

HOW TO FIND AND REGISTER FOR A BIOLOGY COOP

Eligibility: At least 24 credits and 2.0 GPA

Step 1:

- Complete and print on-line orientation form.
<http://www.millersville.edu/elcm/internships/students/index.php>
- Print Internship request form.

Step 2:

- Obtain signature of Biology Coop & Internships Coordinator, Dr. Aaron Haines (Caputo 116).
- Return forms to Office of Experiential Learning and Career Management (ELCM) (Bedford House – opposite SMC). Receive database password.

Step 3:

- Access database, post resume, search open positions.

Step 4:

- Employers contact you directly. Respond.

Step 5:

- If position found, obtain course registration forms from ELCM office. Register. Note: If you already have a Biology related job, complete only steps 1, 2 and 5.

Questions???

Contact Dr. Haines: aaron.haines@millersville.edu