ME CO-op PROGRAM RULES
APRIL 28, 2010

• If you have not yet submitted your acceptance letter for your co-op job to Helen Kendig (Room ME 222), please do so as soon as possible.

• Make sure that you have read and understand all the information in the Professional Practice Student Handbook. It can be found on the Professional Practice home page: https://engineering.purdue.edu/ProPractice/Programs/StudentHandbook/index.html

• If you did not receive any work offers and still want to be in the co-op program, please see Helen Kendig. Also, companies still looking for co-op students are listed on the co-op website.

Plan of Study, Courses and Work Sessions
• Complete your Plan of Study (POS), even if you are still in First-Year Engineering. An approved POS must be on file in the ME Undergraduate Office by the end of the current semester. Please see Tarri Brickler for POS approval. You need to keep your POS up to date throughout the rest of your time at Purdue.

• See Tarri Brickler in Room ME 222 for registering for Summer 2010 and Fall 2010 semesters, if you have not already done this. Bring your POS with you to the meeting.

• When signing up for courses in future semesters, please check the course availability on the ME website (see the "Schedule of Classes" link to the far right of the colored ME Program Map).

• If you choose to take courses away from Purdue during a work session, remember:
  - that ME 263, ME 290, the required 300-400 level ME courses, and the restricted electives must be taken at Purdue West Lafayette campus
  - to verify that you will be able to transfer credit back to Purdue for any other courses, such as general education electives and tech electives (Check on MyPurdue or you can contact Credit Transfer over in Schleman Hall to see if a course will come into Purdue & fill out a CTR Form 5)

• While away at a work session keep both Helen Kendig and the Registrar informed of your work and home phone numbers, and addresses (e-mail updates are okay). Going to MyPurdue will only update the Registrar’s information. Update information for Helen Kendig on the co-op website. There is a place to submit updated information.

• Be reminded that you are expected to be a FULL TIME student at the Purdue WL campus every semester until you have completed the requirements for the co-op program (while you are at work sessions, you are considered to be a full time student when enrolled in the appropriate Professional Practice course).

• One of the requirements of the program is that you conduct work sessions and academic sessions in alternate semesters (in this case, summer session is considered a semester) with no more than TWO (2) summer work sessions. Back to back work sessions or academic sessions are not allowed unless specifically requested by the company and approved by the ME Co-Op Faculty Coordinator or approved by the ME Co-Op Faculty Coordinator for extenuating circumstances.

Reports and Grades
• After every work session, including back to back work rotations (due the first day of classes), you must submit a full co-op report consisting of:
  - 3-5 page work session report (Please note that rewriting a previous co-op report, even your own, is considered academic dishonesty.)
  - Student evaluation of employer (BLUE Form 11)
  - Employer evaluation of you (can submit either the yellow form in sourcebook or evaluation form used by your employer)
  - One-page summary (reference for co-op applicants during Co-Op Days)
• Helen Kendig will send out an e-mail approximately one month before the reports are due to remind you of the due dates of your full co-op report. Failure to receive the reminder is not an excuse for a late submittal of the full co-op report. It is your responsibility to meet with your supervisor early during your work session(s) to ensure there will be no obstacles in submitting the full co-op report on the date required.

• If a full co-op report is not submitted on time, then a permanent grade of “Unsatisfactory” is given and will be counted against the co-op certificate. In addition, the student will be dropped from the co-op program. However, the student may appeal to be reinstated to the co-op Program if approved by the Co-op Review Committee.

• All First-Year Engineering required courses have to be completed and a minimum GPA of 2.8 is required to go to the first work session. No exceptions!

• Co-op Probation: a minimum GPA of 2.8 is required to go to the next work session. If a student falls below a GPA of 2.8, he/she is put on co-op probation and may not go to the next work session. Student must increase GPA to > 2.8 during the next semester at Purdue or he/she will be automatically dropped from the co-op program.

• Employers may have higher minimum GPA requirements that supersede Purdue’s GPA requirement. An employer can decide not to accept you if you do not meet the employer’s GPA requirement.

• Once grades have been posted, an electronic letter will be sent to those students on co-op probation and their co-op companies. If the student increases the GPA above 2.8, student will be taken off of co-op probation and letters will be sent to the student and company indicating that the student is OK’d to return to work session.

• Students who have been on co-op probation must have written approval by the co-op advisor before returning to their next work session.

• Scholastic Probation: Student will automatically be dropped from the co-op program.

• Grades are posted 2-3 days after grades are due (Grades are due Tuesday, May 12th by 5:00 p.m.). This week should be considered “an inactive week” and no work session should start until after Mon., May 18th.

Others

• If a student is being dropped from the co-op program, a standard and electronic letter will be sent to the company, informing the company of the status of the student.

• If you decide to resign from your co-op position, you are not allowed to work for your co-op company until after you graduate (that is, you are not allowed to switch from co-op to internship with the same company).

• If you have any questions, at any time, do not hesitate to contact us (Helen Kendig, Jerry Matthews, or myself). Also, check the co-op website throughout the semester whether you are here or away at a work session.

• If you are an international student, please see me after the meeting.

• Best wishes in the co-op program!

By signing this document, I agree and understand all of the above statements.

For the student: 

________________________________________
Name

________________________________________
Signature

________________________________________
Date

For the ME Co-Op Faculty Coordinator:

George Chiu

________________________________________
Name

________________________________________
Signature

________________________________________
Date

4-28-2010