ENGR 400 Registration & Requirements

ENGR 400 combines academic study with relevant work experience. It is an optional course available to undergraduate College of Engineering students as early as the second semester of freshman year with a GPA of 2.75 or higher. This course carries 0 credit, serves as a placeholder for full-time enrollment while students work full-time during a co-op, and enrollment must coincide with the term associated with the dates of your co-op. *It is not available to students requiring CPT.* To be eligible, the co-op job duties must relate to the student’s major and students must work 30 to 40 hours per week for a minimum of 6 weeks. The fee is $214.19 (as of Winter 2019) for each term you enroll in.

Application & Enrollment (before your co-op)

To apply for ENGR 400, you must:

1. Attend a ENGR 196/400 workshop (see Engineering Careers, by Symplicity for available workshop times)
2. Complete the application in Engineering Careers, by Symplicity (instructions below) and upload the following documents:
   a) Offer Letter from the employer that includes:
      i) Job Title
      ii) Assignment Details including job responsibilities
      iii) # of hours per week
      iv) Start/End Dates
   b) Degree Plan/Academic Advisor Approval Form (signed by Academic Advisor)
   c) Learning Objective Essay - Prepare a 1-page essay that answers each of the numbered questions below:
      i) What do you expect to learn from your co-op?
      ii) How does this co-op relate to your degree?

Engineering Careers, by Symplicity Instructions

Within your Engineering Careers, by Symplicity account, from the left menu select ‘My Account & Skills Profile’, then ‘ENGR 196/400’. Click ‘Add New Internship/Co-op’ under the ‘ENGR 196/400’ tab to submit the paperwork to the ECRC.

You will not be registered for ENGR 400 until you have attended the required workshop, have submitted all of the requirements listed above via Engineering Careers, by Symplicity, and your application is approved by the ECRC. You will receive an email confirming your registration in ENGR 400 from the ECRC Co-op Coordinator. Incomplete information within Engineering Careers, by Symplicity, will delay your enrollment into ENGR 400.

Note: If you are already registered for classes during an academic term and accept a co-op, you must notify the ECRC Co-op Coordinator at eerc-coop@umich.edu as you will be withdrawn from your classes.

ITS Account

While on your co-op assignment, your U-M Google email (@umich.edu) will remain active. Access to the files stored in your CAEN Account will also remain active, however all CAEN computer labs may not be available during this time.

Financial Aid and Scholarships

Income from Co-op employment may affect your financial aid, please speak to the Financial Aid office about your specific situation. Contact the Office of Financial Aid at (734) 763-6600, financial.aid@umich.edu, or www.finaid.umich.edu. If you are receiving or intend to receive a scholarship, we strongly advise you to contact the Office of Financial Aid. For Engineering Scholarships, notify George Dendrinos at (734) 647-7113 or gsd@umich.edu.

Housing

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, please contact Housing at housing@umich.edu. It is your responsibility to ensure your housing situation is resolved before leaving for your co-op.

Additional Course Requirements (during and after your co-op)

1. Midterm check-in with assigned ECRC Co-op Advisor
2. Final reflection essay

If you have any questions, please contact the Engineering Career Resource Center at (734) 647-7160 or eerc-coop@umich.edu.
ENGR 196 and ENGR 400
Degree Plan/Academic Advisor Approval

Student Name: ________________________________ UMID: ____________________
Email: __________________________ Phone Number: _________________________
Expected Graduation Date: __________ Major: ________________________________

Please take the time to consider how ENGR 196 or ENGR 400 may affect your graduation timeline.

- **ENGR 196** is 1 credit and does not count toward credit for your major or degree. For internships during Fall and Winter term, you must enroll during the Fall/Winter term. For internships during Spring/Summer, you may take this course during the Winter term prior to the internship.

- **ENGR 400** is 0 credit and serves as a placeholder for full-time enrollment while students work full-time during a Co-op. This course must be taken in the term associated with the dates of your Co-op and is not available to students requiring CPT.

The academic calendar year is divided into three terms: **Fall** (September to December), **Winter** (January to April), **Spring/Summer** (May to August). In the worksheet below, start with the term you are taking ENGR 196 or ENGR 400 and include all following terms through graduation. Please discuss your plan with your academic advisor and have them sign this form.

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