

**BUSINESS TECHNOLOGIES**

**Cooperative Work Experience (BUS293)**

**Student Checklist**

**To be eligible to participate in a Cooperative Work Experience and receive academic credit, the student must:**

[ ] Be a declared Business Major

[ ] Be enrolled as a degree-seeking student.

[ ] Maintain a 2.5/4.0 grade point average.

 **Note**: Employers may require a higher grade point average.

 On a case by case basis and only by faculty recommendation the GPA requirement can be lower.

[ ] Have earned 30 credit hours towards the academic major at the time of application.

[ ] Complete the necessary prerequisites:

* Prerequisites for students majoring in Business Management – BUS 101, BUS 102
* Prerequisites for students majoring in Marketing – BUS 101, BUS 102, MKT101
* Prerequisites for students majoring in Accounting – BUS 102, ACC101, ACC102, ACC140

[ ] Receive approval from the OMIC Program Director and the academic department chair.

**Complete the following steps prior to the enrollment process:**

[ ] Successfully complete BUS 102 and the prerequisite courses depending on your major

 (see above)

[ ] Attend a professional career workshop organized by the School of Business or the College.

[ ] Post a resume on [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com) and/or [www.collegecentral/owens](http://www.collegecentral/owens).

  **Note**: Be sure to indicate on your profile that you are looking for a co-op or internship

position. Also, update your College Central  Network and/or Ohio Means Jobs profile

and your resume every semester until you obtain a position.

[ ]  Obtain a co-op/internship eligible job, i.e. one that is directly related to a student's major and career goals (through own initiative or with assistance from the OMIC office) - Carefully read job postings and submit all requested documentation (e.g. transcripts, resume, cover letter, etc.)

[ ] Schedule an appointment with OMIC Program Director to complete the necessary paperwork.

[ ] Sign up for the **Cooperative Work Experience** course (BUS293) and pay the tuition fee.

[ ] Sign the Co-op/Internship Learning Agreement.

I have read this checklist and understand that these items are required for a successful registration and completion of BUS293 (Co-op Work Experience)

 Click here to enter text. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Click here to enter a date.

 Student Name (Printed) Student Signature Date