

Career Services**The Co-op Process**
A step-by-step guide for students**1. Determine Your Eligibility**

- a. Continuing students must have a minimum GPA of 2.0 and at least 30 credits earned.
 - i. Minimum GPA of 3.0 for English Majors, and Gender, Sexuality & Women’s Studies Majors.
- b. Transfer students must have earned 9 credits from MSU in order to enroll in co-op.
 - i. Transfer students who have earned an AA, AS, or BA can enroll in co-op immediately.

2. Secure an Internship

- a. The internship must provide a minimum of 150 hours for the semester.
- b. The internship must be a new, professional skill-building experience.
 - i. If you are currently employed with an organization, you must provide CHSS Career Services with evidence that substantial new learning will take place during the co-op semester. This can include: a promotion, new position, or a new project that comprises at least 50% of your time.
 - ii. Students cannot be self-employed or work for a family member.

3. Meet with CHSS Career Advisor

- a. Schedule a meeting with Macayla Mack via Handshake to discuss your internship, the co-op course, and credit amount.
 - i. The co-op course is an academic course with required assignments, deadlines, and projects.
- b. To schedule: Log into Handshake, click “Career Center” on the top right, and click “Appointments”. Schedule accordingly.

150 hours = 3 credits
200 hours = 4 credits
250 hours = 5 credits
300 hours = 6 credits
350 hours = 7 credits
400 hours = 8 credits
450 hours = 9 credits
*Select courses only

4. Apply via Handshake Prior to Enrollment Deadline

- a. **Enrollment Deadline:** The deadline to apply for co-op is 2 weeks prior to the start of the semester; please check with Career Services for the exact deadline date for your intended semester.
- b. Application Steps:
 - i. Log into Handshake, click “Career Center” on the top right, and click “Experiences”
 - ii. “Request an Experience” for the College of Humanities & Social Sciences for the semester in which you plan to enroll in co-op. Fill out all information about your internship site.
 - iii. Once you submit the form, Career Services will review it & confirm with your internship site. Upon site confirmation, Career Services will issue you a permit to enroll in the co-op course.

5. Once Enrolled

- a. Communicate via email with your Faculty Advisor for the co-op course requirements and next steps.

Important Points About Co-op

- A maximum of 16 credits can be earned for co-op over the course of your MSU education.
- You must be registered for 12 total credits if you receive financial aid; most students must therefore take academic courses along with co-op.
- The co-op course is a course that is charged the regular tuition rate.