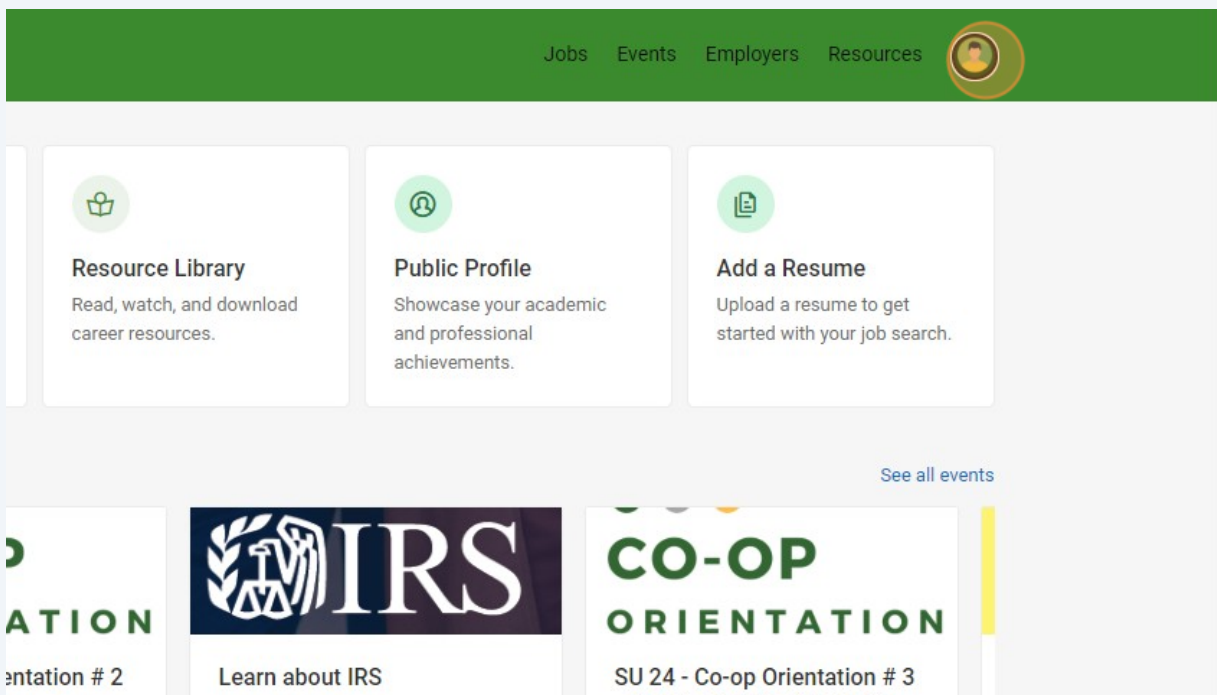


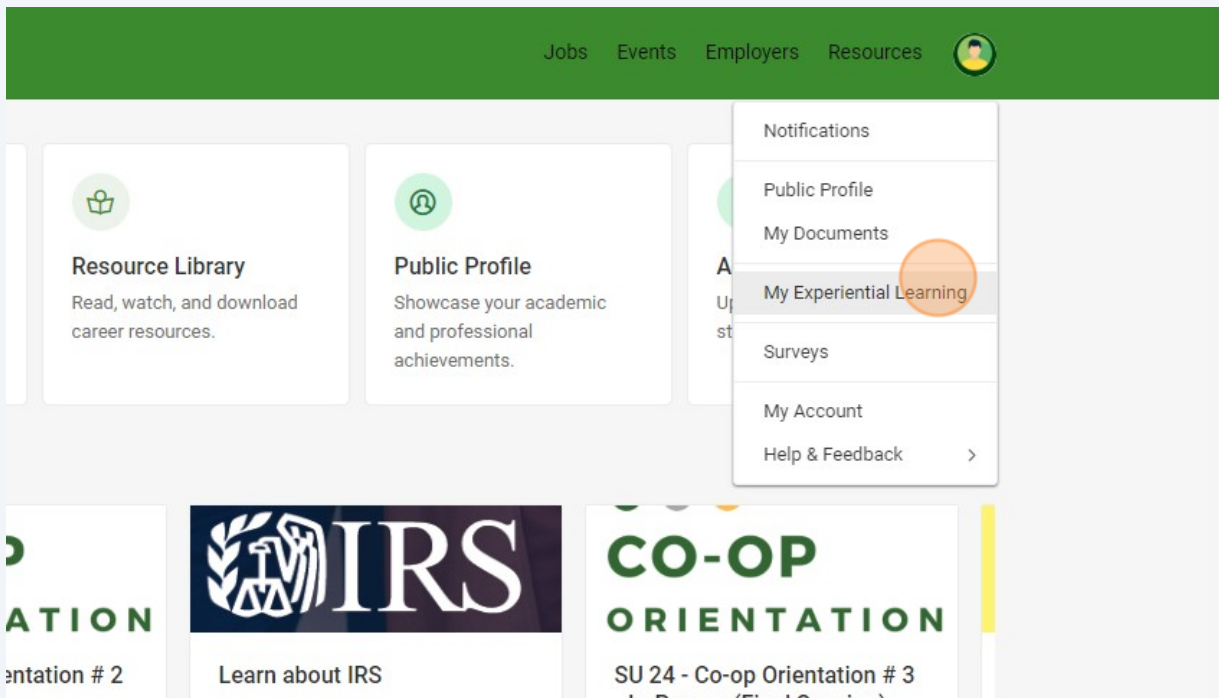
# Completing Your Co-op Application

1 Navigate to <https://cincinnati-state-csm.symplicity.com/students/app/home>

2 Go to the icon on the top right page (may be your initials)

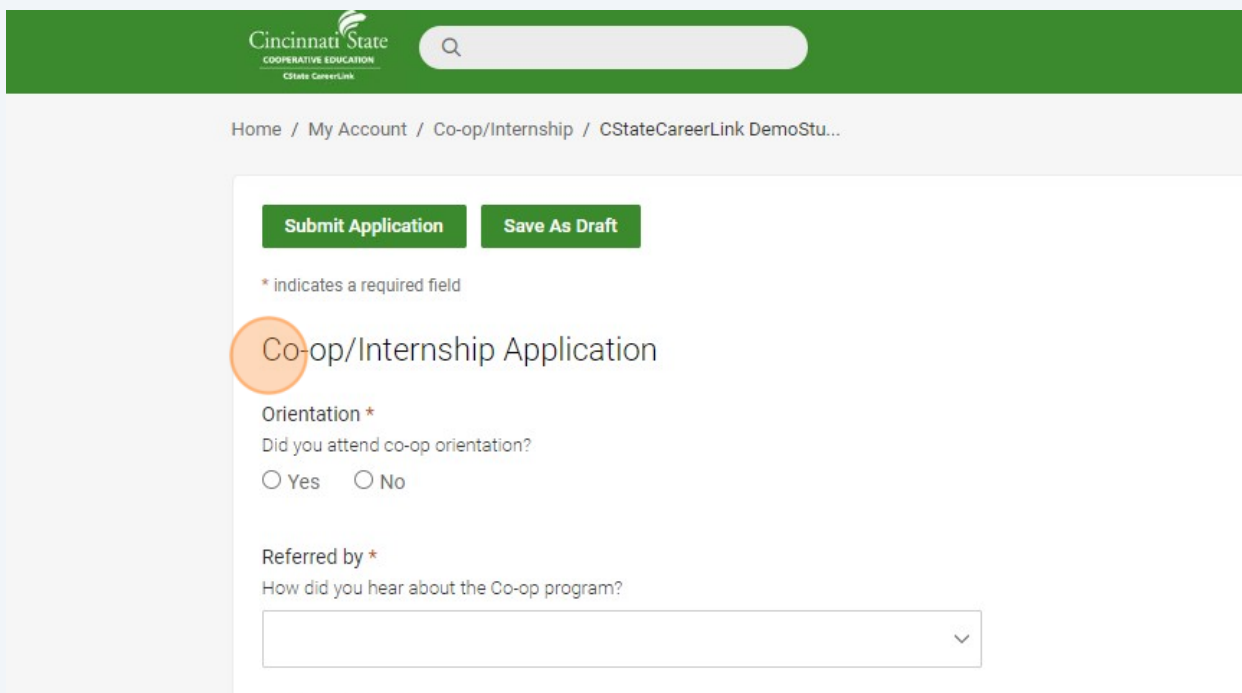


3 Click "My Experiential Learning" then "Co-op Application"



4 Complete the Co-op "Co-op/Internship Application"

This will take you through a series of questions. Anything with a red asterick will be a required field to complete.



5

## Complete the Learning Outcomes Essay Requirement.

This helps your Co-op Coordinator better understand your experiential learning goals and how to assist you in the process.

Co-op Coordinator.

### Learning Outcomes Essay Requirement

Please answer the following questions with two or more complete sentences each. Contact your Co-op Coordinator for more information.

#### Why Co-op \*

Why do you want to participate in a Co-op or an Internship?

#### Co-op Goals \*

What goals do you have for your Co-op or Internship Experience?

## 6

### Complete the Cooperative Education and Internship Agreement.

At the end you will add your initials and date to indicate that you have reviewed and your compliance with the agreement.

**I understand that if I do not abide by the above conditions, I can receive a grade of UNSATISFACTORY for Co-op and may no longer be allowed to participate in Co-op.**

I understand that my participation in a Co-op or an Internship indicates my acceptance of the written regulations of the program. I hereby authorize the release of my records to employers. These records, which may include an application, transcripts, GPA, employer application, and resumes, are to be used only for the purpose of evaluating my qualifications in the Co-op or internship. When I accept employment through the Co-op or internship program, it is expected that primary emphasis will be placed on academic success commitment to the Co-op or internship position.

Please enter your initials here to indicate your compliance.

**Consent Date \***

**Media Consent \***

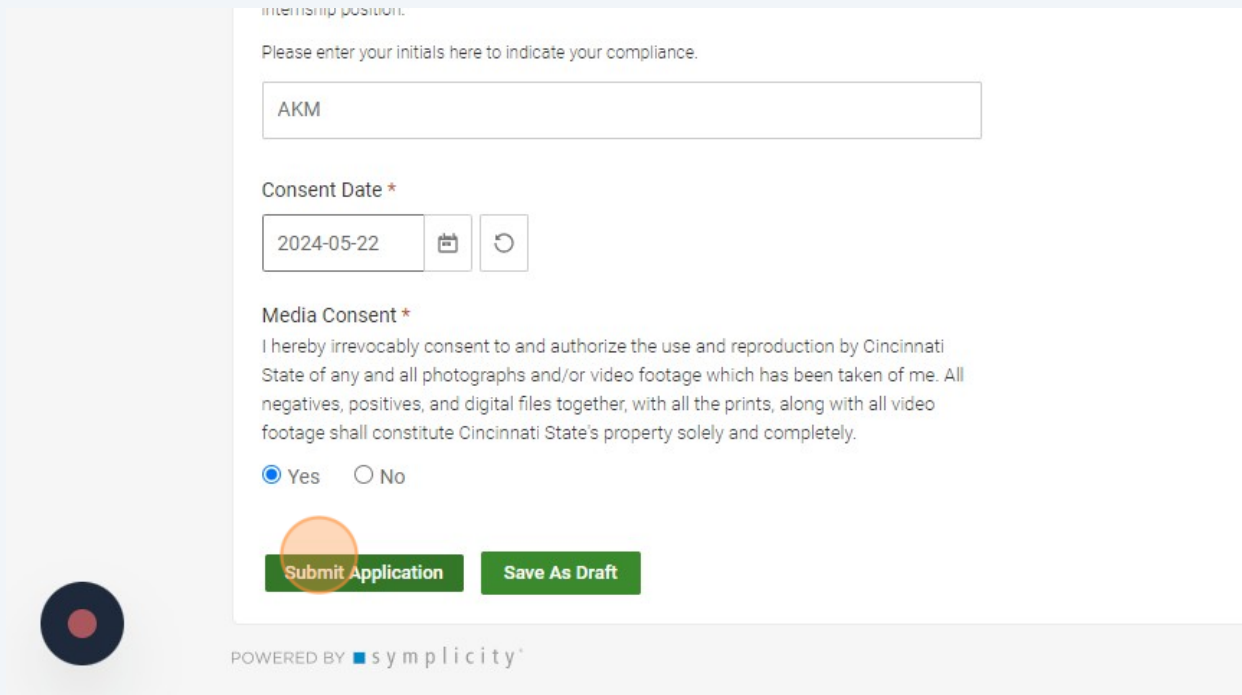
I hereby irrevocably consent to and authorize the use and reproduction by Cincinnati State of any and all photographs and/or video footage which has been taken of me. All negatives, positives, and digital files together, with all the prints, along with all video footage shall constitute Cincinnati State's property and shall be used completely.



**7** Click the "Submit Application" button.

This will send an automated email to your Co-op Coordinator for review and approval of the application.

A best practice is to schedule you one-on-one appointment with the Co-op Coordinator to review your application, resume, and goals to complete your Co-op requirements at Cincinnati State. Please go to Starfish to schedule your appointments.



The screenshot shows a web form for an application. At the top, it says "internship position." Below that, a text input field contains "AKM" with the instruction "Please enter your initials here to indicate your compliance." Underneath is a date picker for "Consent Date \*" showing "2024-05-22" with calendar and refresh icons. A "Media Consent \*" section follows, with a paragraph of text and two radio buttons: "Yes" (selected) and "No". At the bottom, there are two green buttons: "Submit Application" (highlighted with an orange circle) and "Save As Draft". The footer includes a logo and the text "POWERED BY ■ s y m p l i c i t y".