



Co-op/Internship Program Application Process

Cooperative Education Program Requirements:

1. Open to all undergraduate students currently enrolled at SVSU. International students are required to provide proper work authorization to work off-campus.
2. Must have completed a minimum of 24 college level credit hours from SVSU or other accredited college or university.*
3. Must have and maintain a minimum of 2.0 cumulative Grade Point Average (GPA).
4. Must successfully complete a minimum of 24 credit hours per school year (i.e. Fall, Winter, Spring, Summer semesters).
5. Must have at least one year of coursework remaining until graduation.
6. Must fulfill any additional requirements as set forth by the employer.

* **Exception:** Freshmen whose high school co-op employer has requested the student to continue the co-op employment while enrolled at SVSU are excluded from this requirement.

Internship Program Requirements:

1. Open to all students currently enrolled at SVSU, regardless of class standing.
2. Must have and maintain a minimum 2.0 cumulative Grade Point Average (GPA).
3. To earn credit, students must receive academic departmental approval from their major or minor area of study, based upon department's criteria.
4. Up to one year assignment (typically one or two semesters).

Registration Steps:

Apply for the appropriate program on the **Cardinal Job Network**. The Cooperative Education Application is Job ID **392** and the Internship Program Application is Job ID **393**. Each program requires the student to submit their résumé, cover letter, and unofficial transcripts. Students will be notified via e-mail of acceptance decisions. Students not familiar with the Cardinal Job Network should use the following steps:

1. Attend a **Co-op/Internship workshop** to create a professional résumé. There is usually one session per week and advanced registration is required by contacting the Career Planning and Placement office at 989.964.4954. A schedule is available in the Resource Library section in the "Home" area of the Cardinal Job Network. Please note that **guidelines are available in the Resource Library of the Cardinal Job Network (see Co-op/Internship Application Packet)** and résumés and cover letters that do not meet minimum quality standards will not be accepted for admission into the program.
2. Login to your free **Cardinal Job Network** account:
 - a. Go to www.svsu.edu/careers
 - b. Click on the Cardinal Job Network Student Login link
 - c. Enter the same username and password that you use for other University web services (i.e., Cardinal Direct and CardMail)
 - d. Complete all sections of your profile under the "My Profile" section listed under "My Account"
 - e. Upload appropriate documents under the "My Documents" section listed under "My Account"
3. Click on the "Job Search" section and enter Job ID 392 (Co-op program) or Job ID 393 (Internship). Submitting your résumé, cover letters, and unofficial transcripts through these JobIDs is necessary for admission into the program. You need to submit applications individually for each program.
4. Once accepted, students will have the ability to apply for any co-op/internship position that they are qualified for. Note that it is NOT standard practice for the Career Planning and Placement office to automatically refer students to positions. Students are expected to apply for each position on their own.
6. Students are required to update their information on the Cardinal Job Network as changes occur. This includes keeping all information current (i.e. unofficial transcripts)