

University of Detroit Mercy

## CAREER EDUCATION CENTER

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[www.udmercy.edu/cec](http://www.udmercy.edu/cec)

### Completing the Application for Co-op Credit Effective December 2008

The University of Detroit Mercy Career Education Center is taking a small step to help the environment by Going Green with the cooperative education program.

Students who plan to complete a co-op for academic credit in Term 2 2008-09 must complete and submit the Application for Co-op Credit through their TitanCareerLink account. To receive credit for your co-op work term you must do the following:

1. Register with the University for the appropriate co-op work term
2. Complete the Application for Co-op Credit on TitanCareerLink
3. Complete all co-op work term assignments on the syllabus in Blackboard.

#### Instructions for completing the Application for Co-op Credit

1. Go to the CEC webpage at <http://www.udmercy.edu/cec>
2. Log in to TitanCareerLink by clicking on the For Students link
3. Click Co-op Placements from the Quick Links menu
4. Click the Add New tab
5. Enter Application for Co-op Credit Information
6. Enter Department/Supervisor information
7. Click Save As Draft when your Application for Co-op Credit and Department/Supervisor Information. You will notice a red 'x' in the Co-op Placements Checklist. The red 'x' will remain until you have completed your learning objectives. (See co-op syllabus on Blackboard for more information and deadlines).

Notice: You will use the Co-op Placement link to submit your end of co-op work term self-evaluation, program evaluation and semester report.

Thanks in advance for helping the Career Education Center take a step toward saving the environment!

Reminder: Weblink is available for registration for your winter co-op assignment until January 2, 2009.

If you do not have the co-op placement link on your home page or if you need assistance logging on, please contact the CEC Career Education Center front office at (313)993-1017 or email [careerlink@udmercy.edu](mailto:careerlink@udmercy.edu)