

Co-Op Checklist - School of Mechanical Engineering

Complete this form after you have accepted an offer from your Co-Op employer.
 If you have questions, please contact Julia King @ juliaking@purdue.edu.

Student Name _____ Email address: _____

PUID _____

Current Semester On Campus (check one): Freshman 1 ___ Freshman 2 ___ Sophomore 1 ___ Sophomore 2 ___ Junior 1 ___ Junior 2 ___

Expected Graduation Date with Co-Op Plan of Study: _____ (month, year)

Type of Co-Op Program (check one plan):

5-Session Co-Op Program

	1st Year	2nd Year	3rd Year	4th Year	5th Year
	F S SS	F S SS	F S SS	F S SS	F S SS
Check Here <input type="checkbox"/> Plan A	On Campus	Work Session	Work Session	Work Session	Work Session
Check Here <input type="checkbox"/> Plan B	On Campus	Work Session	Work Session	Work Session	Work Session
Check Here <input type="checkbox"/> Plan C	On Campus	Work Session	Work Session	Work Session	Work Session

3-Session Co-Op Program

	1st Year	2nd Year	3rd Year	4th Year	5th Year
	F S SS	F S SS	F S SS	F S SS	F S SS
Check Here <input type="checkbox"/> Plan A	On Campus	On Campus	Work Session	Work Session	Work Session
Check Here <input type="checkbox"/> Plan B	On Campus	On Campus	Work Session	Work Session	Work Session
Check Here <input type="checkbox"/> Plan C	On Campus	On Campus	Work Session	Work Session	Work Session
Check Here <input type="checkbox"/> Plan D	On Campus	On Campus	Work Session	Work Session	Work Session
Check Here <input type="checkbox"/> Plan E	On Campus	On Campus	Work Session	Work Session	Work Session

■ On Campus
 ■ Work Session
 ■ Optional On Campus

Flex Co-Op Program (Please write in timing of work sessions) _____

Step 1. I have registered on OPP database <https://opp.purdue.edu/students/apply.html>

Step 2. I have read and signed the ME Co-Op Program Rules and submitted to coop-me@ecn.purdue.edu _____
 (ME 3061) Student Signature

Step 3. I have emailed my signed (accepted) co-op offer letter to coop-me@ecn.purdue.edu

Offer letter to include this information:

Rate of pay: _____ per hr ___ week ___ month ___ (check one)
 Start date _____ and end date _____ of employment/upcoming session. (month, day, year)
 Company Name _____
 Location of upcoming session _____ (city, state)

Step 4. I have met with my Co-Op coordinator (if needed) _____
Co-Op Faculty Coordinator Signature

- o To request any schedule changes such as back to back sessions (or) an extra summer session

Step 5. If international student, I have completed all CPT documentation required by ISS _____
Student Signature

Step 6. I have updated my plan of study (POS) and registered for the appropriate Co-Op course _____
ME Academic Advisor Signature

- o Flex Co-Op: Register for 5 Session courses
- o 3 Session: Session 1 = ME38199, Session 2 = ME38299, Session 3 = ME38399
- o 5 Session: Session 1 = ME29199*, Session 2 = ME29299, Session 3 = ME39399, Session 4 = ME39499, Session 5 = ME39599
 (* FYE students MUST be admitted to School of Mechanical Engineering before registering for this Co-Op course)
- o Advisors: Please save updated co-op POS to active student file

Step 7. I have obtained the required signatures and emailed this completed checklist to coop-me@ecn.purdue.edu _____
Date Submitted