CO-OP/INTERNSHIP COURSE APPROVAL AND REGISTRATION

Once you have accepted an internship offer, you must register for the Engineering Co-op/Intern course and pay the necessary fees before you can request CPT authorization from ISSS. **You must complete these steps prior to starting** each co-op work assignment and preferably before the first day of classes.

Co-op/Internship Program Registration (ENCO)

There are a few steps you need to take once you have been offered a co-op/internship position with an organization **BEFORE** you can begin working. Bring your letter in as soon as possible since it can take 2-3 days or more to complete the steps required for CPT authorization.

1. Get an offer letter on official company letterhead from your employer that states the following:
   - Your name
   - Specific start and end dates of your internship
   - Number of hours per week you will work (you may not work more than 20 hours/week during the semester but are not limited during summer and winter breaks)
   - Job title, and the specific term co-op or intern
   - Job description, at least 2-3 sentences that makes it apparent how the position relates to your major and/or curriculum
   - Name of supervisor
   - Address of your workplace
   - Salary/amount of compensation

2. Your employer must complete and sign a copy of our Co-op/Intern & Supervisor Agreement form, found on the next page of this handout.

3. Bring both the offer letter and agreement form to the Engineering Co-op & Career Services Office in 1131 Glenn L. Martin Hall, any time Monday - Friday between 8:30 AM and 4:30 PM. If your letter meets all of the above requirements, it will take about 15 minutes to meet with a staff member and complete the required paperwork to enroll in the Co-op/Intern Course. At the meeting you will complete the following forms:
   - Co-op Student Agreement Form
   - Work/Study Schedule Form

4. You will receive an electronic stamp to register for the ENCO course on Testudo. While you are still in the Co-op Office, you will register for ENCO for the term(s) you will be working. ENCO is a zero credit course that is required for all students enrolled in the Engineering Co-op/Intern Program.

5. Take your offer letter and Supervisor Agreement to ISSS to request CPT authorization. If everything is in order, ISSS will grant you CPT permission on your I-20 for the exact dates of your employment.

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Questions about Co-op/Internships?
Contact:
Engineering Co-op & Career Services
1131 Glenn L. Martin Hall
(301) 405-3863 phone
(301) 314-9867 fax
careerengr@umd.edu
http://www.careerengr.umd.edu/students/international
Walk-in office hours: Monday - Friday, 8:30-4:30

Questions about CPT or OPT?
Contact:
International Student & Scholar Services (ISSS)
3109 Susquehanna Hall
(301) 314-7740 phone
http://globalmaryland.umd.edu/offices/international-students-scholar-services
See website for information on walk-in hours, online chat and appointments.
# CO-OP/INTERN & SUPERVISOR AGREEMENT

## Employer Responsibilities

1. Provide selected student with professional-level employment. Work assignments should relate to student’s major, be considered a significant educational experience, involve creative problem solving and not be limited to repetitive or routine tasks. Provide student with a fair and competitive salary.

2. Provide student employee with quality training, guidance, and direction. If appropriate, provide increased levels of responsibility as experience and expertise are gained.

3. Make a good faith effort to employ student for a minimum of at least one semester or summer.

4. Complete a written performance evaluation for student at the end of each work period, using an in-house evaluation form or one provided by the Engineering Co-op Office.

5. The supervisor also agrees not to make any offer of employment which would be in conflict with the student’s academic commitments.

6. When hiring an international student, this document does not make the supervisor responsible for monitoring the student’s visa status or sponsoring a student for permanent employment.

## Student Responsibilities

1. Be enrolled in a degree program in the Clark School of Engineering.

2. Maintain satisfactory academic progress while enrolled in the Co-op/Internship Program.

3. Register in the Engineering Co-op/Internship Program before beginning work. In addition, international students may not begin working until work authorization is received through International Student & Scholar Services (ISSS).

4. Agree to work for the period of time outlined in the offer letter and approved by the Engineering Co-op Office.

5. Complete a Co-op Student Work Report and receive a satisfactory supervisor performance evaluation after each semester or summer of work.

## Signature and Contact Information

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**Engineering Co-op Office Signature**

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**Engineering Co-op Office Phone:** (301) 405-3863

**Engineering Co-op Office Fax:** (301) 314-9867

Name of Employing Company/Organization: ____________________________

Mailing Address: _________________________________________________

Work site Address: _____________________________________________

Supervisor Phone: ________________ Fax: ________________ E-mail: ____________________________