Student Guide to Cooperative Education

1. Pick up a Co-op Packet from Career Services, 280 McCannel Hall.
   - Sign the Student Agreement and Release Form: *return signed form to Career Services*
   - Take the Departmental Recommendation Form to your Faculty Co-op Coordinator to review and sign: *return signed form to Career Services*

2. Receive a permission number and number of credits from your Faculty Co-op Coordinator. You will need this number in order to register for the Co-op course.

3. Register for the appropriate Cooperative Education course (#397, #537, or #597) in Campus Connection. *(You will be charged in Campus Connection for this course.)*

4. Set-up or sign-in to your Career Connect account.

   **New Users:** go to www.und.edu/careerconnect, click on “Student Sign-in” or go to www.myinterfase.com/und/student/

   **Existing Users:** Sign-in with your User Name and Password

   In the green bar to the left on your Home Page, under the heading “I Want To,” click on “Report a Co-op/Intern Hire.”

   If your position was filled through a job and interview schedule you signed up for on Career Connect, select the position you accepted.

   If your position was not obtained through Career Connect, select “click here” to enter your job Information.
Fill in the Organization Name and Job Title, then click on “Save.”

Fill out all required information under:
- Timeline Information
- Work Information

Read the Agreement Statement under the Work Information section and enter your initials in the “*Student E-Signature” field.

Click on “Save.”

Your information will be sent to the Career Services office and the automated approval process for your Faculty Co-op Coordinator and company supervisor will be initiated. *Report a Co-op/Intern Hire needs to be completed for each semester you register for a Co-op course.

5. Inform your supervisor at your place of employment that he/she will be receiving emails from und.co-op@und.edu. The first email will contain a link for your supervisor to give their approval for your Co-op and future emails will contain links for your midterm and final evaluations.

6. You will be required to complete three assignments for each semester you register for a Co-op course. The assignments are:
   - Semester Job Related Objectives
   - Midterm Progress Report
   - Final Progress Report
   *These three assignments need to be completed for each semester that you enroll in a Co-op course.

You will receive an email two weeks before your assignments are due. Those emails will contain a link for you to follow. A reminder email will follow one week later (and every three days after that) until you complete the assignment.

7. You may view your completed assignments at any time by signing into your Career Connect account. In the green bar on the left, click on the arrow by “I Want to…”, and select “View My Activity.”

Click on the “Survey Responses” tab on the following page.

If you have any questions, please contact:
Jane Traub, Cooperative Education Assistant
701-777-4105
jane.traub@und.edu
und.edu/careerservices