Co-op Work Term Checklist

Before leaving for your Co-op work term:

☐ Submit a copy of your offer letter to Engineering Co-op & Career Services
☐ International Students: Complete the I.S.S.O. CPT Form

By the end of the second week of your Co-op work term:

☐ Submit your supervisor’s name and contact information to Engineering Co-op & Career Services
☐ Update your contact information with Engineering Co-op & Career Services
☐ Submit the “Student-Employer Expectations Agreement”
☐ Discuss individual Learning Outcomes with your supervisor and submit to Co-op office
☐ Identify someone at your organization who can serve as a mentor. (recommended)

Mid-work term:

☐ Cornell staff or faculty will visit you at your work site or conduct a phone meeting.
☐ Check-in with your supervisor to get feedback on your performance, 6 Week Student Performance Assessment Tool

At the end of your work term: (Forms are due during the last week of work)

☐ Your supervisor should submit an “Assessment of Student Performance.” Your supervisor should discuss this with you and you should sign this form.
☐ Submit a “Work Experience Evaluation”
☐ Submit a “Learning Outcomes Evaluation”
☐ Submit a “Job Summary”
☐ Be sure that you will complete 28 total weeks of work, as agreed upon. If you work at least 3 days for a holiday week or for other time off if your employer allows it, this will count as a full week.

To complete the program & receive the transcript notation you must:

☐ Complete 28 weeks of work
☐ Attend 4 workshops for success
☐ Submit for each work term:
  ◊ Learning Outcomes
  ◊ Learning Outcomes Evaluation
  ◊ Job Summary
  ◊ Work Experience Evaluation
  ◊ Assessment of Student Performance

For more information, and to download forms, please visit our website: www.engineering.cornell.edu/coop

Students who complete the above requirements receive a transcript notation that states, “Successfully Completed the Requirements of the Engineering Co-op Program.”

Failure to meet these requirements will result in the following notation: “Did not complete the requirements of the Engineering Co-op Program.”