Cooperative Education Program Checklist

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. **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.
  - 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) 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
  - 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 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.
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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.
- 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.