



230 Chrysler Center 2121 Bonisteel Blvd.
(734) 647-7160, ecrc-coop@umich.edu
<http://career.engin.umich.edu>

UNDERGRADUATE COOPERATIVE EDUCATION PROGRAM

The Cooperative Program combines academic study with relevant work experience. It is an optional program available to undergraduate College of Engineering students. The Cooperative Program alternates work semesters with school semesters. Work assignments correspond with the University's academic terms; a fall or winter term along with a spring/summer term is a traditional co-op assignment. Work assignments are 30-40 hours per week for a minimum of 6 weeks within your major during the academic semester(s) as specified above.

APPLICATION AND REQUIRED FORMS

Applications via the forms listed below can be made as early as the second semester of your freshman year, and a GPA of 2.75 is preferred. Students are not officially registered for a co-op assignment until all of the following documents are completed, submitted to and approved by the ECRC:

1. Letter of offer from the employer (**Offer letter must have a start date & end date**)*
2. Co-op Education Assignment Form*
3. Co-op Degree Plan* (signed by academic advisor)

NOTE: International Students ONLY: ask your academic advisor to sign your CPT paperwork at the same time as your Co-op Degree Plan (see more details below).

*Incomplete paperwork will not be accepted. If you do not inform the ECRC of your co-op assignment, ITCS may terminate your University (umich.edu) Google email account and your CAEN account may be deactivated.

CURRICULAR PRACTICAL TRAINING INFORMATION (CPT)

If you are an undergraduate international student interested in co-op and have an F-1 Visa, please visit http://internationalcenter.umich.edu/immig/fvisa/f_cpt.html or contact the International Center regarding Curricular Practical Training.

The International Center is located on Central Campus: 603 E. Madison, (734) 764-9310, www.umich.edu/~icenter, or by email: icenter@umich.edu. You will need to complete an online CPT Workshop and have your academic advisor sign your CPT paperwork. CPT paperwork along with a copy of your offer letter must be submitted to the International Center.

REGISTRATION

During **each** co-op work period, you must be registered for ENGR 400 (Academic Outreach), and this co-op work assignment will appear on your transcript. ENGR 400 is 0-credit, but the university considers you a full-time student when you are enrolled in ENGR 400. The fee is \$434.19 for each working term.

If you are already registered for classes during an academic term and accept a work assignment, you must fill out the drop/add form and submit it with your co-op paperwork to the ECRC.

You will not be registered in ENGR 400 until you receive a confirmation stating approval from the ECRC Co-op Coordinator.

TAKING CLASSES DURING YOUR CO-OP

Students intending to take courses while on co-op assignment must have prior approval by the ECRC and their academic advisor.

FINANCIAL AID

If you have questions about your financial aid, contact the Office of Financial Aid, room 2011 SAB, Central Campus; or in the Entrée Office, 1212 Pierpont Commons, B430 LL, North Campus, telephone: (734) 763-6600, financial.aid@umich.edu, or www.finaid.umich.edu.

SCHOLARSHIPS

If you are receiving or intend to receive a scholarship, we strongly advise you to contact the Office of Financial Aid at (734) 763-6600, financial.aid@umich.edu, 2011 SAB, Central Campus; and for Engineering Scholarships notify George Dendrinis, (734) 647-7113, gsd@umich.edu, in room 143 Chrysler Center, North Campus.

HOUSING INFORMATION

Most out-of-state employers will help you arrange for housing and will discuss relocation to the job site. If you have on-campus housing through the U-M and have questions, student housing information is available at: <http://www.housing.umich.edu>. It is the student's responsibility to ensure the housing situation is resolved before leaving for a co-op assignment. If you are working in the Ann Arbor area and wish to remain in your current housing, speak to the housing department. The ECRC can write a letter to housing if needed.

WORK ASSIGNMENT

Complete your co-op work assignments as agreed upon with your employer and return your evaluation forms. The Cooperative Education course will be posted on your transcript after each work period to show your co-op education accomplishment. Remember that on the job you are representing yourself, the College of Engineering, and the University of Michigan.

EMAIL & CAEN ACCOUNTS

While on your co-op assignment, your University (umich.edu) Google email and CAEN account will remain active. Please continue to check your umich email, as you will be receiving messages regarding registration and updates from the Cooperative Education Program.

If you have any questions or concerns while on your co-op work assignments, please contact the Engineering Career Resource Center at (734) 647-7160 or ecrc-coop@umich.edu.

Cooperative Education Assignment Form

All fields are required. If you do not have your Supervisor Contact information yet, you may leave that field blank, however you must report this information within one week of starting your co-op.

BASIC INFORMATION

Name: _____

Permanent Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____ UMID: _____

Major/Dept: _____ Phone: _____

Citizenship: US Citizen Permanent Resident F1 Visa

Class Level: First Year Sophomore Junior Senior

Anticipated Graduation Date: _____

EMPLOYMENT INFORMATION

Have you previously worked as a co-op student for this company? Yes No

How did you obtain this co-op? Previous Co-op ENGenius.Jobs Faculty Direct Inquiry
 U-M Career Fair Previous Internship Online Job Ads
 Networking On Campus Interview

Employer: _____

Employer Street Address: _____

City: _____ State: _____ Zip: _____

Salary: \$ _____ per _____ (hour/month?)

Benefits: (medical, retirement, etc...bonuses, housing assistance, relocation, etc....)

Supervisor Name: _____

Supervisor Email: _____ Supervisor Phone: _____

CO-OP ENROLLMENT

NOTE: Co-op term must match Degree Plan AND dates on offer letter

Co-op Term: Fall _____ Year Winter _____ Year Spring/Summer _____ Year

Student Signature: _____ Date: _____