

Cooperative Education Program Graduate Student Information & Checklist

Email this completed Information & Checklist form to co-op@mtu.edu All required documents must be submitted one week before tuition is due. Failure to do so may result in a late fee. International students may not use CPT to extend graduation. A MS student taking 30 credits may appear to be extending graduation. It is your responsibility to check your total number of CPT days - which may NOT exceed 364 days.

First Name _____ **Middle Name** _____ **Last Name** _____

M#: _____ **MTU email address:** _____

Major: _____ **GPA:** _____
Minimum cumulative 3.0 required

Expected graduation term: _____
(ex. Summer 2020 Track A)

Emergency Contact: _____

Emergency Contact Phone: _____ Relation to you: _____

Co-op Eligibility & Prerequisites: I certify that I meet all of the following requirements:

- Full-time student while applying for and participating in the co-op.
- Good academic and conduct standing.
- Domestic students must complete one full-time semester at Michigan Tech; International students must complete two full-time semesters at Michigan Tech.
- Checked with health insurance provider to ensure coverage requirements while on co-op.
- Read the co-op section of the Career Services web page for useful information
www.mtu.edu/career/students/jobs/co-ops/.

Co-op Registration Information: Graduate students can take 1-2 credits; co-op courses for Graduates are UN5000 co-op 1, UN5002 co-op 2, UN5003 co-op 3, UN5004 co-op 4.

Co-op Start Date: _____ **Co-op End Date:** _____

Co-op 1 Term/Year: _____ UN Course: _____ #Co-op credits: _____

Co-op 2 Term/Year: _____ UN Course: _____ #Co-op credits: _____

Co-op 3 Term/Year: _____ UN Course: _____ #Co-op credits: _____

Co-op 4 Term/Year: _____ UN Course: _____ #Co-op credits: _____

Company Name: _____

Company Address: _____

City: _____ **State:** _____ **Zip:** _____

Supervisor Name: _____ **Title:** _____

Supervisor Email: _____ **Supervisor Phone:** _____

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: _____

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Communicate 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. Send this completed form to your advisor for electronic signature.

Advisor Acknowledgment and Concurrence:

By signing I acknowledge that I have communicated with the above-named student and discussed how this employment relates to their academic program and applies to their academic plan. To my knowledge they have not completed degree requirements, defended or are using this co-op to delay completion of studies to gain experience.

Advisor Signature (electronic signature accepted)

Date

Next Steps:

Co-op is a special permission course. Career Services registers you after the following information has been submitted via email to co-op@mtu.edu. You will receive a confirmation email when you are registered. Please note this may take 7-14 business days.

- A copy of your offer letter from your employer that includes:
 - the term "co-op" or "cooperative education" ("Internship" is acceptable if company signs the *Cooperative Education Agreement*.)
 - a start date that is **no later than Monday of week 2** of the semester in which you are working (**non-negotiable**).
 - 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**. This form must be completed and submitted before you begin your co-op.

Additional Things to Do:

- 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. The course starts when the term does - *not when you start working*.
- Change your mailing address to your new co-op address on the Registrar's website.
- Pay for your co-op credits on time or your schedule will be dropped. Contact Accounting Services for billing questions: 906-487-2234 or 800-576-6484 or email: student-billing@mtu.edu.

International Students Only:

Once registered by Career Services, you will receive a registration confirmation with a link to a Google form for CPT and a new I-20. International Programs & Services will process your I-20 and notify you when ready.

How many credits will you have at the end of this current semester? _____

of CPT days already used: _____

I understand that all co-op registration paperwork must be received prior to the University's Last Day to Add Courses Without Instructor Approval. See Registrar's web page for specific dates: www.mtu.edu/registrar.

Required Student Signature (electronic signature accepted)

Date

Co-op office use only	T1	Reg	T2	Reg	T3	Reg	T4	Reg
	szacoin	email	szacoin	email	szacoin	email	szacoin	email