

**ME 3990**  
Cooperative Education  
Detailed Operational Procedures

**Over view**

Cooperative education is considered an optional program for a broad engineering education and is highly encouraged by the Mechanical and Aeronautical Engineering faculty. Cooperative education is not a required component of the ME program.

**Procedure to acquire credit for the experience**

Students may register for ME 3990 Cooperative experience during Fall and Spring Semesters if the Cooperative experience is a full time experience. Prior to registration, approval of an ME academic advisor is required. Credit may be acquired for summer experiences if they are full time and cover the period of enrollment for both SUI and SUII sessions.

Cooperative experiences for credit are coordinated through the Cooperative education office in the College of Engineering and Applied Sciences.

The Cooperative experience can start after the freshman year. The Cooperative experience will allow students to engage in several periods of work experiences coordinated with WMU studies. These experiences must be directly related to the student's majors.

During the Cooperative semester, domestic and international students register for 1 credit of Cooperative during which they will have full-time status (equivalent full time).

The College of Engineering and Applied Sciences, through its Cooperative and Career Services office will

- Help the students to apply for these positions
- Provide seminars and workshops on writing skills
- Periodically supervise the students and visit them

The Mechanical and Aeronautical Engineering department faculty will evaluate the final reports submitted by students on their Cooperative experience. The faculty grading the reports will be selected based on their expertise matching the technical content of the Cooperative report. The final report will be graded. A grade of C or better must be received for the report if credit is to be received.

**Procedure to apply up to 3 credits of Cooperative experience to the ME program graduation requirements**

After three semesters of Cooperative experience, students may request substitution of three credits of Cooperative education for one of the required elective courses in the ME program. For this substitution the student must have

- 1) Registered and received credit for ME 3990. Credit is received with completion of a full time experience and submission of an acceptable report evaluated by a faculty member.
- 2) The ME program will only allow Cooperative education credits earned for full time experiences counted toward the total credits for graduation.