

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 Opportunity Day and BroncoJOBS in September Career Fair and BroncoJOBS in February	
3	Classes – 12-15 credits	Co-op full-time Engineering Opportunity Day and Bronco JOBS in September	Classes – 6 - 8 credits	Classes – 6 – 8 credits
4	Co-op full-time Career Fair and BroncoJOBS 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, 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.broncojobs.wmich.edu (post jobs and review student resumes)