

# Co-op Intake Meeting Assignment

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## Course Objectives:

- *Understand the value, policies, and expectations of the Professional Co-op program.*
- *Be able to identify and articulate interests, skills, and educational experience to career services staff and employers and how these relate to career and co-op choices.*
- *Feel confident preparing for and navigating a job search, including attending and following up after career fairs and other networking events.*
- *Have a polished resume and accompanying job search correspondence.*

The intake meeting with **your co-op advisor** is designed to allow you to obtain one-to-one professional assistance in finalizing your job search documents, to review your co-op interests, and to discuss your co-op search strategy.

**Relevant reading:** pages 26-27

## **Intake Meeting Preparation Steps:**

1. To schedule your intake meeting, do one of the following:
  - a. If you have an email from your advisor, open that up and locate the "Schedule Appointment" button in his/her email signature. Click to find a time that works for both of you.
  - b. [Click this link](#). Choose University Crossing as the location, and Co-op Intake Meeting (1st co-op meeting) as the appointment type. Then choose your advisor's name from the list.
2. Prior to the meeting, edit your co-op search credentials based on classroom discussion and activities. Bring almost finalized drafts of your resume and any other documents required by your co-op advisor to the meeting.
  - a. It is advantageous to have both the hard copy version and easy access to the electronic version of your resume for the meeting.
3. At the meeting, you need to be prepared to discuss:
  - a. Your resume
  - b. Co-op interests -- timing, industry, location
  - c. Any limitations or concerns regarding a co-op work experience
4. ***Please arrive prepared and on time for the meeting.***

**NOTE:** All meetings will take place in the Career Development suite on the fourth floor of University Crossing at 220 Pawtucket Street.