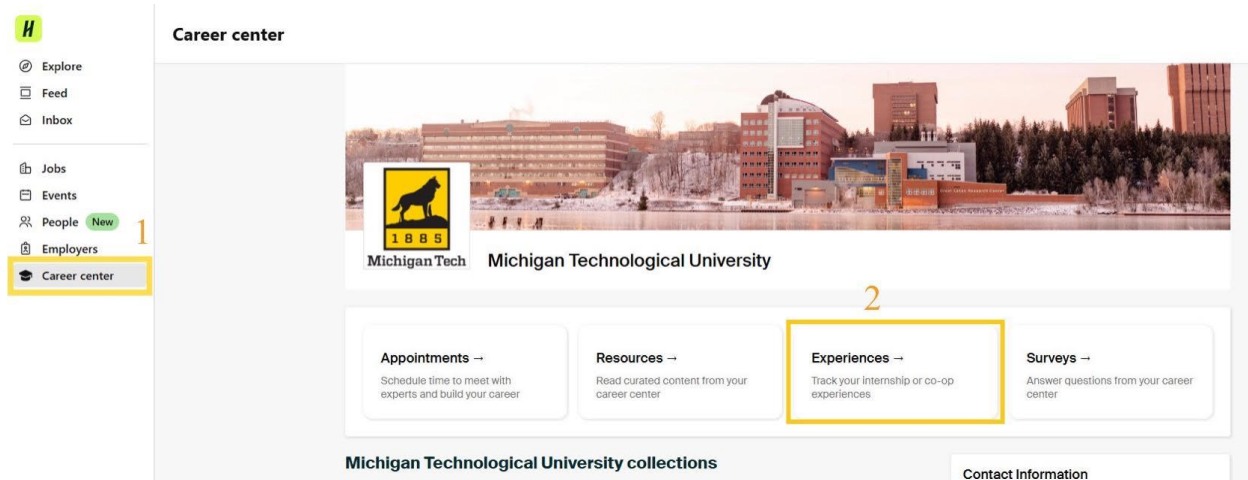


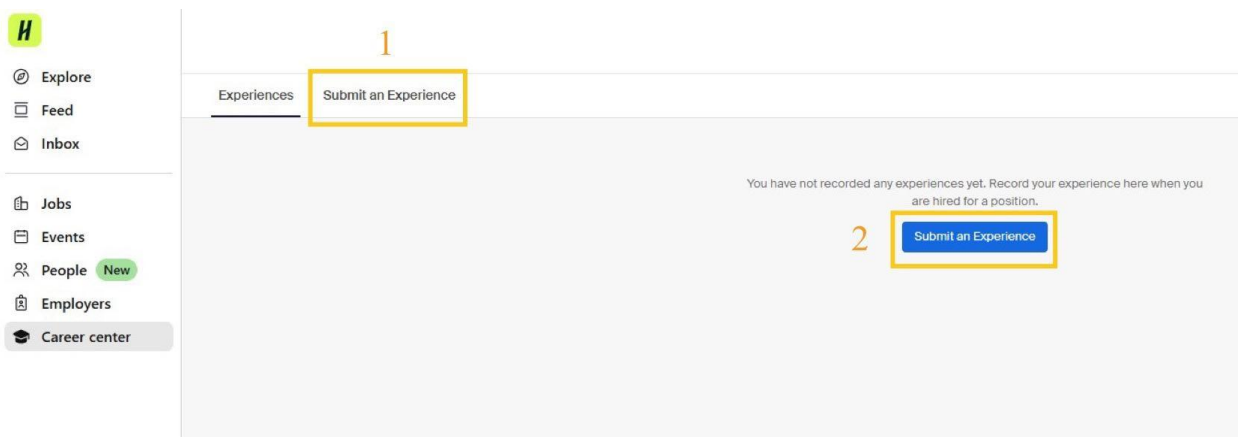
Co-op “Experience” Submission

Now that Co-op registration has moved to Handshake, there is a slightly different process to go through, which this document will help walk you through.

Step #1: Go to the link on the [MTU Co-op Site](#) that will take you directly to the “Experiences” page, or go onto Handshake and click on the “Career Center”[1] and then click on the “Experiences”[2] Tab around the middle of the screen.



Step #2: You will be directed to a page that looks like the one below. Click on the “Submit and Experience” button, either in a blue box[1] in the middle of the screen or in the bar at the top of the screen[2].



Step #3: Fill out the details of your co-op or internship as it pertains to you. These details include:

Details

- **Experience Template -**
 - Co-op Enrollment for Domestic Students or International Students - Choose this option if you are wanting to enroll in the co-op course for that term.
 - Internship & Co-op Reporting (not used for registration)- you are wanting to report a professional experience but not take the co-op course.
- **Term -** The semester that encapsulates your work experience

Organization

- **Organization -** Name of the company you will be working for
- **Location -** Where you will be working
- **Industry -** The industry that the employer you will be working for is in
- **Phone Number -** The phone number of the company
- **Email -** The email of the company

Experience

- **Experience -** Your title while working at this company
- **Department -** The department you will be working in
- **Date -** Your start and end dates
 - Need to correlate with the start and end of the semester.
- **Experience Type -** Whether this will be an internship or Co-op
- **Employment Type -** Whether this will be Seasonal, Part-Time, or Full-Time
- **Salary -** Compensation agreement between you and the employer
- **Offer Date -** When you received your offer letter
- **Offer Accepted -** Whether you have accepted, declined or are undecided
- **Add experience to profile -** Whether you want this experience added to your Handshake profile automatically

Step #4: Submit your experience using the green button at the bottom of the screen.

Step #5: View your experience and submit your offer letter & completed Co-op Agreement.

- Scroll to the bottom of your experience page, and there will be an “attachments” section[shown in the orange box in the image below].
- Use this section to upload your offer letter from the company you are going to be working for, as well as your completed co-op agreement form (this needs to be signed by you and your manager).

Timeline (Spring 2026 Co-op Enrollment for Domestic Students)

Experience Requested
Student
Aug 12, 2025 10:01 am

Approvals Start
Co-op Coordinator
Expired

Academic Advisor
Financial Aid Office
Conduct office
Co-op Coordinator

Today
Needs Review
to review next (within 2 business days if restarted)

School Staff Actions

Add Notes

Assigned to
Natalie Anderson

Labels
Choose a label
+ Create

Attachments

coopagreementform_(1).pdf
420 KB

co-op-handbook_(1).pdf
13.6 MB

Add Attachments

Comments & Activity

Add a comment to your staff and Natalie Anderson

Add Comment

Seen by your staff and

NOTE: The following steps pertain to your “approval” process. Shown in the image below are the “steps” that you must take to get your experience approved(highlighted in orange). It is not necessary to make an appointment with conduct or the co-op coordinator, unless there are extenuating circumstances or you would like to.

Timeline (Spring 2026 Co-op Enrollment for Domestic Students)

Experience Requested
Student

Approvals Start
Co-op Coordinator
Expired

Academic Advisor
Financial Aid Office
Conduct office
Co-op Coordinator

Today
Needs Review
to review next (within 2 business days if restarted)

Step #7: The submission of your experience is automatically sent to the co-op coordinator, which will be reviewed within 2 business days.

Step #6: You must make an appointment with your academic advisor, and they must approve your experience within two days of the co-op coordinator approving your experience.

Step#7: Make an appointment with the Financial Aid Office, and they must approve your experience within two days of your academic advisor approving your experience.