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.”