Steps to Hiring a Cooperative Education/Internship Student

Step 1: Register, List a Position and Hire a WSU Co-op /Internship Student

- Log on to: www.myinterface.com/wichita_coop/employer
- Click on "Click here to register!" and follow the directions on that page.
- Search for your Organization and select; if you can't find it click on "Can't Find Your Organization."
- Complete all sections. Required fields are marked with an asterisk.
- Click on the Register button.
- To post a job follow the Steps in To Create a New Job.
- Once you have registered and if you posted a job, both your account and job will be in pending status. An administrator will review both your account and job. If your registration is approved, you will receive an e-mail notification. If you do not receive your e-mail notification within 48 hours, please contact our office at (316) 978-3688.
- Our office recruits and pre-screens students
- We forward resumes to you
- You interview and hire
- Inform WSU coordinator of hiring decision
- Require student to enroll in appropriate co-op or internship course

Step 2: Training and Development

- Provide work assignments that connect job description to student's academic program and education level
- Train student employee to ensure successful job performance

Step 3: Evaluation

- Meet with WSU coordinator during mid-semester visit
- Complete and return brief Employer Evaluation of student's job performance
- Employers working with engineering students need to complete Engineering Employer Evaluation

What is Cooperative Education?
Cooperative Education allows students to connect classroom learning with the world of work by expanding learning experiences through paid employment which relate to their major field of study or career focus. Students are supervised by a professional at work and advised by faculty at WSU. As an academic program students enroll in Co-op, pay tuition and receive college credit for their Co-op work experience. Co-op positions typically last for more than one semester and include in-state or out-of-state opportunities.

What is an Internship?
Internships relate to a students major field of study or career focus. They can be either paid or un-paid positions. Internships are pre-defined in length by the employer, often lasting only one semester or for the summer. Students enroll, pay tuition and receive college credit for their internship. Students are supervised by a professional at work and advised by faculty at WSU. Placements include either in-state or out-of-state opportunities.