CO-OP APPLICATION PROCESS:

- **Attend an information session during Co-op Info Week** (if you missed Co-op Info Week, schedule an appointment with CSO)
- **Complete and submit a Co-op Application**
- **Submit a draft of your résumé**
- **Complete a mock interview** (optional)
- **Submit the Co-op Leads form** (note: while CSO will partner with you to make phone calls to potential co-op employers, you are responsible for first identifying and submitting a list of co-op leads. These may come from the CECS Web site/co-op notebooks, faculty recommendations, the phone book, etc. Please list any names of companies at which you are interested in doing a co-op. Be sure to include contact information (company name, city, phone number, etc.). We hope that you will provide 10-20 leads. **Co-op calls will not be made for you until CSO receives your Co-op Leads form.**
- **Make follow-up calls to employers to schedule interviews**

UPON BEING PLACED IN A CO-OP:

- **Complete and submit Placement Form to CSO** (important: this must be received within the first two weeks after the start of your co-op placement)
- **Complete and submit Learning Plan to CSO**—obtain signatures from work supervisor and faculty co-op advisor before returning it to us (important: must be received within the first two weeks after the start of your co-op placement)
- **Identify a Co-op Faculty Advisor** (Note: you are responsible for identifying your Faculty Co-op Advisor. Your Faculty Academic Advisor is not required to fill this role. Please ask a professor in your major to be your Faculty Co-op Advisor, and be sure he/she reads the “Work/Learning Experience Agreement” so the Faculty Co-op Advisor’s responsibilities are clearly understood. Please review your Learning Plan with your Faculty Co-op Advisor and obtain his/her approval and signature before submitting it to CSO.)
- **Complete Evaluation Forms** (needed from both student and work supervisor) at end of co-op.
- **Attend Post-Co-op Reception**