

CPT Workshop

Career Management Center
Old Dominion University

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Steps in Applying for CPT

- Register in eRecruiting in CMC
- Upload your resume to eRecruiting
- Meet with appropriate CMC staff member assigned to your college
- Complete appropriate paperwork
- Search for positions in eRecruiting and/or search by networking, talking to faculty, and other "creative methods"

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Next steps. . .

- Once you have found a position, return to your contact in your college and finish any additional paperwork
- Register for academic credit
- Respond to all requests for updated information, for reports and for final evaluations

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Recommendations

- Schedule all appointments in advance
- Don't wait until the last minute to seek a signature
- Don't travel from out-of-town "hoping" to meet with someone
- Check your e-mail frequently
- Do not let your e mail box get "full"
- Do not leave partial messages on voice mail: leave detailed, specific requests for information and advice

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Recommendations continued

- Work backwards from the date on which you would like to start work
- Give yourself at least 2-3 weeks to get all signatures and paperwork completed
- Bring all pertinent information with you to each meeting with CMC staff
- Do as much of your paperwork in person as possible; this will help eliminate confusion

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CPT Work Reports

- Required for ALL CPT semesters
- Format is sent by CMC College Liaison prior to the end of the semester
- Requirements: a paper, literature review, evaluations

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Unacceptable Report Components

- A "cut and paste" job from your company web site
- The same report as last semester
- The same report as another student
- A report that doesn't follow guidelines and include all requirements
- Keep in mind: you are bound by the University's Honor Code on this paper as on all academic papers.

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Keep in Mind...

- Holds on your account will keep you from registering for credit
- A failure to provide updates and to complete your report on time can result in a grade of "F"
- It is important to adhere to good business practices in the workplace

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Remember!

Your behavior and performance reflect upon you
AND the entire University. Make yourself and
the University proud!

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For More Information

<http://www.odu.edu/ao/cmcc/>

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