

Procedures for Applying to the Professional Practice Program

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

- Must have a 2.80 G.P.A. or higher for the 5-session program which is available for freshman, and a 2.60 G.P.A. or higher for the 3-session program which is available for sophomores and juniors.
- 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.purdue.edu/propractice/students/apply.html.
- Under Step 2, review our Student Policy Statement by clicking on the link.
- Log into our database to complete the co-op application: Click on the database and Intranet drop down at the top right and select "Student Database Login." Log in using your career account credentials
- Partial information is already entered into our on-line form. Complete the remaining fields and modify as needed. Answer four questions at the bottom of the page by selecting yes or no from the drop down menus. By submitting the on-line Professional Practice Student Application, you agree to the terms and conditions of the program.
- There is a link to review the Student Policy Statement before clicking "Save." Submitting the application doesn't commit you to participation in the program. You can decide whether to follow through AFTER receiving more details at the callout. Your resume can be uploaded after the callout.
- For **First Year Engineering Students**: You will be prompted to choose your anticipated major from the list below. Select it from the pull-down list that appears after saving your application. This major will be your future area of study (referred to as "discipline") and will be the area in which you interview for Co-Op positions. **You must indicate this choice on your application!!!**

Your choices are:

Aeronautics and Astronautics (AAE)
Agricultural Engineering (AE)
Biological Engineering (BE)
Biomedical Engineering (BME)¹
Chemical Engineering (CHE)
Civil Engineering (CE)
Computer Engineering (CMPE)

Electrical Engineering (EE)
Engineering Ed./Multidisciplinary Engineering (MDE)²
Environ. & Ecol. Engineering (EEE)
Industrial Engineering (IE)
Materials Engineering (MSE)
Mechanical Engineering (ME)
Nuclear Engineering (NUCL)

¹Note: Only the 3-Session Co-Op program is currently available for BME.

²Formerly Interdisciplinary Engineering.

3. **Upload Your Resume-Your resume MUST be in pdf format!!!!**

Go to www.purdue.edu/propractice/students and click on the "Student Database Login" button at the top right. Log in using your Purdue career account credentials.

- Click on the blue "Upload a Document" button at the top of the screen. Click on "Co-Op Documents." Assign a meaningful name to your resume, then select "Resume - .pdf" from the "Type" drop down menu. Your resume MUST be a pdf file. ***IT IS CRITICAL to check the "set as default" box before you upload the file. If you DO NOT mark this box, your resume cannot be shared with interested employers.*** A student can only have one default resume, so clicking this button with upload of resume updates will automatically flag the newest resume for resume bundles.
- Next, click the upload a new file button at the center of the screen and browse for your resume.
- Finally, click on the blue "Upload Document" button.

Deadline to submit a resume for Professional Practice Days 2019 is January 28, 2019.

Please remember...

- First Year Engineering students **must** choose a major.
- Limit your personal resume to a single page.
- Resumes **MUST** be in pdf format. Non-pdf resumes will not be shared with employers.
- You **must** mark the "set as default" box when you upload your resume. If this box is not marked, your resume will not be shared with employers.
- 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.
- 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>

Searching Job Postings

1. Go to www.purdue.edu/propractice/students and click on the “Student Database Login” button at the top right. Log in using your Purdue career account credentials.
2. Click on the blue “search Postings” button at the top of the Dashboard page.
3. Select the “Co-op Job Postings (3-session or 5-session)” link
4. You may either “view all active postings”, view all postings “for my program”, view New postings since last login”, view postings with “application deadlines in the next 10 days”, or “Search Co-op Postings” using the blue links on the screen, or search by keyword or location using the boxes at the top of the screen
5. To Search the postings, click on the “Search Co-op Postings” link
6. You may enter various search criteria on the search screen
7. Click the blue “Search Job Postings” button at the bottom of the page to run your search.
8. You may save your search (even if there are currently no search results) by clicking the blue “Save My Search Criteria” button at the top of the page. When you save your search, you will receive a notification via email when there is a new posting meeting the search criteria.

Employer Research Resources

As someone seeking to enter the professional workforce for the first time, you cannot stand on your credentials alone. Therefore, a thorough understanding of an employer’s business model, corporate culture, and product development initiatives is crucial to successfully navigating the interview process and, thus, obtaining a position. A summary of research tactics follows:

- Consult company published, publically available resources.
 - Visit company homepage to view company history, mission statement, values, annual reports, investor analyses, news, and project/product spotlights.
- View/Subscribe to company social media channels.
 - The world’s largest and most well-known companies maintain an active social media presence. These avenues can shed significant light on corporate culture that may not otherwise be easily gained via an organizations official website.
 - Facebook
 - Twitter
 - Instagram
 - Snapchat
- Search major news outlets for recent articles relating to your prospective employer.
 - News articles can present interesting —albeit controversial— information regarding a company’s transgressions, acquisitions, and R&D efforts.
- **Utilize resources provided to you by Purdue University.**
 - The Center for Career Opportunities (CCO) has partnered with the Krannert School of Management and Purdue Libraries to provide students with extensive employer research resources. Normally quite costly, these free tools are invaluable for Professional Practice Days preparation.
 - Visit cco.purdue.edu/students and choose Career Wiki.
 - Click on Employer Research on the left-hand side.
 - Here you will find myriad journals, databases, and exclusive websites that can aid you in your pursuits.



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