

GRADUATE COOPERATIVE EDUCATION PROGRAM

The graduate co-op program is intended to allow for up to 12 months of relevant professional work experience to enhance the academic experience for graduate students in the Lyle School of Engineering. The work experience must be related to the student's major area of study and is subject to these regulations:

1. Students are eligible to apply for graduate co-op only after completion of both a Fall term and Spring term at SMU.
2. Students must be in good academic standing to be admitted to the co-op with a minimum GPA of 3.000.
3. Students must secure their own co-op position.
4. Co-op positions must be full-time, and a subsequent co-op position should be with the same employer.
5. Students may not quit co-op assignments in midterm to seek a position with a different employer.
6. All paperwork must be completed prior to the deadline:
 - a. SMU graduate co-op application (requires adviser and department chair approval).
 - b. Legal agreement between SMU and employer (requires supervisor and SMU provost approval).
 - c. Curricular practical training request form for international students. (CPT form requires adviser and department chair approval.)
 - d. Offer letter from employer stating beginning and ending dates, salary per hour and job description on company letterhead and signed by supervisor. The letter must also indicate that the position is full-time (40 hours per week).
 - e. Application deadline: All co-op paperwork for the work term is due by the deadline set each term by the graduate co-op director, and the deadline is approximately two weeks before the start of the term. Note: The process to obtain an I-20 Certificate of Eligibility for Internationals takes five business days after the co-op paperwork has been completed.
7. The duration of the co-op work term must coincide with the SMU academic term.
8. Students must be enrolled in graduate co-op course ENGR 7199 while on co-op work assignments.
9. Students are not permitted to take any courses during their co-op assignment. The only exception is that students may take their final course while participating in co-op in their last term.
10. Students may take a minimum of one co-op work term but cannot exceed 12 months of co-op work terms.
11. Students may take spring/summer or summer/fall back-to-back work terms (fall/spring and spring/fall back-to-back work terms are not allowed.).
12. Students must submit a report at the end of each work term, signed by the student's supervisor, academic adviser and department chair, no later than two weeks after the end of the co-op work term.
13. Students must read and become familiar with the graduate engineering co-op policy.

ENGR 8199 GRADUATE ENGINEERING CO-OP

Catalog Course Description:

Each course represents a term of industrial work activity in connection with the Graduate Cooperative Education Program. The course grade is determined by a written report submitted by the student about the Co-op assignment and how it relates to their academic plan of study. The course can only be taken for Pass/Fail credit.

Prerequisites:

Must have completed a Fall term and a Spring term at SMU.

Administration:

The Lyle Graduate Co-op Program is administered by Marc P. Valerin. Please refer to the Graduate Cooperative Education Program catalog copy for details.