

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)

Timing of Co-op Work Sessions: _____
 Please write in timing of all known work sessions (use semester-year format, such as F21, S22, SS22)

		1st Year		2nd Year		3rd Year		4th Year		5th Year			
		F	S	SS	F	S	SS	F	S	SS	F	S	SS
5 Co-op Sessions													
Check Here <input type="checkbox"/>	Plan A				W	W	W	W	W				
Check Here <input type="checkbox"/>	Plan B			W	W	W	W	W					
Check Here <input type="checkbox"/>	Plan C			W		W	W	W	W				

On Campus Work Session Optional On Campus

		1st Year		2nd Year		3rd Year		4th Year		5th Year			
		F	S	SS	F	S	SS	F	S	SS	F	S	SS
3 Co-op Sessions													
Check Here <input type="checkbox"/>	Plan A							W	W	W			
Check Here <input type="checkbox"/>	Plan B							W	W	W			
Check Here <input type="checkbox"/>	Plan C							W	W	W			
Check Here <input type="checkbox"/>	Plan D							W	W	W			
Check Here <input type="checkbox"/>	Plan E							W	W	W			

On Campus Work Session Optional On Campus

Please also check one of the plans above (if applicable)

- Step 1. I have registered on OPP database <https://www.opp.purdue.edu/our-programs/undergrad-co-op/how-to-apply>
- Step 2. I have read and signed the ME Co-op Program Rules and submitted to coop-me@ecn.purdue.edu _____
 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 (optional) _____
 Co-op Coordinator Signature
 - To ask questions or obtain co-op advice (optional)

- 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
 - 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)
 - 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