

**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)

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Student Name (Printed) Student Signature Date