

EGT 2910 or 2920 – Engineering Technology Cooperative Education

Student Pre-Registration Checklist

- I have visited the cooperative education website www.csmd.edu/cooperative/ and completed the co-op intake form available on that link.
- I currently have a grade point average of 2.0 or higher
- I meet (or am in the process of completing) the co-op course prerequisites: ENG 1010, ENG 2050 and ITS 1015, MTH 1120 or higher, plus 12 additional credits in EGT, ELT, MFT, or DFT
- If I am not currently working or volunteering in the area of engineering technology, I will meet with an advisor at my campus to review my resume and start the search for a job or volunteer activity. During my search process I will maintain contact with the advisor to update him/her on my progress. The advisor will assist me in the search but I am responsible for locating a work/volunteer site.
- Once I have identified a work or volunteer site involving engineering technology duties, I will contact the advisor and submit job information needed for the instructor's review. The advisor will forward the information to the instructor, who will contact me with any questions or approve me for the course.
- I will keep in touch weekly with the advisor for a status update on my request. Once the advisor has received approval from the instructor, she will assist me with registration for the course.
- I have received a letter from the Advising office notifying me of the contact information for the instructor as well as a liability release form that I will review, sign and return in the envelope provided by the advisor
- When the semester begins, I will start the course per the directions stated in the letter. If I have any questions about the course, once I have registered, I will contact the course instructor.