Student Guide to Cooperative Education

1. Pick up a Co-op Packet from Career Services, 280 McCannel Hall and:
   - Sign Student Agreement and Release Form – leave at Career Services
   - Take Departmental Recommendation Form and give to your Faculty Co-op Coordinator to review and sign – return form to Cooperative Education, Stop 9014
   - Receive Student Guide to Cooperative Education

2. Receive permission number and number of credits from your Faculty Co-op Coordinator

3. Register for Cooperative Education Class # 397, 537, or 597 on Campus Connection


5. Under the heading “I Want to” on the left side of your home page, click on “Report a Co-op/Intern Hire”
   - Calendar
   - Resource Library
   - My Favorites
   - I want to...
     - Report a Co-op/Intern Hire
     - Report a Hire
     - View My Activity

6. If your position was filled through a job and interview schedule on Career Connect, select the position that you have accepted

7. If your position was not obtained through Career Connect, select “click here” to enter your job information

- Fill in Organization Name and Job Title
- Click on “Continue”

*Organization Name: ____________________________

*Job Title: ____________________________

Continue  Cancel
8. Fill out all required information under:
   - Timeline Information
   - Work Information
9. Read the agreement statement beneath the Work Information section and enter your initials in the “*Student E-Signature” field
10. Click on “Finish”

   *Student E-Signature:

11. Your information will be emailed to the Career Services office and the approval process from your Faculty Co-op Coordinator and company supervisor will be initiated
12. Inform your work supervisor that he/she will be receiving emails from und.co-op@und.edu with links for them to give their approval for your Co-op, as well as midterm and final evaluations at their appropriate time
13. Once approval has been given, your Co-op position status will be changed to “active”
14. You will receive an email two weeks before your homework assignments are due. A reminder email will follow one week later (and every three days after that) until you complete the assignment.
15. You can view your completed assignments at any time by signing into your Career Connect account, click on “My Account – My Activity,” then click on “Survey Responses”

If you have any questions, please contact:

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