Process for Reporting Co-op/Summer Intern Offers (No credit desired)

1.) Accept position with employer, either verbally or in writing.

2.) Notify all other employers you are no longer available for employment.

3.) Log in to myECS and report position in Job Offer sections of website.

4.) ECS will review and accept the information or contact you if additional details are required. Your account will be inactivated so employers know you are no longer searching.

Process for Reporting Co-op/Summer Intern Offers to Receive Academic Credit

1.) Accept position with employer, either verbally or in writing.

2.) Notify all other employers you are no longer available for employment.

3.) Log in to myECS and report position in Job Offer sections of website.

4.) ECS will review and accept the information or contact you if additional details are required. Your account will be inactivated so employers know you are no longer searching.

5.) Submit a copy of the employer offer letter/e-mail to ECS.

6.) Attend a mandatory Work Meeting at the end of the semester. See the ECS calendar for times/dates/locations. (Graduate students do not need to attend a meeting, but should pick up Graduate Work Packet in ECS.)

5.) After the meeting, you will be authorized to register for the co-op course.

Common Questions for Undergraduates

1.) How much is tuition?
Undergrads pay for 1 credit of UW-Madison tuition and prorated differential tuition for 1 credit. (Grads pay for 2 credits of tuition - 1 credit for summer.)

2.) Am I considered a full-time student?
If you register for the co-op course, you are considered full-time for insurance and deferral of student loans.

3.) Will I receive financial aid?
Students do not receive loans/grants since tuition is only for 1 credit. Scholarships are addressed case by case, so you need to contact your scholarship provider.

4.) Is the co-op credit graded?
Yes. Course requirements are explained at the Work Meetings. The course may count toward graduation requirements. Consult with your advisor about whether the credit can help meet your graduation requirements. Students must register according to UW-Madison registration dates/deadlines. No retro-credit.

5.) Do I have to take credit?
During fall or spring semesters, it is required. Your employer hires you under the condition that you are a student. International students must take credit for CPT authorization during summer, fall and spring terms. For US Citizens/US Permanent Residents the summer credit is optional.
6.) What are the course requirements?
Requirements are explained at the work meeting. Most students will write a 1200 word report on the experience and complete several evaluations.

7.) What if I want to quit early?
Do not terminate employment without first speaking to an ECS staff member. Early termination will result in loss of ECS privileges for one academic year.

Work Meetings for Undergraduates
A schedule of Work Meetings will be posted on the ECS website calendar – https://ecs.engr.wisc.edu
Students should attend the semester prior to beginning work. Meetings are offered in Nov/Dec and April/May of each year.

Work Meetings for Graduate Students
GRADUATE students do not need to attend a Work Meeting, but should pick up a Work Packet from ECS.

How to Use Your Co-op Credit to Meet Degree Requirements

Biomedical Engineering. Can apply one co-op credit towards BME 200, 201, 300 or 301. In addition, students may use one summer intern credit as a technical elective.

Chemical & Biological Engineering. Can apply up to 2 co-op credits towards ChE electives. Seniors have also taken Prof. Root’s Chemical Engineering Connections course for one credit as a way to get their coop+seminar up to 3 credits for the ChE elective equivalent.

Civil and Environmental Engineering. Will accept up to 3 co-op credits as applied engineering electives. To receive design credit for each co-op credit, a technical report must be submitted and approved by the advisor. CEM Option requires 2 credits of co-op/intern.

Electrical and Computer Engineering. Will accept up to one co-op credit on the advanced course electives. No special requirements.

Engineering Mechanics and Astronautics. Will accept up to three co-op credits to be used as a Technical Elective.

Geological Engineering. New curriculum demands leave no free space for electives. It is possible, however, to switch the co-op credit with a required design credit or engineering science credit.

Industrial & Systems Engineering. Industrial & Systems Engineering. Any credits will be used as ISyE Technical Electives, subcategory 5) Undesignated. There is no limit to the number of co-op or internship credits that can be applied toward the degree.

Materials Science and Engineering. May apply 1 co-op credit toward MS&E electives. No special requirements.

Mechanical Engineering. One co-op credit can be used for a technical elective. Other co-op credits may be used as free electives.

Nuclear Engineering/Engineering Physics. Co-op credit may not be applied toward degree requirement.

You are advised to consult with your academic advisor or the department office to ensure the current application within your department.

Professional Engineer

It may be possible to obtain credit for up to a year of cooperative education experience toward fulfilling requirements to become a certified professional engineer. This status is required for many jobs in the engineering field and can be an especially important consideration in employee review for promotion. In order to obtain credit for work experience you must have registered for the co-op credit at the time of your first work term. For details see the Department of Regulation and Licensing for the state in which you wish to be registered.