

Important Notes . . .

- * **The last day to register for your internship is the "Last Day for Registering/Adding Classes."** See University calendar for dates.
- * Internships are restricted-entry courses. Co-op Ed will register students only when all required paperwork is completed and turned in to Co-Op Ed before the last day to add.
- * Hours of participation documentation, midterm/final evaluations, and any additional course assignments must be completed and submitted to your faculty supervisor. Meeting those due dates is your responsibility.

Timing is Everything . . .

- * **Fall** Semester Internship - see Co-Op Ed Specialist in **April**
- * **Spring** Semester Internship - see Co-Op Ed Specialist in **November**
- * **Summer** Semester Internship - see Co-Op Ed Specialist in **March**

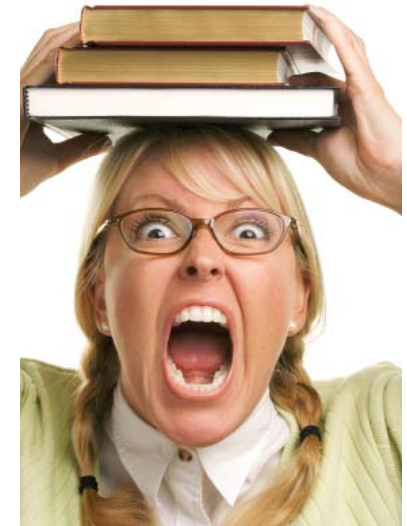


Internship Checklist . . .

- ✓ Register in *CareerLink*
- ✓ Upload résumé in *CareerLink*
- ✓ Complete "**Miscellaneous Information**" section in *CareerLink*
- ✓ Pursue internship leads
- ✓ Submit position description
- ✓ Submit Learning Outcomes/Goals
www.msubillings.edu/careers/cooped/studforms.htm
- ✓ Submit Learning Agreement
 1. Student signed
 2. Employer signed
 3. Faculty signed
 4. Department Chair signed
 5. Co-Op Ed Specialist signed
- ✓ Submit original documents to Co-Op Ed and provide copies of documents to faculty supervisor and site supervisor.



Internship/Registration Questions
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Is uncertainty about your future driving you crazy?

Participate in a Cooperative Education Internship and test-drive your career today!

Network in your field!

Earn credit!

Make \$\$\$!



COOPERATIVE EDUCATION
PROGRAM

1500 University Drive
Billings, MT 59101

www.msubillings.edu/careers

Why Should I Participate?

By participating in a Co-Op Ed Internship, you will:

- * Earn credits toward your degree.
- * Put theory into practice.
- * Work side-by-side with professionals in your field.
- * "Test drive" different careers.
- * Build a strong résumé.
- * Develop a network of contacts in your chosen field for future opportunities and references.
- * Have the potential to earn a salary.
- * Solidify your career choice.

When Am I Eligible?

Students who participate in Co-Op Ed Internships must:

- * Be currently enrolled at MSU Billings in degree or certificate program.
- * Have a minimum of 24 cumulative credits. Restrictions may apply.
- * Achieve a minimum 2.0 cumulative grade point average or 3.0 for COB students.

What are the Basics?

- * Hours required per credit:
 - Undergrad: 1 credit = 45 hours
 - Undergrad & Grad HADM: 1 credit = 120 hours
 - Grad REHA: 1 credit = 50 hours
 - Grad ED ABA: 1 credit = 50 hours
- * Registration in **CareerLink** with résumé is required for all internships.
- * Internship postings are available online, but you are free to develop your own site.
- * Applying for an internship is similar to applying for a job: résumé and interview are required.
- * Internship site must be confirmed and required documentation submitted prior to registration.
- * Students are required to register for Co-Op Ed internship credits in the semester the work is being done.
- * Students are responsible to make any required copies of their Co-Op Ed internship documents.



What are the Details?

Getting Started:

1. Register in **CareerLink** at: www.myinterfase.com/msubillings/student/
Select "**no**" to employer viewing if you do not want employers to see your profile.
2. Complete/Update the "**Miscellaneous Information**" section in **CareerLink**.
3. Upload your résumé in **CareerLink** (to be critiqued by CS staff, revised, and uploaded again).
4. Call Career Services at 406-657-2168 to schedule an appointment with the Co-Op Ed Specialist.
5. For your initial appointment with Co-Op Ed, bring in a list of internships you are interested in pursuing from our website, www.msubillings.edu/careers/cooped/students.htm, or create your own list of possible sites.

Getting Registered:

1. Contact your faculty supervisor for specific academic requirements.
2. Attach a copy of your Learning Outcomes/Goals. Learning Outcomes must be approved by your faculty supervisor.
3. If you developed your own internship, include your job description which must be approved by your faculty supervisor.
4. Complete the Learning Agreement. All areas must be completed!

CareerLink Questions:

Career Services
406-657-2168
careers@msubillings.edu