

ME Co-OP PROGRAM RULES

2018-2019 Academic Year

Before reporting for your first work session

- a) You must submit your co-op employment offer letter and your acceptance to the ME Co-Op Office.
- b) You must complete and submit your academic plan of study (POS) to your academic advisor and to the ME Co-Op Office. This POS must be approved by your academic advisor.
- c) You must be registered for the appropriate ME co-op course for the work session. Failure to register for the co-op course registration for the work period will result in termination from the program.
- d) ***FYE students are not allowed to start work until the last week of May. Official decisions on admission to the School of Mechanical Engineering are not made until that time.***
- e) FYE students must have either official word of admission to the School of Mechanical Engineering or receive written permission from the ME faculty co-op coordinator to report to work. NO EXCEPTIONS.
- f) You must have appropriate CPT or OPT documentation if you are an international student.

Before reporting for subsequent work sessions

- a) You must be registered for the appropriate ME co-op course for every work session. Failure to register for the coop course registration for any work period will result in termination from the program.
- b) Your POS must be up to date.
- c) You must satisfy the minimum grade point average of both Purdue and your employer, as well as meet other academic requirements stated in the following section.
- d) You must have appropriate CPT or OPT documentation if you are an international student.

Academic eligibility

- a) You must meet both the Purdue minimum GPA and your employer's minimum GPA throughout the entire time of participation in the co-op program.
- b) You will be placed on co-op probation if your cumulative GPA falls below the minimum Purdue co-op program GPA. If you are placed on co-op probation, you will not be allowed to go off to your next work session. When being placed on co-op probation, a letter will be sent to both the student and the company stating so.
- c) You must remove yourself from co-op probation during the following academic semester. Failure to do so will result in being dropped from the program.
- d) You must have written permission from the ME faculty co-op coordinator prior to reporting to work following removal from co-op probation.
- e) You will be dropped immediately from the co-op program: if you are placed on Scholastic Probation; if you are placed on ME Core Probation; or, if your cumulative GPA falls below 2.50 (without being first placed on probation).

Work session reports

You must have completed the following components of your work session report at the end of every work session:

- A three-to-five page report detailing your work experiences for that work session. The front cover of this report must be signed by your co-op work supervisor. This report must be written by you. Re-submission, or submission of a revised version, of a report from a previous work session will be considered to be plagiarism and will be dealt with accordingly.
- Student evaluation of employer. Use the standard form found on the OPP website.
- Employer evaluation of you. This can be either the standard form found on the OPP website or evaluation form used by your employer.

All three components must be submitted to the ME co-op office by the Monday following the final exam period for that school term. Although you will be reminded of this prior to the due date, it is your responsibility to submit these report materials on time. It is recommended that you meet with your supervisor early in your work session to ensure there will be no obstacles in submitting the full co-op report on time. Failure to submit these report materials on time will result in an "Unsatisfactory" grade for that work session. _____ **(initial here)**

General

- a) For the five-term (three-term) co-op program, your work sessions and academic sessions must occur in *alternating* terms, including summer sessions, with no more than TWO (ONE) summer work sessions. Back-to-back work sessions are not allowed unless specifically requested by the company and approved by the ME faculty co-op coordinator. Back-to-back school sessions are not allowed. _____ **(initial here)**
- b) For the Flex co-op program, the following rules apply: Your co-op position must be designated as a Flex co-op by your employer; A minimum of 2 sessions are required per Flex co-op employer; Following the completion of 2 sessions with the first employer, you must decide to continue with the same employer for 1-3 additional sessions (or) elect to start with a new Flex co-op employer; If you elect to change employers, you must notify the ME faculty coordinator and the first employer in writing at the conclusion of the second work session; If you elect to change employers, you must commit to a minimum of 2 sessions with the second Flex Co-op employer; All Flex co-op students will complete a Flex Co-Op Transition Form at the completion of the second work session as part of the work session report.
- c) All changes to your academic POS must be approved by your academic advisor and, if requested by your academic counselor, by the ME faculty co-op coordinator. _____ **(initial here)**
- d) Be reminded that you are expected to be a full time student at the Purdue WL campus every semester (including summer terms) until you have completed the requirements for the co-op program. Note that while you are at work sessions, you are considered to be a full time student when enrolled in the appropriate ME co-op course.
- e) An "Unsatisfactory" grade for a co-op work session will result in termination from the co-op program.
- f) If you are dropped from the co-op program, a letter will be sent to the company informing the company of your status.
- g) If you resign from the co-op program, or if you have been dropped (due to academic reasons) from your co-op position, you are not allowed to work for your co-op company until after you graduate. _____ **(initial here)**
- h) While away at a work session, you need to keep both the ME co-op office and the Registrar informed of your work and home phone numbers, and addresses. Please note that MyPurdue will update only the Registrar's information. Update information for the ME co-op office on the co-op website.
- i) If you choose to take courses away from the Purdue WL campus 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 WL 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, please consult Transfer Credit section of MyPurdue.

I understand & agree to all of the above statements. I have initialed the 4 items above & have signed below.

For the student:

Name (Please print clearly.)

Signature

Date

For the ME Co-Op Faculty Coordinator:

Prof. Charles M. Krousgrill
Name

Charles Krousgrill
Signature

4-26-2018
Date