Obtaining a co-op:

Visit with your advisor to develop a degree completion plan.

Register with Career Services and apply with employers.

Conduct a job search of other prospective employers. *Please note unpaid Co-op experiences in Colorado are not allowed.

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 Career Services.

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 Career Services 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.

SOUTH DAKOTA MINES
An engineering, science and technology university