

Chemical Engineering Co-op Program

ChE Co-Op Student Responsibilities

As soon as you accept an offer (verbally or in writing) from a Co-Op employer, you become a Chemical Engineering (ChE) Co-Op student and from this point onward all the rights, policies and responsibilities of a ChE Co-Op student will apply to you automatically. Please acknowledge that you read and understood the information in this document by submitting the signed document to the ChE Co-Op coordinator.

1. You enter and continue in the Co-Op Program in good faith and in fairness to both your employer and Purdue University, while maintaining a satisfactory academic record and a satisfactory job performance with your employer.
2. You will act in an ethical and professional manner as a representative of Purdue University and your employer.
3. You will register for the appropriate Co-Op experiential course (CHE 29199, CHE 29299, CHE 399199, CHE 39299 or CHE 39399) for each of your Co-Op work sessions (including summers), and complete all course requirement. This registration maintains your status as a full-time student at Purdue and constitutes your official record necessary for conferring of the Co-Op certificate.
4. You will register for Co-Op seminars (CHE 20100 or 30100) during the semester during the spring or fall semesters after every work session. You will be expected to attend at least five meetings each academic session:
 - a. The first seminar meeting – business meeting
 - b. Three working meetings - one to give a technical presentation on your most recent work experience and two to observe as an active audience member
 - c. The last seminar meeting before the semester is over – last business meeting of the semester.
 - d. If you register for the Co-Op seminar class after completing 2 work sessions (back to back sessions, or spring and fall semester) you will present 2 times and observe 4 times.
5. If you completed a total of 5 work sessions with the same employer or with 2 different employers, and completed all other Co-Op program requirements, you will register for the senior level Co-Op seminar course (CHE 40100) during the fall semester of your senior year. Upon completion of the CHE 40100 course you will receive three hours of engineering selective credit.
6. You will submit a completed *ChE Flex Co-Op Employer Transition Form* after your second work session and after each subsequent work session, as needed, regardless of whether you want to continue working for the same company, or change employers.
7. You understand that should you decide to change employers, you will need to complete at least 2 (two) work sessions with each employer, of which one is a spring or fall semester.
8. You are required to update your current address in the OPP database while at work. This is important even if you are living at home or work back-to-back terms. Your address should be updated no later than two weeks after you begin work. Also, please check your Purdue email account at a regular frequency while you are away from campus.

9. You have an obligation to your employer for either two, three or five work periods (as stated in the offer letter or as per the Co-Op Policy Statements), and you are expected to meet this obligation. Any modification of the initially approved work/study schedule must be initiated by submitting the “*ChE Co-Op Change in Schedule Request Form*” to your academic advisor and to the ChE Co-Op coordinator. Once approved, you can confirm the change in schedule with your employer.
10. To stay abreast of any unpleasant situations when a student might not be able to return to work due to poor academic performance while on campus, the Co-Op Coordinator will have access to a mid-term progress report for each Co-Op student enrolled in ChE courses. This progress report will be compiled by the ChE Undergraduate Office for each ChE Co-Op student on campus, by gathering the necessary qualitative data from the relevant ChE course instructors. After reviewing the progress reports, the Co-Op Coordinator, or your Academic Advisor will be in contact with you, as necessary, to identify suitable strategies for academic performance improvement. If you know you are having academic problems, please see the ChE Co-Op Coordinator as soon as possible.
11. If you are put on Co-Op probation, a letter will be sent to you and your employer to inform both of you of this status. You may return to work with Co-op coordinator and employer approval.
12. If you are placed on academic probation, you will not be able to participate in your next work rotation. You must stay on campus to improve your grades and you will work with the Co-Op Coordinator and with your academic advisor during this process.
13. If you decide to withdraw from the Co-Op Program, you must submit the completed *ChE Co-Op Termination Form* to the ChE Co-Op Coordinator and inform your employer promptly. You understand that a student who resigned from the Co-Op Program may not work for their former Co-Op employer until after graduation.
14. If you are having problems concerning the Co-Op program, please contact the ChE Co-Op Coordinator as soon as possible.
15. You will be granted the Industry Co-Op Certificate, or the Extensive Industry Co-Op Certificate upon completion of the program, depending on the number of work sessions completed and only if you completed all other program requirements.

I have read and understood the statements in this document, and I agree to observe them throughout my ChE Co-Op experience.

Signature

Date

Printed Name