



Undergraduate Program in Chemical and Biochemical  
Engineering  
Rutgers, The State University of New Jersey  
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# **CO-OP PROGRAM**

# Co-Op Program

## **What is a co-op program?**

The co-op program allows you to take an apprenticeship-engineering job in industry at an appropriate time during the pursuit of the B.S. degree in the discipline. The work period is usually between the junior and senior year. The duration of the co-op program is a minimum of six continuous months of full-time employment. Partial credit cannot be issued.

## **What are the requirements?**

The co-op program is different from that of an internship or other kinds of employment in that the co-op program requires: (1) the approval of the Undergraduate Director; (2) good academic standing ( $\geq 2.5$  GPA required); (3) completion of fall semester junior-level courses; (4) a written report from the student upon completion of the co-op work experience; and (5) a brief evaluation of the student's work from the immediate co-op supervisor upon completion of the co-op work experience (the evaluation must be sent directly to the Undergraduate Director).

Students must complete and return the registration form to the Undergraduate Secretary before special permission numbers will be issued for registration.

## **How many credits are allowed?**

A maximum of six (6) credits are allowed toward the 132 credits required for graduation. Students are given six credits (pass/fail) for six continuous months of successful engineering-related work in an approved job. The course numbers for co-op are 14:155:496 and 14:155:497.

## **How do I look for a co-op position?**

You are encouraged to look for the co-op position on your own. However, you can also meet with your advisor to ask for co-op job leads. Co-op positions are e-mailed to students when available. You can also contact Career Services.

## **Should I participate in the co-op program?**

If you prefer experimental and practical work to theoretical work, and if you like to work with people (or seeking the experience of working with people), the co-op experience is for you. If you need money to pay for your education, participation in the co-op program is a way to help alleviate your financial problems. Employers and graduate schools value this experience.

## **Can I get a job on campus for co-op credits?**

In general, no. Co-op credits are those earned from industrial jobs. If you are interested in doing research, register for 155:491 and 155:492, the special problems course. These do not count as co-op credits.



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## Co-Op Registration

### 155:496, 497

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name of Student    I.D. Number    Date

\_\_\_\_\_  
E-Mail address or phone number where you can be reached during Co-Op

Course No.:    [   ] 496            [   ] 497

Credits:          3  

Index No.:     \_\_\_\_\_

Semester:        [   ] Fall    [   ] Spring    Year \_\_\_\_\_

Sequence:        [   ] Summer-Fall    [   ] Spring-Summer

Name of Co-Op Company and City and State: \_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Please briefly describe your Co-Op position. What duties will you be performing? Please use the back of this form if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Undergraduate Director \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Immediate Co-Op Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE BRING THIS FORM TO THE UNDERGRADUATE ASSISTANT  
IN ROOM C-226 FOR A SPECIAL PERMISSION NUMBER.**

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**For Office Use Only**

Special Permission No.: \_\_\_\_\_ Date: \_\_\_\_\_

## **Number of Credits**

3 credits = 3 months of full-time hours

6 credits = 6 months of full-time hours

**Helpful Hint:** Please submit proof of your work schedule/hours with your registration form.

## **Co-Op Report Format**

-Title page

-Table of contents

-Executive summary

-Discussion

-Findings and conclusions

-Laboratory learning experiences and design experiences

-Safety training received

-Citations

-Pages numbered

**Helpful Hints:** Your co-op work must be scientific in nature and so must your co-op report. It must be similar to a lab report and NOT a journal entry and should include graphs, charts, statistics, analysis of your work, etc.

## **Supervisor Evaluation**

-No format required.

**Helpful Hint:** Many supervisors submit a copy of the company's evaluation.