



APPLICATION INSTRUCTIONS

1. Ensure you meet the academic requirements for the program.

5-Session Program (Freshman): 2.80 G.P.A. or higher | **3-Session/Flex Co-Op Program (Sophomores & Juniors):** 2.60 G.P.A. or higher
Engineering Students must be on track to complete the First-Year Engineering core requirements before their first work session.

2. Complete the on-line Professional Practice Student Application

To access the Professional Practice Student Application, go to www.opp.purdue.edu

Click on the "Database" tab in the top right and select "Student Login." Proceed to login using your career account credentials.

Select "Personal" under "My Account" on the left side bar. Continue to complete any fields that were not automatically populated. Click "save" at the bottom of the page.

After completing those steps, you will click on the "Academic Profile" tab.

For **First Year Engineering Students:** You will be prompted to choose your anticipated major. Select it from the drop-down list that appears. This major will be your future area of study and will be the area in which you interview for Co-Op positions. **You must indicate this choice on your application!!!**

Answer the Co-Op Interest Statement and any relevant questions before clicking "save."

Go to the "Privacy" tab of your profile and answer the two required questions on this page. Click "save" at the bottom.

3. Upload Your Resume

Go to www.opp.purdue.edu

Click on the "Database" tab in the top right and select "Student Login." Proceed to login using your career account credentials.

Click on the "Document" button on the left side bar.

Click on "My Documents" and then the "Add New" button that appears in the middle of the screen. Assign a meaningful name to your resume, then select .pdf or .doc from the "Type" drop down menu. Browse for the document and submit once you have found the correct file.

To update or replace your resume, follow the same steps listed above.

After uploading the new document, find it in the list of documents and click "Make Default" to the left of the file name.

PLEASE REMEMBER

First Year Engineering students must choose a major.

Faculty Coordinators are assigned to assist you in the co-op process. You should utilize this valuable resource. A listing of co-op coordinators is located at <https://opp.purdue.edu/about/people.html#coordinators>

It is a breach of ethics to accept a co-op employment without the intention of completing the full program.

It is a serious ethical violation to intentionally misrepresent or falsely state any information in the Purdue Professional Practice database or on your resume. Any student proven to have deliberately misused this system will be dropped from the Professional Practice Program and reported to the Office of the Dean of Students.



SEARCHING JOB POSTINGS

1. Go to www.opp.purdue.edu
2. Click on the "Database" tab in the top right and select "Student Login." Proceed to login using your career account credentials.
3. Click on the "Opportunities" button on the left side bar.
4. Click on "Search" and then "Search for Industry Opportunities."
5. You may enter search criteria or use the autopopulated list.
6. Read the posting to make sure that you are interest AND qualified.
7. Once clicking the apply button, upload the requested documentation and submit.

***Job postings for Professional Practice Days will ONLY be available 2/3/2020 - 2/10/2020.**



IMPORTANT DATES AND DEADLINES

January 14, 2020

Is Co-Op For Me? (PPA)

7:00 PM, ARMS 1010

January 15, 2020

Purdue Co-Op Callout Meeting

7:00 PM, Loeb

January 17 - 24, 2020

Coordinators counsel applicants & applicants research employers & gather resume information

January 22, 2020

Post Callout Info Session for Co-Op Applicants (PPA)

7:00 PM, WALC 1055 (Hiler Theater)

January 23, 2020

GEARE Callout

6:00 PM, FRNY G140

January 28, 2020

Professional Practice Resume Table (CCO Support)

1:00 PM - 5:00 PM, Marriot Commons
CCO Staff will be critiquing resumes. All students welcome.

February 3, 2020

Final Date for students to submit online resumes

February 3 - 10, 2020

Students apply for Professional Practice Days (PPD) Job Opportunities

Feb 3, 2020

Interview Workshop for Applicants (CCO Support)

6:30 PM, ME 1061

Feb 11 -18, 2020

Employers can access and review applications from job postings.

Feb 10, 2020

Navigating Co-Op Job Offers (CCO)

6:30 PM - 7:30 PM, ME 1061

Feb 17, 2020

PPA Networking Night (PPA)

6:30 PM - 8:30 PM, Krach Atrium

Feb 18, 2020

Professional Practice Career Fair

10:00 AM - 3:00 PM, PMU North and South Ballrooms

Feb 19 & 20, 2020

Professional Practice Interview Days

8:30 AM - 5:00 PM

March 6, 2020

All employers should have responded to applicants regarding offers, second interviews, etc. OPP to send email reminder to employers requesting that students be updated on their employment status.

We ask all employers to give students a reasonable amount of time to consider all opportunities and respond.



Office of Professional Practice