

Instructions for Graduate Students applying for Co-op Credit through College of Engineering

Below are the steps required to engage in a co-op.

NOTE: You must have approval from your faculty advisor to participate in co-op.

1. **Report your internship or co-op offer** by logging in to [Handshake](#) via your MyUW (wisc.joinhandshake.com)

Click on “Career Center” in the top navigation and select “Experiences” from the pick-list.

Choose the Experience Type that works best for you specific offer.

After selecting the correct Experience Type, follow the prompts to submit the required information

After you have clicked “submit” for your Experience Report, you will see your overview page

2. Click on “New Attachment” to **upload your offer letter** (blue button on left)

3. Ask your faculty advisor to email julie.rae@wisc.edu stating their approval of your intern/co-op Julie Rae at julie.rae@wisc.edu

4. ECS will email you let you know that you are authorized to enroll in course 702 (Graduate co-op course)

5. Enroll in Co-op credit

Questions: email Julie Rae – julie.rae@wisc.edu --Asst. Dir., Engineering Career Services
