

# CO-OP REGISTRATION REQUEST

## Department of Mechanical & Aerospace Engineering

This form is required for registration in **EAS/EML 4949: Co-op Work Experience**. You also need to register with the Co-Op Office, B-1 Reitz Union. Please fill out this form **COMPLETELY** with signatures and return to the Undergraduate Secretary - Room 219 MAE-A Bldg.

**NOTES:**

- ❶ This course is graded {S or U} for 1 credit and is fee liable. Even though you are not physically on campus you are still responsible for all tuition and fees due by the appropriate deadlines.
- ❷ Co-op can be used towards your **Summer Requirement**. In order for this to be approved you **MUST** be employed by an engineering firm in an engineering-related capacity. Please see the Undergraduate Secretary in Room 219 MAE-A Building to pick up the **"Petition For Summer Attendance Waiver"** Form.

Name: \_\_\_\_\_ UFID#: \_\_\_\_\_ Major: \_\_\_\_\_

Classification: \_\_\_\_\_ Term: Fall \_\_\_\_\_ Spr \_\_\_\_\_ Sum C \_\_\_\_\_ Rotation(1st, 2nd or 3rd time? ): \_\_\_\_\_

### Company Contact Information:

Name of Company: \_\_\_\_\_

Student Supervisor (name and title): \_\_\_\_\_

Address Information: \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Student's Contact Information While Working:

Address Information: \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_ E-mail: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Grading Policy:** In order to earn a satisfactory grade for **EAS/EML 4949**, you must return the **"Student Work Report & Employer Evaluation"** forms to the Career Resource Center by the last day of classes in the term for which you are registered. If you have any questions, please contact the Co-op office at 392-1601 x206. Unsatisfactory grades will automatically be given to students who do not return these forms on time. The Department reserves the right to assign U grades for other reasons as well.

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Department Approval

Department Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_