

Instructions for Graduate Students enrolling in the Co-op course 702

Below are the steps required to engage in a co-op or summer internship position.

STEP	ACTION	DETAILS	REMINDER
1	Get approval from faculty advisor	<ul style="list-style-type: none"> Request your faculty advisor to confirm their approval of internship/ co-op by completing google form -- https://go.wisc.edu/ecs-coop-fac-approve 	<ul style="list-style-type: none"> You must have approval from your faculty advisor to participate co-op or summer internship position. The form requires logging in with a wisc email address.
2	Obtain offer letter with required information	<ul style="list-style-type: none"> Your offer letter must include: <ul style="list-style-type: none"> Company letterhead Your name Company or organization name Start and end date of employment Numbers of work hours per week Your position title Brief job description Employer address (company's address) Supervisors' name and contact information Signed by employer (physical or authenticated digital) 	
3	Report your internship or co-op offer	<ul style="list-style-type: none"> Login to Handshake via your MyUW Click on "Career Center" in the top navigation and select "Experiences" from the tiles below Click on "Request an Experience" Choose the Experience Type that works best for your specific offer. Options include: <ul style="list-style-type: none"> 2023 – Spring ONLY Co-op (Graduate) 2023 – Spring to Summer Co-op (Graduate) 2023 – Summer ONLY Co-op (Graduate) After selecting the correct Experience Type, follow the prompts to submit required information After you click "submit" for your Experience Report, you will see your overview page Click on "New Attachment" to upload your offer letter (blue button on left) 	<ul style="list-style-type: none"> Academic credit is a requirement for students for all <i>Fall</i> and <i>Spring</i> term co-ops/internships. Students are not required to enroll for credits in <i>Summer</i>. After you complete this step, ECS will review your reported Experience and offer letter on Handshake, then authorize your enrollment in course 702 and send you a confirmation e-mail message. You need to wait until ECS provides you with authorization to complete the course enrollment.
4	Receive authorization for 702 Co-op Course enrollment	<ul style="list-style-type: none"> After receiving the course authorization, enroll in course 702 via MyUW 	

For questions, please contact Julie Rae -- julie.rae@wisc.edu.