CEM Application Summary

1. Obtain application from the following link or by visiting Bonnie Sondgeroth in Civil 1221.
2. Submit your application at any point in time during the school year for anyone not in their 1st semester of FYE. For those FYE students, you may submit any time after Thanksgiving of your 1st semester. Priority placement is provided to those who have their application submitted prior to the last Thursday of January.
3. Establish an interview time when you submit your application. The interviews will be held the first full week following the priority placement submission deadline. The purpose of the interview is to:
    a. Assess the applicant's academic performance to date (2.5 minimum EAI required)
    b. Allow the applicant the opportunity to speak with the Director of Internships
    c. Allow the applicant the opportunity to speak with a current student
    d. Assess the applicant's passion for the industry
    e. Assess the type of work, location and company culture that will best suit the applicant
4. Upon completion of the interview the applicant will be provided either an acceptance or denial letter regarding their submitted application. (Subject to available and suitable sponsor firms.)
5. Applicants that are denied, you are encouraged to reapply based on improvements noted in the feedback provided with the denial communication.
6. Applicants that are accepted, you will be required to attend the following events:
    a. *CEM Meet and Greet* event with our current students. To be held on the 3rd Thursday of February. Purpose is to recognize your acceptance into CEM and familiarize yourself with the upperclassmen.
    b. *New Student Orientation* held the week prior to the Beta Tau Internship Banquet. Purpose is to provide progress to date on internship placements and prepare the applicants for fall registration.
    c. *OSHA 10 Safety Training* to be held either the last Friday/Saturday of March or the first Friday/Saturday of April. Purpose is to prepare you for your first summer internship with regards to safety. You will receive a certification as a result of attending this course.
    d. *Beta Tau Internship Banquet* which will be hosted by Beta Tau the first Tuesday of April. This event is an opportunity for you to help the Division celebrate our senior class and their achievements. In addition, it provides the incoming class with an opportunity to network with one of their sponsor company representatives.
    e. *Beta Tau Survival Night* to be provided in early April. Purpose is to prepare you for your first summer internship in regards to do's/don'ts on a project, what to wear, how to act and how to find housing (etc).