

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	W				
Check Here <input type="checkbox"/> Plan C			W	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 read and signed the ME Co-op Program Rules and submitted to coop-me@ecn.purdue.edu _____
 Student Signature

Step 2. 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)
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Step 3. I have met with my Co-op Coordinator (optional) _____
 Co-op Coordinator Signature

- To ask questions or obtain co-op advice (optional)

Step 4. If international student, I have completed all CPT documentation required by ISS _____
 Student Signature

Step 5. 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 6. I have obtained the required signatures and emailed this completed checklist to coop-me@ecn.purdue.edu _____
 Date Submitted