

HOW TO FIND AND REGISTER FOR A CHEM CO-OP

Eligibility: At least 24 credits and 2.0 GPA

Step 1: - Complete on-line orientation:

- <http://www.millersville.edu/ices/internships/lets-get-started.php>
- Print survey form and Co-op request form.

Step 2: - Obtain signature of departmental Co-op coordinator (Dr. Mbindyo - Cap 321).

- Return form and survey to Internships & Civic Engagement Services office (ICES), Bedford House, 12 S. George St., across SMC).
Receive job database password.

Step 3 : - Access database, post resume, search open positions.

Step 4: - Employers contact you directly. Make follow up.

Step 5: - If position found, visit ICES office for course registration.

Note: If you already have a chem related job you just complete steps 1,2 and 5.

Questions???

Contact : Dr. Mbindyo – jmbindyo@millersville.edu