

## Co-ops / Interns

### Work-term requirements

*\*Due for each semester worked*

#### Week 2:

- Log onto [www.coop.utk.edu](http://www.coop.utk.edu)
- Click “Students”
- Click “Click here to access your student account”
- Log in
- Go to “My Account”
- Click “My Activity”
- Click the placement tab
- Click “View” next to your current work term
- Click “Edit” in the Work Information box and update your information (be sure to complete all fields, including supervisor information)
- **Salary field:**  $173.3 \times \text{hourly rate} = \text{monthly rate}$ . If you put in the hourly rate your advisor will change it to monthly. **Please DO NOT change it back to the hourly rate!**
- Click “Save”

#### Week 6:

- E-mail photo of yourself at work to [coop@utk.edu](mailto:coop@utk.edu)

#### Two weeks prior to last day of work:

- Log onto [www.coop.utk.edu](http://www.coop.utk.edu)
- Click “Students”
- Click “Student Work Report Form” (in the “Additional Information” section)
- Fill out, save a copy for your records, and send a copy to [coop@utk.edu](mailto:coop@utk.edu)
- If you have problems with the form, contact our office and request that it be emailed to you.

*If you have questions or need assistance, please contact us.*

**[coop@utk.edu](mailto:coop@utk.edu) / (865) 974-5323**