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](http://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)  
     Chemical Engineering (CHE)  
     Civil Engineering (CE)  
     Computer Engineering (CMPE)  
     Electrical Engineering (EE)  
     Engineering Education (IDE)  
     Environ. & Ecol. Engineering (EEE)  
     Industrial Engineering (IE)  
     Materials Engineering (MSE)  
     Mechanical Engineering (ME)  
     Nuclear Engineering (NUCL)

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

3. **Upload Your Resume—Your resume MUST be in pdf format!!!**
   
   Go to [www.purdue.edu/propractice/students](http://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 2018 is January 29, 2018.**

**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](https://opp.purdue.edu/about/people.html#coordinators)