

# 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 \_\_\_\_\_

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
Check Here <input type="checkbox"/> Plan A				W	W		W	W		W	W	
Check Here <input type="checkbox"/> Plan B				W		W	W	W		W		W
Check Here <input type="checkbox"/> Plan C				W		W		W		W		W

■ On Campus    ■ Work Session    ■ Optional On Campus

**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							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	W	

■ 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://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](mailto: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](mailto: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 Coordinator Signature

- 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

- Flex Co-Op: Register for 5 Session courses
- 3 Session: Session 1 = ME38199, Session 2 = ME38299, Session 3 = ME38399
- 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)
- 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](mailto:coop-me@ecn.purdue.edu) \_\_\_\_\_  
 Date Submitted