



Western Michigan University
 Experiential Learning: Cooperative Education – Alternating Co-op

***Three alternating 4- month rotations – Begin in Jan., May or Sept.**

School Year	Fall Semester Sept. – Dec.	Spring Semester Jan. - April	Summer I Session May - June	Summer II Session July – Aug.
1	Classes – 12-15 credits	Classes – 12-15 credits		
2	Classes – 12-15 credits	Classes – 12-15 credits	Co-op full-time Engineering & Applied Sciences Career Fair (EAS Career Fair) in September Career Fair in February	
3	Classes – 12-15 credits	Co-op full-time EAS Career Fair in September	Classes – 6 - 8 credits	Classes – 6 – 8 credits
4	Co-op full-time Career Fair in February	Classes – 12-15 credits	Classes or optional 4 th Co-op experience	Classes or optional 4 th Co-op experience
5	Classes – 12-15 credits	Classes- 12 – 15 credits		

Using the above timeline, take the following steps to initiate an alternating co-op or student intern from WMU’s College of Engineering & Applied Sciences:

1. Send a copy of the **co-op job description** to Western Michigan University. Contact WMU to set-up your on-line account. Sample job description, pay schedule and co-op career ladder available for your use in developing specifics about your position. Interested students will apply directly to you by submitting their resume through BroncoJOBS employment website, email or mail. The employer **conducts interviews, checks references, and makes offers** to students.
2. Let WMU know the names and majors of students you hire by completing **the job offer reporting form**. Students will be contacted by WMU to register for co-op credit if applicable.
3. Complete **performance review document** at the conclusion of each co-op rotation and submit to WMU.

Contact Information:

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www.wmich.edu/career (post jobs and review student resumes)