

IME Department Co-op Frequently Asked Questions

What is the co-op?

The IME co-op isn't just work experience credit, it's also an opportunity to make valuable industry contacts, learn new skills, and even begin a successful and challenging career. Most students go on co-op for 2 consecutive quarters. Co-ops are generally paid jobs, but students still need to register for IME495 and pay their registration fees. IME students can also receive up to 4 units of IME400 Technical Elective credit while on registered co-op (maximum 2 units per quarter).

What do I need to do before I go on my co-op?

- Before you accept a co-op position, make sure you meet the following requirements.
 - You have completed at least one quarter at Cal Poly.
 - You have (minimum) sophomore standing.
 - You maintain at least a 2.0 GPA.
 - You have at least one quarter left before graduation from Cal Poly.
- Obtain a Student Agreement Form from Cal Poly Career Services.
- Turn in the completed Student Agreement form to the IME Department office (26-100). The IME Department staff will provide you with additional information you will need to start your co-op.
- Obtain CAPTURE codes from the IME Department office.

What do I need to do while on co-op to ensure I get credit for it?

- At the end of your second week of co-op, return your Work Information Form (from the IME Information packet) to the IME Department office.
- Obtain CAPTURE codes from the IME Department office if you need them for your second quarter of co-op. The office can only send you CAPTURE codes if you have returned your Work Information Form.

Keep a detailed daily or weekly log of what you do on co-op. This will help you create the professional co-op report that you need to submit when you return from your co-op.

What do I need to do when I return from my co-op?

- Complete and submit your professional co-op report and weekly log within a week of your return.
- Complete your Student Evaluation Form and return it to the IME Department office.

If you want IME 400 Technical Elective credit,

- complete your Special Problems Form and return it to the IME Department office.

For more information, refer to the co-op packet provided by the IME Department or contact the IME Department office or Cal Poly Career Services.

IME Department
Building 26, Room 100
Phone: (805) 756-2342
<http://www.ime.calpoly.edu>
rwelch@calpoly.edu

Career Services
Building 124
Phone: 805-756-2501
<http://www.careerservices.calpoly.edu>