our resume-referral system FREE of charge. Once Career Services releases the position, students and alumni may then view and submit their resume to those open positions in the system for which they are qualified. The system allows you, the company, to view resumes as they are submitted, and/or receive an email with an attached pdf file of all submitted resumes at the end of the posting date. Once given access, you also have the option to go into the system and search resumes.

Our resume-referral system is a password-protected system and is only viewable to Embry-Riddle students and alumni who are registered with our office. For information on how you can post open positions with our office and view students' resumes via the Internet, please visit our website or contact us directly.

## Host an Information Session

Many companies schedule visits to our campus to let students know a little more about the company, the culture, the staff, and current openings. An information session can be used as a means of collecting resumes and conversing with potential employees. This is an excellent way to establish a positive reputation on campus with students and alumni.

## Conduct On-Campus Interviews

If you would like to visit our campus to conduct interviews, we would be happy to accommodate you. If you decide to pre-select candidates from resumes sent to you from Career Services, we can take care of contacting the candidates, as well as scheduling interview times and rooms. You can also give us instructions on setting up an interview schedule without pre-selecting candidates. We can fill open slots with individuals who have expressed an interest in working for your company. In addition, employers have the option of conducting interviews via telephone or videoconference.

While on campus we can provide you with the opportunity to have lunch with a faculty member or degree program chair, and/or to take a tour of our campus.

## Exhibit at the Industry/Career Expos

Embry-Riddle's students are considered to be among the best and the brightest in the country. The annual Industry/Career Expos attract several thousand potential candidates each year to Daytona Beach and Prescott and are considered to be first-class hiring events. Don't miss out on your opportunity to meet and recruit from this diverse, top-notch pool of candidates.

The Industry/Career Expos offer you a unique opportunity to:

- Showcase your company to prospective employees and the top aviation and aerospace companies in the nation
- Tap into a valuable resource of talented and skilled professionals.
- Explore our beautiful campuses and discover how Embry-Riddle is shaping the future of aviation and aerospace
- Conduct interviews with students and alumni for both co-op/ internship and full-time positions

**Visit Embry-Riddle's Career Services website at [www.erau.edu/career](http://www.erau.edu/career) to register and obtain additional information on the annual Industry/Career Expos held at both the Daytona Beach, FL and Prescott, AZ campuses.**



# Co-op/Internship Program

## Embry-Riddle Aeronautical University's Cooperative Education/Internship Program

The Embry-Riddle Cooperative Education/Internship Program provides students with practical experience that reinforces the theoretical concepts learned in the classroom. This program aids in bridging the gap between student life and the working world, while combining students' academic and career interests with work experience in business, industry, government, or service organizations. Key elements of the Co-op/Internship Program experience are:

- Supervision and evaluation of performance by professionals in the student's career field
- Professional-level work assignments in areas related to the student's academic major
- Completion of learning objectives designed to relate academic studies to the work world

### What types of jobs are suitable for Co-op/Internship students?

- *Assistant to a position:* Using a Co-op/Internship student in this manner is an excellent way to free a manager, planner, or other personnel.
- *Project work:* Often, employees are too busy to tackle the "to do" list. Statistical reports, quality control studies, layouts, inventory controls, and market studies are excellent projects for Embry-Riddle students.
- *Trainee:* Such a position allows for more independent work assignments.

### What time structures are available?

- *Semester:* Students work one 15-week semester. This is the most popular time period.
- *Alternate semesters:* Students work a term and alternate the next semester with academic study; typically, students would repeat this sequence two or three times.
- *Consecutive:* Students work longer than one term; the work term may be as long as one year.
- *Parallel:* Students work part-time while attending classes part-time.

### Employers benefit from a successful Co-op/Internship Program with these rewards:

1. *Lower labor costs:* Benefits often account for 25 to 35% of personnel costs. Using Co-op/Internship students can lower these costs.
2. *Lower recruitment costs:* Traveling to campuses and interviewing is costly. The Co-op/Internship Program allows an employer to evaluate a potential employee's productivity in your environment with no risk. Consider the 15-week Co-op/Internship semester as an extended interview.
3. *Improved employee retention:* Job expectations of Co-op/Internship students are more realistic. As a result of learning the company's corporate culture, Co-op/Internship students generally remain with their initial employer longer than traditional students. Employers have had great success in hiring former Co-op/Internship students on a full-time basis.
4. *Improved work performance:* Knowledge gained while on Co-op/Internship enables our students to enter full-time positions at a higher level of productivity than an inexperienced graduate. Embry-Riddle students are committed to the highest standards and have a strong aviation/aerospace background. The Co-op/Internship student will help with professional-level work assignments in areas related to the student's academic major.

### Students are rewarded by a successful Co-op/Internship Program in these ways:

1. Gaining work experience relevant to academic major and career goals.
2. Helping define career goals so more realistic job choices can be made.
3. Establishing valuable professional contacts and broadening job opportunities after graduation.
4. Increasing self-confidence and interpersonal skills.
5. Enhancing motivation and classroom participation by relating academics to the work world.
6. Credit is awarded at the undergraduate level at the rate of one credit hour per 100 hours of work, up to a maximum of six credit hours per semester. For graduate students, 200 hours of work are required to earn one hour of credit, up to a maximum of three credit hours per semester.

## Eligibility to Apply for a Co-op/Internship

**Undergraduate:** Degree-seeking students who have completed 30 or more credit hours, one full-time semester at Embry-Riddle, and maintained a 2.5 or higher GPA are eligible.

**Graduate:** Degree-seeking students who have completed six credit hours with a GPA of 3.0 or higher and are at full-time graduate status are eligible. The student must have completed nine credit hours by the start of the internship.

## Tips on making your Co-op/Internship Program superior

### Orientation

Each new Co-op/Internship student should have an orientation consisting of company procedures, meeting supervisors, and an overall introduction to the company. At the orientation, the student should also be informed about what the community has to offer and be encouraged to participate in social activities. Each Co-op/Internship student should be an integral part of the company, and supervisors should be encouraged to make the students comfortable at their appropriate position. This may include an e-mail address, ID badge, workstation, and equipment that employees need to accomplish required tasks.

### Mentor

It is recommended that each new Co-op/Internship student be provided with a mentor for guidance throughout the Co-op/Internship experience. This creates a great working relationship for both the student and mentor.

### Supervisors

Select and develop work supervisors. These people should have strong people skills and have an interest in working with and training students.

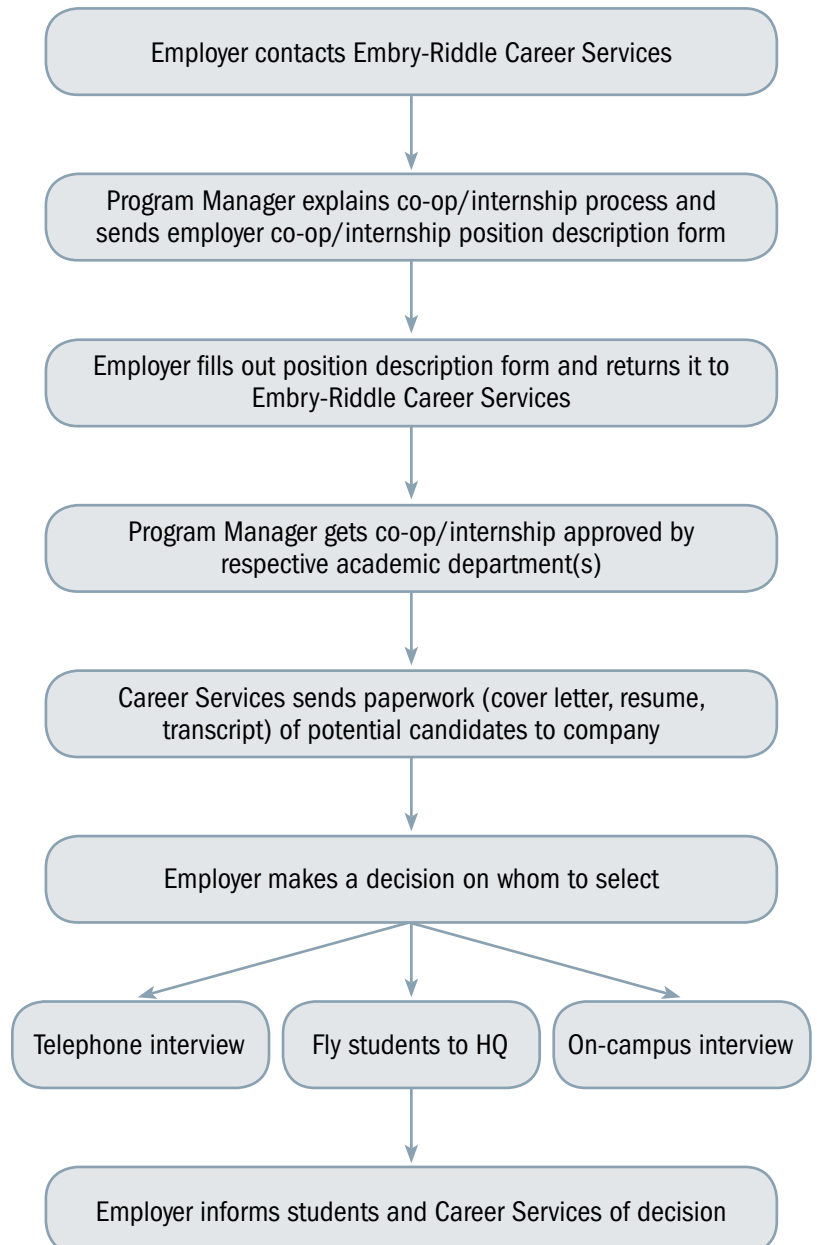
### Compensation

Compensation is offered at the company's discretion. Although there are no University requirements governing this, compensation makes an opportunity more attractive to potential candidates. Most companies offer compensation in one of the following forms: monetary, specialized training, flight benefits, housing, and/or relocation assistance. Any compensation to be offered should be indicated on the position description form.

## Evaluation

Prior to the end of the Co-op/Internship session, each student is required to obtain an evaluation from his or her supervisor. This evaluation is part of the student's final grade and must be returned to Career Services at the end of the semester. The supervisor should discuss the completed evaluation with the Co-op/Internship student before submitting it to Career Services.

## Establishing a Co-op/Internship is as easy as . . .



*Note: Candidates are screened by academic and enrollment criteria, in addition to company requirements. All degree-seeking students who meet the university's Cooperative Education/Internship policies are eligible to apply and participate.*



# Career Services Co-op/Internship Assistance Program

## **Sponsor a Co-op/Internship Assistance Award with a Tax-Deductible Donation**

Career Services is proud to offer the Co-op/Internship Assistance Program. The program gives students who have applied to and accepted a co-op/internship through Career Services the opportunity to apply and receive financial assistance during their Co-op/Internship. Companies in the aviation and aerospace industries provide funding for this program. The program commenced Summer 2003 and will continue each summer, as funding is available.

In order to apply, students must comply with the University Co-op/Internship policy before submitting an application. The application consists of a resume, cover letter, transcript, and a one-page essay answering the question, "How will this financial award benefit you, and how important is financial assistance to you in order to complete your education?" A committee of Career Services staff reviews the applications, and financial awards are presented to the winners prior to the start of their Co-op/Internship.

If your company would like to generously provide monetary assistance to this program, please contact Career Services.





# Industry Quotes

*"It is my experience that Embry-Riddle's students continue to be a perfect fit for the Boeing Company. Their passion is our passion ... and our business. The right attitude, knowledge, and experience are some of the key ingredients to this partnership, and Embry-Riddle students have them. Over the past several years, the Career Services staff has done an outstanding job preparing students for the transition from college life to professional life. The key has been their hard work, pushing students to gain critical and valuable experience with internships and co-ops. This continues to be a distinct advantage when students are looking for a full-time career."*

**- Mark Lyden**  
**Recruiting Relations Manager, The Boeing Company**

*"Aerodyne has been extremely pleased with the assistance from the Career Services office. Our participation in your past Career day was pleasant and rewarding. It is certainly pleasing in the way the Career Services staff provides that extra help in our recruitment efforts with a willingness to promote the most suitable candidates. Our experience has been terrific and we hope to continue the great relationship."*

**- Max Gurgew**  
**President, Aerodyne Inc.**

*"Embry-Riddle's interns and graduates bring readily deployable leading-edge software engineering skills that support our drive for schedule predictability, defect elimination predictability, and product performance predictability in our software-intensive medical devices."*

**- David R. Jones**  
**Director Worldwide Quality & Regulatory, Philips Medical Systems**

*"It is always a pleasure to come to Embry-Riddle to see and experience the enthusiasm and energy of the students. Being an aviation company, having students with such a great attitude and being able to converse fluently in aviation jargon gives Embry-Riddle students a big advantage over similarly qualified students attending the more general studies oriented universities."*

**- Rik Lammers**  
**Senior Technical Engineer, Sikorsky Aircraft**

*"I have used the services of the career offices at quite a few schools and can easily say, without exception, Embry-Riddle's Career Services office provides me with the very best service. This includes everything from their response to my initial contact advising them of openings right on through the final interview and selection process. I cannot see any room for improvement ... they are simply the best! In addition to the Career Services office, I have found it to be most productive when I do my recruiting from Embry-Riddle due to the aviation orientation of their engineering students. I have hired Embry-Riddle graduates for full-time positions and current students as co-op engineers for over nine years and have always been very pleased with the result."*

**- Jim Scandlin**  
**Manager of Reliability Engineering and Maintenance, ATA Airlines**



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