



WALTER SCOTT, JR.
COLLEGE OF ENGINEERING
COLORADO STATE UNIVERSITY

Considering co-op:

- ❑ Review the Cooperative Program webpages at www.engr.colostate.edu under Engineering Success Center.
- ❑ Meet with the Co-op Program Coordinator.
- ❑ Complete the online **co-op application** and e-mail the form to aaron.benally@colostate.edu.
- ❑ Meet with your academic advisor to confirm eligibility and create a **co-op academic plan**.
- ❑ Once the co-op academic plan is signed by your advisor, make an appointment with Aaron Benally through the Engineering Success Center front desk: [\(970\) 491-6220](tel:9704916220).

Finding a co-op Job:

- ❑ Bring **signed academic plan** and a hard copy of resume to meeting with Aaron Benally to discuss co-op opportunities.
- ❑ At meeting, sign your co-op application and review the student co-op agreement.
- ❑ Attend resume review and behavior based interviewing workshops.
- ❑ Complete a mock interview and resume review appointment.
- ❑ Attend career fairs, networking events, and apply to online posting of co-op jobs.
- ❑ Meet or email as necessary with Aaron Benally to discuss progress in job search and to find co-op position.
- ❑ Register for upcoming semester classes in case you are not successful in obtaining a co-op job during your first attempt.

Before leaving for your first co-op work term, meet with the Co-op Program Coordinator:

- ❑ Submit a copy of your **offer letter** including job description, wage and start date.
- ❑ Complete and **sign the Co-op Student Agreement** with the coordinator.
- ❑ As necessary, meet with Student Financial Services representative to review scholarships, grant, and loan requirements. Current contact is eileen.griego@colostate.edu.
- ❑ Register for **one (1) credit hour of ENGR 389 Cooperative Experience**.

By the end of the second week of your co-op semester work term:

- ❑ Send the coordinator your supervisor email and contact number.
- ❑ Send semester objectives for you and your supervisor(s) to the coordinator.
- ❑ Drop all classes except for ENGR 389 *Cooperative Experience*.

In the middle of your semester work term:

- ❑ Meet with your supervisor, review the performance evaluation requirement with supervisor as well as the Work Experience Report you will complete for the Engineering Success Center.

At the end of your semester work term:

Complete at least 15 weeks of work for spring or fall semesters and at least 10 weeks of work for summer semester.

- ❑ Request final evaluation from your supervisor and schedule a time to review.
- ❑ Have your supervisor send the semester performance evaluation to aaron.benally@colostate.edu.
- ❑ If continuing on with your employer, please email your Work Experience Report by the end of the semester.
- ❑ You will receive an incomplete grade for ENGR 389 during finals week.



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By the end of the second week back at school:

- ❑ Complete and submit signed copy of the Work Experience Report to Engineering Success Center.
- ❑ Schedule and attend meeting with coordinator to review co-op experience.
- ❑ Your incomplete grade for ENGR 389 will be converted to satisfactory at the meeting.

Students who complete the above requirements will receive a “satisfactory” notation for ENGR 389 *Cooperative Education* and one credit of an engineering technical elective. Failure to meet these requirements will result in an “unsatisfactory” notation for ENGR 389.

NOTE: You will receive one (1) credit hour per rotation. Once you have complete your three (3) rotations, you should have been awarded three (3) engineering technical elective credits.

For more information and to download forms, please visit www.engr.colostate.edu and see Engineering Success Center.