



# **UH Cooperative Education Information Session**

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# UH CO-OP Office

- Although the CO-OP Office is housed in the Cullen College of Engineering, Engineering Career Center, we serve the entire student population in various colleges and departments who wish to work directly in their field of study.\*
- One staff member processes CO-OP intakes, and another staff member manages the CO-OP course sections and enters grades.
- We also provide career services for students in the Cullen College of Engineering

\*Bauer College students are served by Rockwell Career Center

# WHAT IS CO-OP?

- Documented work experience in student's field of study
- CO-OP course is a non-credit course; assigned letter grade that does not calculate into GPA
- Work Report must be completed and submitted by the deadline



# Who is eligible for CO-OP?

- Offered to all colleges, departments, and majors
- All levels (undergraduate through graduate)
- Eligible after completing at least two semesters (i.e. one academic year)
- Good standing with college
- Enrolled full-time for the long semester (i.e. fall or spring) prior to participating in CO-OP as well as the semester after participating in CO-OP (if not graduating).



# How to Apply for CO-OP: First Steps

- Obtain an official offer letter from the employer (refer to the CO-OP website for Offer Letter Requirements),
- Obtain CPT form and discuss/verify CO-OP eligibility with ISSSO, and
- Obtain required signatures on CPT form from employer and academic department.



# How to Apply for CO-OP: Next Steps

- Complete the online CO-OP application (found on CO-OP website)
- Submit all documents (as one PDF file) to [ecareers@central.uh.edu](mailto:ecareers@central.uh.edu)
  - The PDF file must include:
    - Offer letter
    - CPT form



# How to Apply for CO-OP: Final Steps

- Once all documents are submitted and approved, enroll in the appropriate CO-OP course and email proof of enrollment to the CO-OP office.
- Submit approved CPT application to ISSSO
- Begin the CO-OP internship, pay the non-refundable CO-OP fee (myUH), and review CO-OP Work Report with supervisor.
- Submit completed CO-OP Work Report (through Canvas) by submission deadline.



# Tips

- Allow at least 2-3 weeks for processing time between your department, the CO-OP office, and ISSSO
- Follow up with your academic advisor until your CPT form is signed by your department
- Check your paperwork and documents to ensure all requirements are accurately completed to avoid delays in processing
- Visit [career.egr.uh.edu/students/coop](http://career.egr.uh.edu/students/coop) for more information

