

# Cooperative Education Program

## Graduate Student Checklist

Name: (First)	(Middle)	(Last)	Student ID #:
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Please read through this checklist and **check each item as you complete it**. Turn in the completed checklist with your registration paperwork.

### 1. Co-op Eligibility: *I certify that I do meet all of the following requirements ...*

- Minimum GPA of 3.0,
- Full time student while applying for and participating in the co-op,
- Good academic and conduct standing.

### 2. Before You Register:

- CPT 101 - Mandatory Meeting - dates will vary - see Career Services for dates & times.
- Meet with your academic advisor to discuss how co-op will affect your degree program, obtain permission, and determine whether or not co-op credits can be used to satisfy the requirements for your degree program.
- Graduates can take 1-6 credits, with a minimum of 1 to receive full-time student status. Co-op courses for Graduates are UN5000 co-op 1, UN5002 co-op 2, UN5003 co-op 3, UN5004 coop 4.
- Check with your health insurance provider to ensure you meet coverage requirements while on co-op.
- Read the co-op section of the Career Services web page for useful information regarding policies, assignment requirements: <http://www.mtu.edu/career/students/jobs/co-ops/>

### 3. To Register:

***Co-op is a special permission course—Career Services registers you after receiving the following information:***

- A copy of your offer letter from your employer which:
  - Includes the term “co-op” or “cooperative education,” (“Internship” is acceptable if company signs the *Cooperative education agreement form*).
  - Includes a start date that is **no later than Monday of week 3** of the semester in which you are working,
  - Includes an end date that is **no earlier than the last day of regular classes** for the semester in which you are working,
- A completed “Cooperative Education Agreement” ***signed by both you and your employer***
- A completed “Student Information Form,” (with the exception of non-required sections that can be updated by email), signed by both you and your advisor.

### 4. Additional Things to Do:

- Attend the ***Mandatory Co-op Meeting*** prior to beginning your co-op. Details will be sent by email.
- Understand that by enrolling in co-op credits you are enrolled in an online course through Canvas and you are responsible for all required assignments. Check Canvas for details.
- Change your mailing address to your new co-op address on the Registrar’s web site
- Pay for your co-op credits on time or your schedule will be dropped. Contact Accounting Services for billing questions. (906) 487-2243, 800-576-6484 or student-billing@mtu.edu
- Contact Career Services if you have any questions.

### REQUIRED Student Signature & Date

**X**

**Date:**

# Cooperative Education Program

## Student Information Form

### 1. Student Information:

List all the semesters your offer letter shows you will be working for the company.

Name: (First)			(Middle)			(Last)			Student ID #:		
Major:				GPA:		Start Date:		End Date:			
Semester 1 / Year:			Semester 2 / Year:			Semester 3 / Year:			Semester 4 / Year:		
UN Course:		#Co-op Credits:	UN Course:		#Co-op Credits:	UN Course:		#Co-op Credits:	UN Course:		#Co-op Credits:
Mailing Address While on Co-op <b>**<u>(Please update mailing address in Banweb)</u>**</b> :								Personal Phone:			
City:				State:		Zip:		MTU email address:			
Emergency Contact Name:				Relation to you:				Emergency Contact phone #:			

### 2. Company Information

Co-op/Intern Employer (Company Name):		
Supervisor/Contact:		Title:
Supervisor/Contact email address:		Phone:
Company Address:** <u>(Physical work address that you will be at not corporate)</u> **		
City:		State:
		Zip:

### 3. Compensation

The following information is helpful for maintaining data about co-op compensation offered by employers. Please list all additional benefits that apply and provide details if appropriate.

Hourly Salary:		Tuition Reimbursement:		Relocation Expenses:	
Transportation:		Living Stipend:		Other:	

### 4. Advisor Acknowledgement and Concurrence

By signing I acknowledge that I have met with the above named student to discuss how this employment relates to their academic program and applies to their academic plan.

Advisor's Name (Print):		Signature:		Date:	
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### 5. Next Steps

When we receive this form and all the necessary paperwork listed below, **WE WILL REGISTER YOU FOR YOUR CO-OP CREDITS** and send you an email to confirm.

**1) Student Checklist** (*ensure you meet all of the eligibility requirements in the first section of this list*)

**2) Cooperative Education Agreement** (*This form can be emailed or faxed to your contact at the company for their signature. As long as you sign a copy and complete all the other forms you can be registered before we receive a signature from the company. You are responsible for completing this form before you begin your co-op.*)

**3) Submit a copy of your offer letter from the company** This must include specific start and end dates as well as specifically stating it is an offer for a "Co-op."

**\*\*ATTENTION\*\* We must receive all co-op registration paperwork prior to the University's "Last Day to Add/Drop."  
(see the Registrar's webpage for specific dates - [www.mtu.edu/registrar](http://www.mtu.edu/registrar))**

### REQUIRED Student Signature & Date

<b>X</b>									<b>Date:</b>
<b>Co-op office use only:</b>	SZACOIN <input type="checkbox"/>	T1		T2		T3		T4	
	NOTIFIED <input type="checkbox"/>	REG		REG		REG		REG	

Name: (First)	(Middle)	(Last)	Student ID #:
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## *Agreement between these parties:*

Student Name \_\_\_\_\_

(Company Name, Address and Phone number)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Career Services  
Michigan Technological University  
1400 Townsend Drive  
Houghton, MI 49931-1295  
Fax: 906-487-3317

This agreement, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, integrates a planned series of work experiences in businesses or industries with academic study at Michigan Technological University (hereinafter “MTU”). Satisfactory program completion entitles the student to receive 1 or 2 academic credits. The University, student and employer agree that a joint effort will be made to enhance the educational development of the student and further agree as follows:

### **1. Student Responsibilities**

All participating students will have or will:

1. Complete at least one full academic year of studies (approximately 29 credit hours) in order to be admitted to and remain in the cooperative education program. Domestic transfer students must complete at least one se-mester in residence at MTU.
2. Read the co-op web page for useful information and answers to frequently asked questions: <http://www.mtu.edu/career/students/jobs/co-ops/>
3. Pay the required co-operative education course tuition fee for each work session. If registered late for the co-op course, student will be assessed a late registration fee. If the co-op tuition is not paid, a hold will be placed on the student’s record, the student will be removed from the co-op program and will be assessed a late registration fee to re-register.
4. Check their MTU email account for Co-op Program communications, and/or provide the MTU Co-op Office with their work email address.
5. Complete all written work requirements at the end of the work assignment:
  - Complete all required assignments by the due date.
  - Have supervisor complete and review the Supervisor’s Final Evaluation. Both the student and supervisor must sign this form and submit it to the Coop Office by the due date.
  - Submit a technical report and an updated resume which includes your co-op experience by the due date.
  - Understand the course grade will drop for late submissions.
  - Update your resume on the Career Services HuskyJOBS system found at [www.mtu.edu/career](http://www.mtu.edu/career)
6. Maintain current mailing address in BanWeb.
7. If an **international student**, the student must comply with all federal, state, and university regulations regarding employment of international students. Student will consult with the International Programs and Services (IPS) Office on the MTU campus to ensure they comply with all regulations. International students must be enrolled at MTU for two semesters prior to the start of the co-op OR provide written documentation that the co-op is required by their degree program.

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## 2. Company Responsibilities

Company will cooperate to:

1. Enhance the student’s academic training and professional development.
2. Set a work experience for each student involving assignments in several different areas.
3. Complete written evaluations of the student’s performance at the mid-point and end of each work period.
4. Provide the student with remuneration equivalent to other regular employees doing comparable job assignments.
5. As the student progresses through a series of assignments with the company, increase the complexity of the tasks and level of responsibility in relation to the student’s capabilities and degree of technical expertise.
6. Read the student’s technical report to review for proprietary information and agree to release the report if the company verifies the report contains no proprietary information.
7. Provide MTU such other information and input of a non-proprietary nature as is requested by MTU (and release of which is authorized by the students signature below) for student and/or program evaluation.

## 3. MTU Responsibilities

MTU will:

1. Establish and coordinate communication between the student, the company, and academic progress upon request.
2. Cooperate toward accomplishing completion by the student and employer of planned participation through the full work period.
3. Maintain in confidentiality and use only for program purposes information provided by the employer or student.
4. Student by signing below hereby also authorizes the employer to release to MTU, verbally, in writing or electronically, any and all information requested by MTU pertaining to my participation, performance or status as an employee of the employer or participant in the program including but not limited to employer-employee evaluations, performance reviews, memorandums, counseling, disciplinary action, separation or termination information and completion of the supervisor’s final evaluation form. Student hereby releases and agrees to hold the employer and MTU harmless from any and all claims arising out of, in connection with, or as a result of employer’s release of such information to MTU.

### Student Signature & Date

<b>X</b>	<b>Date:</b>
Print Name	

### Employer Signature & Date

<b>X</b>	<b>Date:</b>
Print Name:	
Title:	Email:

### MTU Signature & Date

<b>X</b>	<b>Date:</b>
Print Name:	
Title:	Email: