

Mechanical Engineering Student Co-op/Internship Course Application

Mechanical Engineering Cooperative Education Guidelines

Per the ME course catalog, students may substitute three credit hours of cooperative education credits for one ME Elective course. To do so, students must be enrolled in ME 3990. ME 3990 is a 1 credit hour course which can be repeated to gain the necessary 3 credit hours to count as an ME elective. Three credits must be completed to count towards the graduation requirements for the ME degree. Summer I and II semesters combine to equal 1 credit hour – students must be employed for the whole summer and will only enroll in ME 3990 for either summer I or summer II. Students cannot enroll in ME 3990 for both summer semesters. To be eligible for enrollment in ME 3990 students must fulfil all of the following:

- Be employed full time (at least 30 hours a week)
- Be taking no more than one additional course at WMU or any other university or college
- Receive permission from the co-op director to enroll in the course prior to the beginning of the semester the co-op is to start.

In order to receive permission from the Co-Op Director, students must complete a co-op application packet which includes:

- The Mechanical Engineering Co-Op form
- A complete job description
- An offer letter that clearly states the dates of the offered internship

Packets should be completed and turned in to the CEAS Advising Office at least 2 weeks before the start of the semester in which the co-op is to take place. To receive credit for ME 3990 students must complete a ME Employer Co-Op Survey and a report by the student detailing their work experience and how it relates to the courses taken at WMU. These are to be turned in to the Co-Op Director at the completion of the co-op.

Mechanical Engineering Student Co-op/Internship Course Application

Student Information

<i>Name</i>	<i>WIN</i>	<i>Major</i>
<i>@wmich email</i>	<i>Phone #</i>	<i>Semester and year of Co-op (F, Sp, Summer**)</i>

Employer Information

<i>Company Name</i>				
<i>Address</i>		<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Supervisor Name</i>	<i>Title</i>	<i>Phone</i>	<i>Email</i>	
<i>Position Title</i>	<i>Start Date</i>	<i>End Date</i>	<i>Pay Rate</i>	<i>Work hours (weekly)</i>

Student: MAE Co-Op requires that students are **employed full time** (at least 30 hrs/week) and **be taking no more than one additional course** during the co-op semester. At the completion of semester, the **ME Employer Co-Op Survey** must be completed by the Co-Op Supervisor and **a formal, written report completed by the student** detailing their work experience and how it relates to the coursework must be turned in to the WMU ME Co-Op Director. ME 3990 is a 1 credit hour course that is repeatable. Upon completion of the third co-op students may use ME 3990 as an ME elective. By signing I indicate that I understand the above requirements.

Student Signature *Date*

Employer: by signing I verify that the employer and student information above is accurate and that the student is **employed full time (30/hrs a week)** at my company.

Employer Signature *Date*

Advisor: Number of courses student is enrolled in for the _____ semester: _____.

Advisor Signature *Date*

ME 3990 Chair Signature *Date*

*****Please attach a job description and offer letter to this application*****