Check List / Authorization to Enroll
Co-Op Students B AD 3700 Sec 015

Name: ________________________________

SID#: ________________________________

Major: ________________________________

Name of company: ______________________

Required Documents:  

1. ____ Co-Op Student Application to earn course credit  
2. ____ Co-Op Student Acknowledgement & Release (Attachment A to Application)  
3. ____ GPA Verification (to be completed by IC): GPA ____  
4. ____ Description of Co-Op (to be completed by employer)  
5. ____ Memorandum of Understanding (to be signed by Student Employer)  
6. ____ Letter and copy of Employer Practicum and Student Practicum/Attachment mailed to employer  
7. ____ Bi-weekly journal example (to be given to Co-Op Student by IC)  
8. ____ Letter and evaluation form mailed to employer (End of Semester)  
9. ____ IC notification regarding end of semester evaluation by Student and the Final Report  

NOTE: Evaluation Report Guidelines and Student Evaluation form are placed in D2L (End of Semester)

For International Students:

10. ____ Letter from employer offering job  

Note: Student needs a letter from Undergraduate Programs for International Student Services

**Authorization to Enroll By Internship Coordinator (IC)**

Semester: ____________________________  

____ Permission to enroll on-line given by IC on ______[date] @_____[time]  

____ Add/drop slip prepared for student on _____ by ________ (ILO of on-line enrollment)

Updated October 26, 2012