

**UNIVERSITY OF DAYTON  
SCHOOL OF ENGINEERING**

**ENGINEERING COOPERATIVE EDUCATION STAFF**

**Kettering Labs, Room 266  
937-229-2335**

*Nancy Chase – Director*

*Mary Harbach – Co-op Coordinator  
Nancy Forthofer – Co-op Coordinator  
Arlene Camacho – Co-op Coordinator*

*Jeanne Issenmann --- Sr. Administrative Assistant*

**IMPORTANT CO-OP DATES FOR JANUARY THROUGH MAY 2016 TERM**

<b>APPLICATION DEADLINE FOR NEW STUDENTS</b>	<b>January 29, 2016</b>
<b>START EMPLOYER RESEARCH</b>	<b>Beginning the week of January 18, 2016</b>
<b>MANDATORY: INTERVIEW TECHNIQUE SEMINAR</b>	<b><u>Kettering Labs Room 203</u> Friday, February 5 at 3:30 p.m.</b>
<b>Deadline to Submit Request Interview (pre-select schedules)</b>	Sunday, February 7, 2016
<b>Deadline to Sign-up for Interviews (open schedules)</b>	Wednesday, February 10, 2016
<b>Deadline to sign up for Job Listings</b>	Sunday, February 28, 2016
<b>ON-CAMPUS INTERVIEWS</b>	<b><u>Kennedy Union Ballroom, 2<sup>nd</sup> Floor</u> Wednesday, February 17, 2016 Thursday, February 18, 2016</b>
<b>ORIENTATION/REGISTRATION SESSION</b> (Required if you have accepted a position or if you are still interviewing.)	<b><u>Kettering Labs – Room 203</u> Friday, April 1, at 3:30 p.m.</b>
<b>DEADLINE FOR RELEASE FROM HOUSING CONTRACT FOR FALL TERM</b>	<b>JULY 1, 2016</b>

**Note:**

During a work term, all students must be registered as co-ops. Any student who does not register for the work term will have a letter sent to his/her employer rescinding the co-op status.