

Graduate Checklist for Co-op (UN 5000 Graduate Cooperative Education)

To Be Eligible for a Graduate Co-op, You Must:

- Be a full-time student while applying for and participating in the co-op
- Have at least a 3.0 GPA
- Agree to return to MTU for at least one full-time semester following completion of the co-op
- International students must be enrolled for two semesters prior to the co-op and must inform the International Programs and Services (IPS) office of their co-op plans to ensure compliance with visa requirements

Before You Register:

- Meet with your academic advisor to discuss how co-op will affect your degree program, obtain permission, and determine whether or not co-op credits can be used to satisfy the requirements for your degree program.
- Read the co-op web page for useful information and answers to frequently asked questions:
<http://www.career.mtu.edu/coop>

To Register:

Co-op is a special permission course—our office registers you after receiving the following information:

- A copy of your offer letter from your employer
- A completed “Graduate Cooperative Education Agreement Form” ***signed by both you and your employer***
- Completed required sections of the “Graduate Student Information Form.” Some information can be emailed or called in to the Career Center

Additional Things to Do:

- Refer to the co-op web page for due dates and other important information about your co-op experience
- Change your mailing address to your new co-op address on the Student Records and Registration web site
- Pay for your co-op credits on time or your schedule will be dropped. Contact Accounting Services for billing questions at (906) 487-2243, 800-576-6484 or student-billing@mtu.edu
- VERY IMPORTANT!** Check your MTU email account frequently while on co-op. This is our primary method for contacting you. You will receive e-newsletters with reminders, deadlines and other pertinent information. If you would like, give us your work email address to receive newsletters.
- Contact the Career Center if you have any questions

I've read this checklist and know these items are important to complete/consider for a successful co-op:

Student Name (printed)

Student Signature

Date

Congratulations on getting this co-op assignment. We hope this experience proves to be a valuable learning opportunity. Have a great time and keep in touch!