



CAL POLY

California Polytechnic State University
 San Luis Obispo, CA 93407
 Industrial and Manufacturing Engineering
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IME Department Co-op Agreement

You have received a co-operative (co-op) education offer from a company. Now what must you do? The steps required to successfully complete your co-op and receive Technical Elective credit are specified below.

1. Pick up “**Cooperative Education Program Student Agreement**” form from Career Services (Building 124, Room 114).
2. Submit signed form in #1 to IME Department Office to the IME Co-op Administrator (Stephanie Allen, 756-2341, 192-223).
3. Read and complete all the requirements below, and sign this form.
4. Specify the Co-op courses to be taken either IME 494 (6 units) or IME 495 (12 units) and the quarters you plan to take.
Be sure that registering for 6 or 12 units is consistent with your financial aid/other considerations.

The co-op experience is 1-2 quarter long and each quarter you must register for 6 or 12 units. Co-op units can only be graded CR/NC. The course appears on your transcript as Co-op units but does not count towards degree requirements.

<u>Co-op Course</u>	<u>Units</u>	<u>Quarter</u>	<u>Permission #</u>	<u>Class #</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

5. Specify your interest to take IME 400 Special Problems (1-4 units) for Technical Elective Credit by completing the “**Special Problems**” form and entering:

	<u>Units</u>	<u>Quarter</u>	<u>Permission #</u>	<u>Class #</u>
IME 400 (<input type="checkbox"/>) Yes, (<input type="checkbox"/>) No	_____	_____	_____	_____

If you want to receive Technical Elective credit, you will register for IME 400, Special Problems. You will register the last quarter of your co-op for all the units. Register for up to 2 units if a one quarter co-op, and for up to 4 units if a two quarter co-op. ****You must register for Co-op (IME 494/495) credit and Technical Elective credit (IME 400) while on co-op. There are no exceptions.**

6. Enroll in IME 494/495 co-op course (s) as specified in #4 above. Turn in monthly and final reports in a timely manner as specified in #8 below.
7. Enroll in IME 400 (1-4 units) as specified in #5 above during the last co-op quarter (2nd quarter if co-op is for 2 quarters).
8. Submit all IME 494/495 and IME 400 required materials as indicated below. Your grade will be affected if materials are turned in late. (i.e., after the due dates).
9. IME 494/495 (Co-op) Report Guidelines may be found at http://www.careerservices.calpoly.edu/students/coop/co-op_engr.htm. IME 400 (Special Problems) Report Guidelines are a 1 to 2 page Summary of your Co-op experience with a reference to the IME 494/494 Co-Op Report.

Co-op Requirements

- Work Information Form
- Monthly Progress Reports
- Professional Co-op Report
- Student Evaluation
- Supervisor Evaluation
- IME 400 Special Problems Report

Due Dates:

- Beginning of 2nd week of Co-op
- End of Each Month
- Last day of scheduled classes of last quarter of Co-op
- Last day of scheduled classes of last quarter of Co-op
- Last day of scheduled classes of last quarter of Co-op
- Last day of scheduled classes of last quarter of Co-op

I have read and understand the above agreement, and agree to complete these requirements by the due dates shown to receive credit for IME 494/495 (Co-op course) and/or to receive Technical Elective credit for IME 400 (Special Problems course) for my Co-op experience.

 Print Student Name

 Print Faculty Advisor name

 Student's Signature

 Date

 Faculty Advisor's Signature

 Date