

UNIVERSITY of HOUSTON

COOPERATIVE EDUCATION PROGRAM



ISSS Employment Seminar

Spring 2019

Presented by Dr. Norman

Our Team

Dr. Norman

Program Manager and Professor

Shanese Valyan

Program Assistant and TA



UNIVERSITY of HOUSTON

CULLEN COLLEGE of ENGINEERING Cooperative Education Program

**Engineering Building 2
Room E312, 3rd Floor**

**Office Hours: Mon-Fri
8am-12pm & 1pm-4pm**

**(713) 743-4230
www.egr.uh.edu/coop**



- **Documented off-campus work experience in field of study**
- **Gain valuable experience = resume and career development**
- **Part-time or Full-time intern**
- **0 credits - does not calculate into GPA**



What is CO-OP?

- **Actively enrolled full-time UH students in good academic standing***
- **International students with F1-Visa's only**
- **U.S. Citizens**
- **DACA**
- **Permanent Residents**



Eligibility?

Part-time Intern

- 20 hours or less per week
- FALL, SPRING, SUMMER



Full-time Intern

- 21 hours or more per week
- F1 SUMMERS ONLY-
unless graduating with
Reduced Class Load
approval

Part Time or Full Time

CPT Application



- Work experience is processed one semester at a time
- All internships, even non-paid, are processed using CPT
- **Must be enrolled at least 2 full fall/spring terms in the U.S. before CO-OP**

Options #2 and #3 are handled by the departments and ISSS for course credit

CPT Option 1

- **Future Job Offer Letter**
- **Completed CPT Application**
- **Copy of Department Subplan**



COOP Documents

- 1. Complete the CO-OP application**
- 2. Register for the CO-OP course**
- 3. Pay the CO-OP fee (\$215)**
- 4. Complete the CO-OP Work Report**



CO-OP Program Requirements



NO PLAGIARISM

COOP Work Report

UNIVERSITY of HOUSTON | CO-OP

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