

# Cooperative Education Program Checklist



WALTER SCOTT, JR.  
COLLEGE OF ENGINEERING  
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## Get Co-op Ready:

- Review the WSCOE's [Cooperative Education Program](#) information located on the Engineering Success Center website.
- Meet with your academic advisor to create a **Co-op Academic Plan**. Send to [Courtney.olson@colostate.edu](mailto:Courtney.olson@colostate.edu).  
\*\*The amount of Technical Elective credit(s) you are eligible to receive may vary by major and by Co-op.
- Complete the **CSU Co-op Interest Form** and e-mail to [courtney.olson@colostate.edu](mailto:courtney.olson@colostate.edu).
  - Deadlines:      October 1 – for spring start co-ops  
                          March 1 – for summer start co-ops  
                          June 1 – for fall start co-ops
- Attend an Internship and Co-op workshop.
- Attend a drop-in session at the Career Center to review your resume, cover letter, and prepare for interviews.
  - Schedule longer follow-up appointments as needed.
- Attend Career Workshops as needed.
- Register for upcoming semester classes (in case you are unable to obtain a co-op from your first attempt).
- Contact Office of Financial Aid to review scholarship, grant, and loan requirements. Also confirm you will remain a full-time student despite taking one (1) credit. This ensures student loans don't go into repayment, health insurance benefits are conferred, scholarships continue/pause as appropriate, and student status maintained.
- International students must apply for [Curricular Practical Training \(CPT\)](#) through International Student & Scholar Services and receive a new I-20 to participate in the Co-op Program. Co-op dates must adhere to start/end dates specified on the I-20.

## Apply for Co-op positions:

- Check out positions on Handshake and other job posting sites.
- Attend career fairs, networking events, and apply to online Co-op postings.
- Meet or email as necessary with Co-op Coordinator ([courtney.olson@colostate.edu](mailto:courtney.olson@colostate.edu)) to discuss progress toward finding a Co-op position.

## After landing a Co-op position:

- Before starting your first Co-op work term, meet with the Co-op Coordinator to:
  - Review your offer letter, including job description, wage, remote/in-person, and start date.
  - Complete and sign the **Co-op Student Agreement**
  - Review all Co-op paperwork and deadlines: **Co-op Learning Outcomes, Co-op Employer Evaluation, Co-op Student Evaluation and Final Written Report.**
  - Drop all classes and register for *ENGR 389 Cooperative Experience*.

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

- Email [courtney.olson@colostate.edu](mailto:courtney.olson@colostate.edu) your co-op site supervisor's name, email, and phone number.
- Meet with your co-op supervisor to complete **Co-op Learning Outcomes**. Send the final version to [courtney.olson@colostate.edu](mailto:courtney.olson@colostate.edu).

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## Toward the end of your co-op work semester:

- Provide your Co-op supervisor with the **Co-op Employer Evaluation** and schedule a time to review it with them. After it is completed, have them send it to [courtney.olson@colostate.edu](mailto:courtney.olson@colostate.edu).
- Submit **Final Written Report** and **Co-op Student Evaluation** on Canvas.
- Optional: schedule and attend meeting with Co-op Coordinator to review entire co-op experience.

## After you have completed your co-op:

- You will receive an incomplete grade for *ENGR389* during finals week. Once Co-op Coordinator receives **Final Written Report**, signed copy of **Co-op Employer Evaluation** and signed copy of **Co-op Student Evaluation**, grade will be changed to satisfactory/unsatisfactory.
- Students who complete the above requirements will receive a “satisfactory” grade for *ENGR389 Cooperative Education*. Failure to meet these requirements will result in an “unsatisfactory” grade for *ENGR 389*.

**\*\* Learning Outcomes, Co-op Employer Evaluation, Co-op Student Evaluation, and Final Written Report must be submitted for each semester you are registered for a co-op.**

For more information and to download forms, please visit the WSCOE's [Cooperative Education Program](#) information located on the Engineering Success Center website.