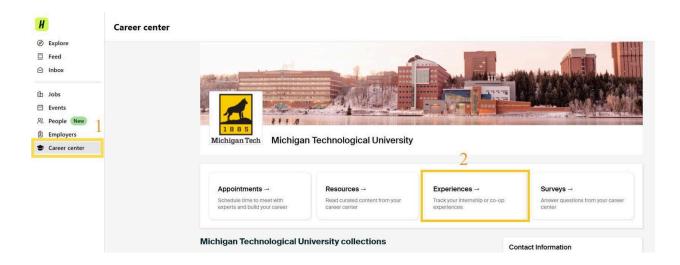
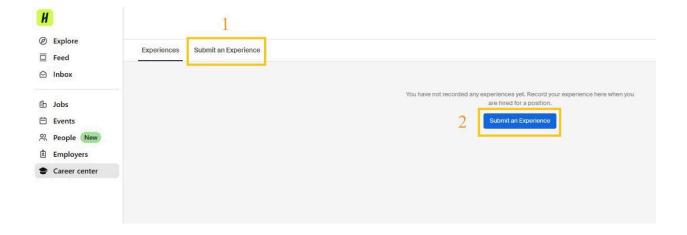
Co-op "Experience" Submission

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 -
 - Spring 2026 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 Experience- 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

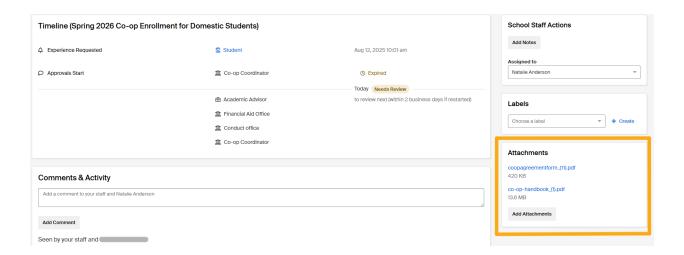
Experience

- **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

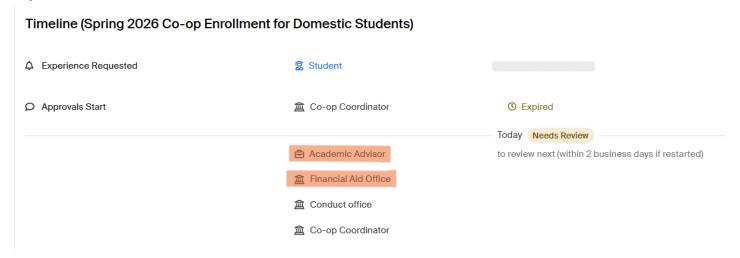
Step #4: Submit your experience using the green button at the bottom of the screen.

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).



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.



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.