ENGR 400 combines academic study with relevant work experience. It is an optional course available to undergraduate College of Engineering (CoE) 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. Enrollment must coincide with the term associated with the dates of your co-op. To be eligible, the co-op job duties must relate to your major and you must work 30 to 40 hours per week for a minimum of 6 weeks. The fee is $214.19 (as of Winter 2020) for each term you enroll in. This course is not available to students requiring CPT.

Application Materials & Enrollment (before your co-op)
To apply for ENGR 400, you must:
1) Attend one in-person CoE Internship/Co-op Seminar (see Engineering Careers, by Symplicity Events section for Seminar times)
2) Write Initial Essay (details and Syllabus provided during the Seminar; submit with application materials)
3) Complete the application in Engineering Careers, by Symplicity and upload the following documents:
   a) Offer Letter from the employer that includes:
      i) Job Title
      ii) Assignment Details including job responsibilities and location
      iii) # of hours per week
      iv) Start/End Dates
   b) Degree Plan/Academic Advisor Approval Form (signed by Academic Advisor)
   c) Initial Essay (see Syllabus (provided during the Seminar) for details)

Engineering Careers, by Symplicity Instructions
Within your Engineering Careers, by Symplicity account, from the left menu select ‘CoE Internship/Co-op Course’. Click ‘Add New Internship/Co-op’ under the ‘CoE Internship/Co-op Course’ tab to submit your application materials.

You will not be registered for ENGR 400 until you have attended the required Seminar, 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. Incomplete registration or missing documents 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during an academic term and accept a co-op, you must notify the ECRC at coe-intern-coop@umich.edu as you will be withdrawn from your classes.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 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 coe.scholarships@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; see syllabus for your enrollment term for details)
1. Midterm check-in
2. Final Essay

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<th>Enrollment begins</th>
<th>Last day to enroll</th>
<th>Midterm Due Date</th>
<th>Final Essay Due Date</th>
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<td>Co-ops taking place between May-August</td>
<td>4/6/2020</td>
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<td>6/15 or 7/15/2020; depending on your co-op start date</td>
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<td>Co-ops taking place between August - December</td>
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<td>10/15 or 11/15/2020; depending on your co-op start date</td>
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If you have any questions, please contact the Engineering Career Resource Center at (734) 647-7160 or coe-intern-coop@umich.edu. Updated 2/24/2020
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 400 may affect your graduation timeline.
• **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 400 and include all following terms through graduation. Please discuss your plan with your academic advisor and have them sign this form indicating their approval.

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**ACADEMIC ADVISOR SIGNATURE**______________________________________________________________

**PRINTED ADVISOR NAME**___________________________________________

**ACADEMIC ADVISOR PHONE NUMBER**_________________________________ **DATE**________

If you have any questions, please contact the Engineering Career Resource Center at (734) 647-7160 or coe-intern-coop@umich.edu.  Updated 2/24/2020