

ME CO-OP PROGRAM RULES

2021-2022 Academic Year

Before reporting for your first work session

- a) You must submit your accepted co-op employment offer letter 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 for the work period may 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 Co-op Coordinator to report to work.
- 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 co-op course for any work period may 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 of 2.6. If you are placed on co-op probation, you will **not be** allowed to go to your next work session.
- c) You must remove yourself from co-op probation during the following academic semester. Failure to do so may result in being dropped from the program.
- d) You may be dropped from the co-op program: if you are placed on Scholastic Probation or, if your cumulative GPA falls below 2.50 (without being first placed on probation). Under either of these circumstances, you will **not be** allowed to go to your next work session. You must work directly with the ME Co-op Coordinator to determine your eligibility to remain in the co-op program.

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 ME Co-op website/Brightspace.
- Employer evaluation of you. This can be either the standard form found on the ME Co-op website/Brightspace or the evaluation form used by your employer.

All three components must be submitted 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 may result in an "Unsatisfactory" grade for that work session. _____ (initial here)

General

- a) Co-op students are required to complete a minimum of three work sessions. Each work session is roughly equivalent to an academic semester. The three work sessions ideally consist of two fall/spring semesters and one summer semester; however, a minimum of one fall or spring work session is required.

Co-op students may complete a maximum of five work sessions. In this case, a minimum of two fall or spring work sessions are required.

_____ (initial here)

- b) Co-op students may change employers one time, resulting in a maximum of two co-op employers (regardless of the number of work sessions). Co-op students must notify the first co-op employer and the ME Co-op Coordinator in writing as soon as possible if you decide to change co-op employers.

_____ (initial here)

- c) All changes to your academic POS must be approved by your Academic Advisor and, if requested by your Academic Advisor, by the ME Co-op Coordinator.

_____ (initial here)

- d) Students register for a co-op course with a special fee of \$400 while participating in each work session. This special rate allows students to maintain full-time status which helps with insurance and student loan purposes. Normal tuition and fees are charged only while on campus.

- 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) 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 OPP Co-op website.

- h) If you choose to take courses away from the Purdue WL campus during a work session:

- a. Remember that ME 263, ME 290, the required 300-400 level ME courses, and the ME electives must be taken at Purdue WL campus.
- b. 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 the 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:

For the ME Co-op Coordinator:

Julia King

Name

Name

Signature

Signature

7/1/21

Date

Date