

To be eligible to participate in Cleveland State University's Fenn College of Engineering Cooperative Education program (Fenn Co-Op), students must complete this application form and submit it to *Cleveland State University, Fenn College of Engineering, 2121 Euclid Avenue, SH 104, Cleveland, Ohio 44115* or fax it to (216) 687-9280.

LAST NAME: **FIRST NAME:**
 (Print Clearly) (Print Clearly)

CSU ID #: **EMAIL ADDRESS:**
 (Print Clearly)

ADDRESS:
 Street City State Zip Code

PRIMARY PHONE: **ALTERNATIVE PHONE:**
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Are you a U.S. Citizen or permanent resident? YES NO

Are you a FULL-TIME CSU student majoring in ENGINEERING (or pre-engineering)? YES NO

Did you transfer to CSU from another college/university? YES NO

If YES, name of college/university: _____

Are you currently employed in a job related to Engineering? YES NO

If YES, name of employer: _____ position: _____

CSU CLASS STATUS: Freshman Sophomore Junior Senior

MAJOR DISCIPLINE: **CUMULATIVE GPA*:**
 (current)

* If your cumulative GPA is lower than 2.2, you are ineligible for the Fenn Co-Op program. Contact CSU's Career Services Center or the Fenn Co-Op Office to discuss your options.

STATEMENT OF UNDERSTANDING

1. I understand that the Fenn Co-Op program is an alternating, school/co-op, program which will prolong my studies by, typically, one year. It has a defined curriculum and schedule; any change must be approved by the Dean of Engineering and the Fenn Co-Op office.	If YES please initial →	
2. I understand that I must maintain a minimum of 2.2 cumulative GPA to remain in the Fenn Co-Op program.	If YES please initial →	
3. If I am a transfer student, I understand that I must have completed at least eight (8) credit hours of engineering coursework at CSU to be eligible to participate in the Fenn Co-Op program.	If YES please initial →	
4. I understand that I must complete all required courses in compliance with the Fenn Co-Op guidelines established by CSU and the Fenn College of Engineering.	If YES please initial →	
5. I understand that I must complete and pass (“S” grade) CSC 121 (Career Orientation course) in order to be eligible to participate in the Fenn Co-Op program.	If YES please initial →	
6. I agree to update my CSU Careerline profile and resume every semester.	If YES please initial →	
7. I understand that I must be registered as a full-time student (minimum of 12 credit hours) during the semester preceding each Fenn Co-Op semester.	If YES please initial →	
8. I understand that I must register for ESC 300 or ESC 400 for each semester I co-op.	If YES please initial →	
9. I understand that during each co-op semester, I must co-op full-time (40 hours/week) with the co-op company or organization according to my schedule per my agreement of employment with the co-op company or organization .	If YES please initial →	
10. I understand that the completion and submission of the Fenn Co-Op Learning Objectives Report, Final Report and Evaluations are mandatory in order to receive a grade in ESC 300 or ESC 400.	If YES please initial →	
11. I understand that some employers request Verification of Cooperative Education Program participation; I will be responsible for assisting in this process.	If YES please initial →	
12. I understand that I must complete a minimum of three (3) co-op semesters.	If YES please initial →	
13. I understand that I must submit this application and I must have the approval of the Fenn College of Engineering and the Fenn Co-Op program in order to participate in the program.	If YES please initial →	
14. I understand that I must communicate with my CSU Co-Op Advisor to provide a progress report at least once per co-op semester.	If YES please initial →	
15. I understand that I must communicate all information about my co-op position(s), including the name of the company and the name and contact information of my supervisor, to CSU’s Career Services Center and the Fenn Co-Op program.	If YES please initial →	

I have read, I have understood and I agree to comply with the terms and conditions of the Fenn College of Engineering Cooperative Education Program:

Student Signature:	Date:
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Fenn Co-Op Program Use Only:

Admission
Denied

Admission
Pending

Admission
Granted