

Purdue University
Lyles School of Civil Engineering
Co-op Program Checklist and Contract
Revised 4/7/2021

- I have submitted a copy of my acceptance/offer letter to the Program Administration Manager in the Civil Engineering Main Office (CIVL 1141).
- I understand that my commitment to the company is for a fixed number of work sessions and the co-op certificate will be released upon successful completion of all sessions determined during the initial commitment and signing of this contract.
- I agree to submit a plan as to my co-op sessions agreed upon with my employer (page 3 of this document). I also agree to submit a revised plan in a timely manner should any changes occur.
- I understand that it is my responsibility to discuss with my advisor my plan of study and schedule my future coursework.
- I agree to maintain status as a full-time student at the Purdue WL campus every semester until I have completed the requirements of the co-op program. I understand that I must register for the appropriate co-op course ahead of each work session, including summer sessions for which I am on co-op.
- I am aware of the following requirements related to the Work Report:
 - Work Report is to be submitted at the end of every work session (including back-to-back work sessions).
 - Work Report must include the *Work Session Record and Evaluation Form* AND the *Student Performance Appraisal Form*.
 - Completed report is due to the Program Administration Manager (via Brightspace course) no later than the final day of classes of the regular semester for which I am on co-op. Full details of the work report as well as all required forms will be available in the Brightspace course.
 - I understand that it is my responsibility to meet with my supervisor early during the work session to ensure there will be no obstacles in submitting the full co-op report on the date required.
 - Failure to submit a completed co-op report by the deadline may result in a permanent grade of “Unsatisfactory” for the co-op session and will count against the co-op certificate. Student may be dropped from the co-op program.
- All First-Year Engineering required courses must be completed in order to begin the first work session. No exceptions!

- A minimum GPA is expected throughout the co-op program. 5-Session minimum is 2.8; 3-Session minimum is 2.6.
 - I understand that if I fall below the minimum GPA, that I will be placed on “Co-op Probation” and will not be permitted to return for the next work session. Failure to increase my GPA equal to or above the minimum during the next semester at Purdue will result in my being dropped from the co-op program. If I’m successful in increasing my GPA above the necessary minimum, I will be taken off of co-op probation and will be permitted to return to work.
 - I understand that some employers may have higher minimum GPA requirements that supersede Civil Engineering’s requirement. An employer has the right to not accept me if I fail to meet and maintain their GPA requirement.
 - Students on Scholastic Probation will automatically be dropped from the co-op program and will not be permitted to re-enter the co-op program at a future date.
- I understand that no more than 1 summer session is permissible as part of a 3-session co-op and no more than 2 summer sessions as part of a 5-session co-op. Choosing to do more than the maximum number of summers will result in the co-op being converted to internships.
- I understand that if I decide to resign from my co-op position, I may not be allowed to relocate to another company.
- I understand that if I am fired from the company for performance-related issues, I will automatically be dropped from the co-op program and will not be permitted to re-enter at a later time.

By signing below, I understand and agree to the above statements.

Name

Signature

PUID

Date

Co-op Work Schedule

Please note: No more than 1 summer session is permissible as part of a 3-session co-op and no more than 2 summer sessions as part of a 5-session co-op. Choosing to do more than the maximum allowable summers will result in the co-op being converted to internships.

Session 1 _____

Session 2 _____

Session 3 _____

Session 4 _____

Session 5 _____

Anticipated Graduation _____

By signing below, I acknowledge that any revisions to the above schedule will require resubmission of a revised *Co-op Work Schedule* Form.

Name

Signature

PUID

Date