

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/orientation/index.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