

 **STEP-BY-STEP WITH** 
THE COOPERATIVE EDUCATION/INTERNSHIP PROGRAM

- 1. **Attend an ORIENTATION MEETING or watch our streaming video (with attachments) on the web at:**
<http://www.uni.edu/careerservices/co-op/video.html>
- 2. **Complete the Registration Request Form**
This form is part of the Co-op/Internship packet. Be sure to put your signature and date on the appropriate sections on the bottom of the form if you seek co-op credit.
- 3. **Electronically "Submit" FACULTY APPROVAL FORM**
The Faculty Approval Form can be found at the following link:
<http://www.uni.edu/careerservices/co-op/forms/approval.html>
- 4. **Complete and Save CareerLink "Student Profile"**
Click On: <http://uni.erecruiting.com/er/security/login.jsp>
Enter you username and password.
Select "Profile" at top of page (left side)... complete required information.
- 5. **Meet with a Career Services Peer Advisor**
Your first professional contact with employers is your resume. Employers expect your resume to have no mistakes and to accurately represent you. The peer advisor will review your resume and advise you concerning possible improvement. Call 273-6857 for an appointment or e-mail your resume to: career-peers@uni.edu.
- 6. **Access UNI CAREERLINK on the web**
 - a. Electronically upload "Documents" (resume, etc.) to UNI CareerLink
 - b. Regularly check UNI CareerLink for "Internships" openings. Positions change as new internship positions become available.
 - c. Follow directions on Internship descriptions for sending resumes.
- 7. **FINAL PAPERWORK/CO-OP COURSE REGISTRATION**
If you seek to register for Co-op credit after obtaining a position, make an appointment with Co-op staff (273-6041) to process the final paperwork. Complete the on-line form found at: <https://www.uni.edu/careerservices/co-op/program/placedstudentworksheet.htm> and bring it with you to the appointment. A \$15 administrative fee is charged at the time you register for Co-op credit. *(If you are not seeking Co-op credit, please advise the Co-op program if you have filled a position in UNI CareerLink so the position may be removed.)*