

How do I register for Co-op?

Call 487-2313 or e-mail career@mtu.edu if you have questions about co-op and internships, or go to the Career Center in the Harold Meese Center bldg. Find info on co-ops: <http://www.ucc.mtu.edu/coop.asp>

1) Required forms & a checklist are available in the Career Center or at the [Co-op webpage](#).

1. Student Information Form
2. Co-op Agreement Form
3. Get a copy of your Offer Letter from your company

2) Bring or submit above 3 things to the Career Center – Meese Center bldg. The co-op office will take care of registration. You are considered a full-time MTU student while on co-op.

3) Meet with your academic advisor to find out how your plans to complete your degree are affected by taking a semester off, and how co-op credits may apply to your degree requirements. Elective course choices and senior design plans are usually affected.

Credits Earned:

2 credits per semester of course UN3002 can be earned. A co-op “technical report” is required at the end of the co-op semester. Follow instructions carefully.

Undergraduates must submit a technical report, and an updated resume which includes your co-op experience ***to the Co-op Office by the due date.***

For **EE** majors, the 2 – 6 credits of UN3002 can be applied to the Approved Electives requirements or Free electives.

For **CpE** majors – 2 – 4 credits of UN3002 can be applied to the Technical Electives Enterprise Track.

UN3003 This course is rarely used. Most co-ops earn 2 credits of UN3002.

UN3003 requires special arrangements. See Co-op center for details.