

## **Getting started is as easy as 1, 2, 3!**

*Engineering Professional Practice*

*Co-ops and Internships*

- 1. Complete an Interfase profile** – [Click here](#) to complete an online profile; a resume is required.  
*\*Email coop@utk.edu to request instructions or a resume template, if needed.*
- 2. Attend Orientation** – An experienced student ambassador will review your resume, create an office file for you (agreement form and photo), and answer preliminary questions about the program.  
*\*Email coop@utk.edu, call 865-974-5323, or stop by 310 Perkins Hall to ask for their office hours.  
No appointment is necessary.*
- 3. Meet with a Professional Practice advisor** – After orientation, stop by the front desk to request an appointment with your co-op/internship advisor, who will go over specifics, such as company interests and travel opportunities. Students with last names starting with A-L meet with Joyce, M-Z with Suzanne.  
*\*Stop by the front desk in 310 Perkins Hall, email coop@utk.edu or call 974-5323.  
An appointment is required.*