

Grand Valley State University
Padnos College of Engineering and Computing
School of Engineering
Cooperative Education Employment Requirements Research <Student Form>

Student: _____ Date: _____

Grand Valley State University's Padnos College of Engineering and Computing requires all cooperative education (co-op) students and employers to understand and agree to certain terms and conditions. Please check each box to demonstrate understanding of these terms and conditions.

- Co-op is mandatory for all engineering students. For permission to accept a co-op offer, a student must have a GPA of 2.7 or above and no lower than a 'C' grade in the foundation level courses. No course may be repeated more than once.
- If you accept an employment offer and fail to meet the academic requirements prior to your intended start date for employment, you must inform the employer of your academic status and inability to assume your role as a co-op employee. The co-op employment offer will be considered void. An internship (without academic credit) may be considered as a viable employment option in the interim until you meet the academic requirements for the co-op program if this is acceptable to the co-op employer.
- Both the student and the employer commit to the co-op agreement for the duration of three rotations. The strongly preferred form of fulfilling this requirement is to spend three co-op rotations, with the same employer, starting the summer after achieving secondary admission and alternating semesters until complete. Prior to assuming a co-op position, you and your employer are required to sign an agreement that indicates how you will fulfill the requirement for three co-op rotations. As co-op is an academic/professional learning experience between the student, the employer and the engineering program, any change to this plan must be approved by all three parties.
- The first two co-op rotations must be completed in an alternating fashion. There are five ways the final co-op rotation can be fulfilled all of which, except the first, require approval of the co-op employer and the Integrated Program Committee. All committee decisions are final.
 1. Successfully complete a semester of employment at your co-op employer (strongly preferred)
 2. Complete an undergraduate research experience which has been approved by both your employer and the Integrated Engineering Program Committee at GVSU
 3. Complete a study and/or work abroad semester which has been approved by both your employer and the Integrated Engineering Program Committee at GVSU
 4. Complete an engineering elective course beyond those required for your major which has been approved by both your employer and your major's curriculum committee
 5. Complete an engineering minor or dual engineering major which has been approved by both your employer and the Integrated Engineering Program Committee at GVSU

In all cases, a minimum of two rotations with your agreed upon employer must be completed and prior approval must be secured to pursue options 2 - 5.

- Students must be supervised and/or mentored by a degreed engineer. You have the responsibility to ensure that this is the case prior to making a commitment to an offer of co-op employment.
- The co-op employer will provide progressively responsible engineering work within and across co-op semesters, which will culminate in a project or experience that is commensurate with industry and academic expectations of an entry-level engineer. This will vary depending upon the company and the student's interest and ability, but the employment opportunity should allow the student to grow in a technical and professional capacity throughout the three rotations. You are responsible to inquire about the position prior to accepting an

employment offer to ensure that the co-op position provides an opportunity for growth that is in alignment with your short- and long-term goals and overall career plan.

Please provide a detailed description of your short- and long-term engineering goals.

Short- and Long- Term Engineering Goals

1.

2.

3.



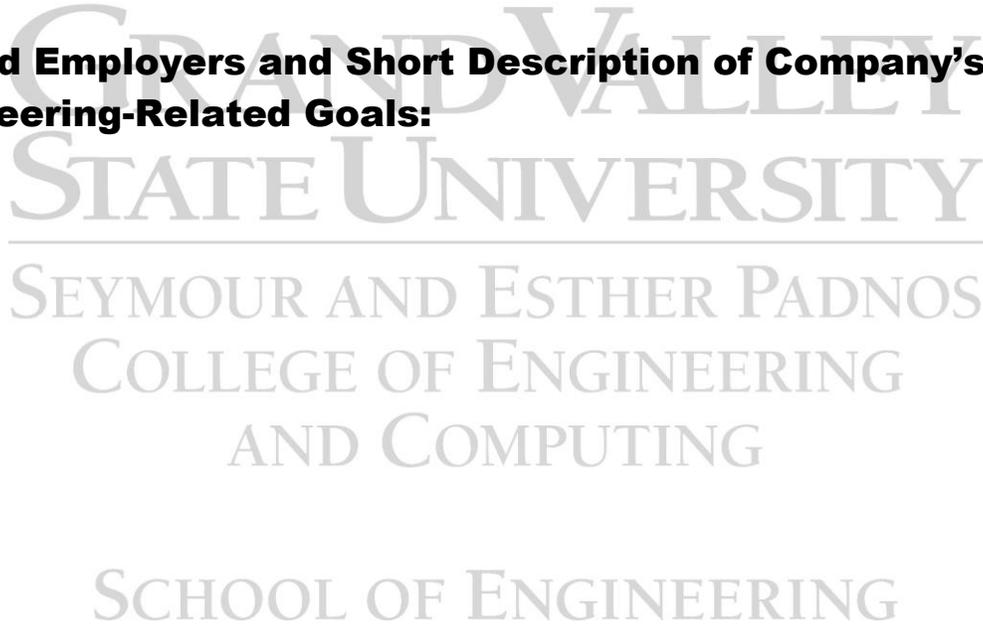
Please provide a list of employers you have researched and how their company aligns with the goals listed above. Remember that it is your responsibility to ask questions at your interviews that will help you determine the fit of the interviewing company with your goals.

Researched Employers and Short Description of Company's Alignment with Engineering-Related Goals:

1.

2.

3.



Signatures Required for Acknowledgment of Satisfactory Completion of Co-operative Education Employment Research:

I, _____, agree that I have understood the Co-op preparatory material that was presented to me in EGR 289 regarding the importance of research in the co-op process and the need to find a co-op employment offer that matches my short- and long-term employment goals. I realize that I am making a one year commitment and completely understand the significance of accepting an employment offer that aligns/does not align with my career goals.

Student: _____

Date: _____

EGR 289 Instructor _____ EGR 289 Section No. _____

Date: _____