Obtaining a co-op:

- Visit with your advisor to develop a degree completion plan.
- Register with the Career & Professional Development Center and apply with employers.
- Conduct a job search of other prospective employers.

After accepting a co-op:

- Contact your department co-op coordinator about how many credit hours (1-3) you can earn for your co-op.
- Register for a co-op course (CP 297/397/497/697) via Self-Service Banner. NOTE: In Self-Service Banner, you will register for the course first. Then go to “Schedule and Options” and click on the number of credits, change the number and save.
- Complete the Co-op/Intern Job Offer Form and return to the Career & Professional Development Center.
- Contact the Financial Aid Office about any scholarships or other financial aid for the semester you will be on co-op.
- Arrange payment of tuition/fees for your co-op course.
  *International students need CPT -- visit with Ivanhoe International Center.

While on co-op:

- Work hard, learn a lot, and demonstrate your value to the employer.
- Keep a record of your co-op work experience to help in writing your co-op report.
- Obtain a supervisor’s evaluation of your work performance.
- Register for your returning semester courses via Self-Service Banner.
- Contact the Career & Professional Development Center if you need any assistance.

After returning from co-op:

- Submit your co-op report and employer evaluation form to your department co-op coordinator.
- Update your résumé to reflect your new relevant work experience.