

## 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](mailto:juliaking@purdue.edu)

Student Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

PUID: \_\_\_\_\_

Expected Graduation Date with Co-op Plan of Study: \_\_\_\_\_ (month, year)

**Timing of Co-op Work Sessions:** \_\_\_\_\_

Please write timing of all know work sessions (use semester-year format, such as F24, S26, SU27)

For example schedules, follow links below:

- [Sample Work/Study Schedules](#)
- [Sample ME Co-op Plans of Study \(Excel template - review co-op tabs\)](#)

**Step 1:** I have read and signed the ME Co-op Program Rules and submitted to [coop-me@ecn.purdue.edu](mailto:coop-me@ecn.purdue.edu)

\_\_\_\_\_  
Student Signature

**Step 2:** I have emailed my co-op offer letter to [coop-me@ecn.purdue.edu](mailto:coop-me@ecn.purdue.edu)

Start Date: \_\_\_\_\_ and end date \_\_\_\_\_ of employment/ upcoming session. (month, day, year)

Company Name: \_\_\_\_\_

Location of Upcoming Session: \_\_\_\_\_ (city, state)

**Step 3:** If international student,

I have completed all CPT documentation required by ISS \_\_\_\_\_

\_\_\_\_\_  
Student Signature

**Step 4:** I have registered for the appropriate co-op course

Session 1 = ME29199\*, Session 2= ME29299,

Session 3 = ME39399, Session 4 = ME39499, Session 5 = ME39599

\_\_\_\_\_  
Student Signature

\*Note: FYE students must be admitted to School of Mechanical Engineering before registering for this Co-op course

**Step 5:** Checklist emailed to ME Academic Advisor for signature

FYE students: Skip Step 5 and continue to Step 6

\_\_\_\_\_  
Advisor Signature

**Step 6:** I have emailed this completed checklist to [coop-me@ecn.purdue.edu](mailto:coop-me@ecn.purdue.edu)

\_\_\_\_\_  
Date Submitted