Computer Engineering Program Co-op Check List

☐ **Step 1:** Determine if you’re eligible for co-op. (Things to consider.)
  - I have sophomore class standing or higher (or completed 3 quarters successfully at Cal Poly).
  - I have identified a company with an available COOP position.
  - I am in good academic standing.

☐ **Step 2:** Review the co-op orientation materials.

☐ **Step 3:** Make an appointment with CPE Director.
  - Discuss your co-op plan
  - Discuss the technical elective option
  - Complete and submit Co-op Education Program Student Agreement Form to the CPE Office.
  - Review your co-op check list.

☐ **Step 4:** Obtain permission number for Co-op Course (CPE 494 or CPE 495).

☐ **Step 5:** Register for Co-op Class (CPE 494 or CPE 495).

☐ **Step 6:** Complete and submit the Work Information Form to the CPE Office.

☐ **Step 7:** Complete and submit monthly Progress Reports to the CPE Office.

☐ **Step 8:** Complete and submit a Professional Report.

☐ **Step 9:** Complete and submit a Student Evaluation.

☐ **Step 10:** Have your supervisor complete and submit a Supervisor Evaluation.

☐ **Step 11:** Make an appointment with the CPE Director for your final evaluation and grade.

For updated information and details, visit the CPE Co-op web site:
[http://cpe.calpoly.edu/co-op/](http://cpe.calpoly.edu/co-op/)