

Requirements for Co-op Student Checklist

To receive a passing grade on your co-op assignment all students must complete all of the actions below.

COMPLETED PRIOR TO CO-OP	Check
<p>SUBMIT NOTIFICATION OF ACCEPTED CO-OP STATUS FORM</p> <p>Notify Co-op Program Director using "Accepted Co-op" form as soon as you have accepted an offer for employment. Fill in as much of the form as possible at the time of your offer. You will be prompted by an email from Joanne Wilkes to update it with remaining information during your co-op. (Link to form is posted to Engineering Co-op Moodle)</p>	
<p>REGISTER FOR CO-OP AND PAY FOR 2 CREDIT CO-OP COURSE</p> <p>Select the co-op course based on whether this is your 1st, 2nd or 3rd co-op. 1st Co-op - Co-op I EGR491.102 (ECE) or EGR491.101 (ME) 2nd Co-op - Co-op II EGR 492.102 (ECE) or EGR492.101 (ME) 3rd Co-op - Co-op III EGR493.102 (ECE) or EGR493.101 (ME)</p>	
COMPLETED DURING TO CO-OP	
<p>COMPLETE FACULTY VISIT MID-WAY THROUGH YOUR CO-OP PERIOD</p> <p>About 1/3 of the way through your co-op period, you will receive an email from your assigned faculty advisor prompting you to set up an onsite visit with your supervisor, you and your co-op faculty advisor.</p>	
<p>COMPLETE AND SUBMIT THE STUDENT SELF-EVALUATION FORM</p> <p>This form will be emailed to you by Dixie Loser approximately 5 weeks prior to the end of the semester. This is an on-line form that will take approximately 20 minutes to complete. Evaluations can be viewed on the YCP web under "Co-op student FAQ" <i>Co-op Survey Requirements</i></p>	
<p>HAVE YOUR SUPERVISOR COMPLETE AND SUBMIT THE EMPLOYER EVALUATION FORM</p> <p>This form will be emailed to you from Dixie Loser and you will be responsible for emailing it to your supervisor. It will take your supervisor approximately 20 minutes to complete the evaluation.</p>	
<p>CREATE YOUR CO-OP POSTER</p> <p>Using PowerPoint and the poster guidelines, create a draft poster prior to completing your co-op. Mandatory: Review your poster with your supervisor to ensure that there is no proprietary information. Poster guidelines can be found on the YCP web under "Co-op student FAQ" <i>What are my responsibilities and deadlines?</i></p>	
<p>SUBMIT YOUR POSTER FOR REVIEW AND MAKE CHANGES</p> <p>Submit your draft poster to your faculty advisor (after it has been reviewed by your supervisor, see above, "Create your co-op poster") no later than one week after the start of the semester following your co-op period.</p>	
<p>SUBMIT YOUR FINAL POSTER</p> <p>Email an electronic copy of your poster in a PowerPoint file to Dixie Loser (dloser@ycp.edu) after it is approved by your faculty advisor and no later than three weeks after the start of the semester following your co-op.</p>	