



## Student Instructions

### 0-Credit Co-Op Course

WSU Mike Ilitch School of Business Cooperative Education (Co-op) allows you to gain practical/hands-on work experience and to apply what you've learned in the classroom. Many companies offer co-op opportunities on a parallel basis – meaning that you will work on a co-op worksite at the same time that you are taking classes (usually part-time at your co-op worksite, and full or part-time in school). You may also choose to complete a co-op in the Spring/Summer when your course load is lighter in order to work at your co-op full-time.

#### Co-Op Requirements:

In order to apply for and receive approval for the 0-credit co-op course, you must meet the following requirements. *Please note: You are not able to register in the 0-credit co-op course retroactively.*

- Sophomore standing (minimum of 30 credits completed)
- A minimum overall GPA of 2.8
- Accepted a co-op that aligns with your major

#### Registering Your Co-Op:

If you've been offered a co-op opportunity by a company, you are able to register for the free, 0-credit co-op course to have your co-op experience documented on your transcript. You will be placed in the co-op course that aligns with your major: ACC 4500, FIN 4500, GSC 4500, ISM 4500, MGT 4500, or MKT 4500. Registering your co-op ensures that your co-op experience is well-documented to employers when you go to apply for your first job after graduation.

#### Co-Op Process for Business Students:

1. Obtain a co-op position.
2. Complete the [Business Co-Op Application](#)
3. Submit your application *with an offer letter and detailed job description* to [bizcareers@wayne.edu](mailto:bizcareers@wayne.edu).
4. A Mike Ilitch School of Business Career Planning and Placement staff will review your request.
5. Within 5 business days after submitting your request, you will be notified by email (WSU) if your request was approved or declined.
6. If approved, the following steps will occur:
  - You will need to sign the Co-Op Student Agreement Form and email it back to [bizcareers@wayne.edu](mailto:bizcareers@wayne.edu).
  - Career Planning and Placement will contact your Co-Op supervisor who will need to sign the Co-Op Employer Agreement Form.
  - Career Planning and Placement will contact Undergraduate Business Advising and your Business Academic Advisor will issue an override.
7. Register for the appropriate course after override

#### To Earn a Satisfactory Grade:

1. Your co-op internship supervisor will need to complete both a mid-semester and end-of-semester survey.
2. You will need to complete the co-op reflection paper according to the [reflection paper guidelines](#). The due date for this paper will be listed in your Co-Op Student Agreement Form.
3. The responses from the two employer surveys, along with your reflection paper, will be reviewed by Career Planning and Placement staff. A satisfactory grade (S) will be posted once the survey evaluations and reflection paper have been reviewed and approved.