Co-ops are defined as full-time work for a continuous summer-fall term or full-time work for a continuous spring-summer term, approximately 30 continuous work weeks. If the opportunity is shorter in duration or less than full-time work hours, contact the academic department regarding internship options.

Cooperative education—known as a co-op—is an optional 6-7 month program to get the work experience that employers want in new graduates. Co-op students earn wages and academic credit for pre-approved structured job experience directly related to their major.

**The details**

Starting in your sophomore or junior year, you can begin terms of employment through the cooperative education program. You’ll be classified as a full-time student during each term you work full-time for an employer.

With this program, you can work full-time in your chosen field and still be on track to graduate in four to five years.

- Get academic credit for full-time, real-world work.
- Gain experience in your field that enhances your résumé.
- Meet and learn from leaders in the industry.
- Show off your skills to a potential new employer.
- Be ready to step seamlessly into the work world.
- Develop social skills and maturity.
- Learn to make informed decisions and solve real-world problems.
- Expand your network and employment contacts.
Eligibility and requirements

To be eligible, you must:

• Major in an undergraduate Fulton Schools of Engineering discipline that participates in cooperative education.
• Be in good academic standing.
• Have a minimum GPA of 3.0 for all ASU coursework.
• Be enrolled at ASU within the past 12 months.
• Be full-time, with at least 12-credit hours per semester for the past two semesters.
• Have completed 30-credit hours, with at least 12 at ASU.

International students with F-1 and J-1 visas are not eligible at this time.

To participate, you must:

• Be willing to complete at least one summer-fall or spring-summer co-op term at the bachelor’s level.
• Find and be offered a co-op with an employer willing to agree to the program requirements.
• Complete the Co-op Application. Provide it to your supervisor to complete their sections.
• Verify that the company has a Student Placement Agreement with ASU.
• Complete the Co-op Degree Completion Plan form and meet with your academic advisor.
• Meet with your financial aid advisor to review and sign the Co-op Financial Aid/Scholarships Verification form.
• Attend a co-op orientation/info session.
• If accepted into the program, register and pay for the course by the regular deadlines.
• Check the course communications while on co-op. Submit all assignments by the course due dates.

Work Terms
You will complete one full-time work term, with an option for a second. Terms are either full-time summer-fall or full-time spring-summer and are aligned with ASU’s academic calendar.

Student Status
Once you enroll in FSE 399 for one credit hour, you will be considered by ASU as a full-time student for the purposes of enrollment verification.

Scholarship and loan issues such as deferment or reinstatement must be discussed with the scholarship office prior to enrolling in FSE 399.

Evaluations
Your supervisor will provide direct feedback to you in addition to formal mid-term and final performance reviews. These evaluations comprise a large percentage of your grade.

Course advisors monitor your academic progress and work performance. This provides a structured learning experience for both the student and employer.

Work Performance
The Engineering Career Center asks employers to work with co-op participants to address performance issues. Students are expected to use the feedback provided by the employer to improve their professional demeanor and technical skills.

Contact the co-op advisor in the Engineering Career Center if you need assistance.

career.engineering.asu.edu
engineering.careers@asu.edu
660 S. Mill Ave., Suite 107
P.O. Box 875811
Tempe, AZ 85287-5811