**PROPOSED POLICY FOR ALLOWING SENIOR DESIGN STUDENTS TO PARTICIPATE IN CO-OP PRGRAM**

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**December 11, 2013**

**Rev D**

Senior design students interested in participating in Co-op programs while completing their Senior Design II (MECE 4362) from another location must satisfy following eligibility requirements:

1. Have an institutional GPA of 3.0 or above
2. Have completed Senior Design I (MECE 4361) with an A
3. Make appropriate arrangements with his/her employer, Faculty Advisor(s), and team members to attend at least 80% of Faculty Advisor’s meeting via skype and/or other similar electronic communications protocols
4. Develop appropriate participation/performance measuring forms to monitor the progress and satisfy his/her team members & Faculty Advisors (These forms include, but not limited to, clear definitions of tasks\* to be performed and means to evaluate them objectively)
5. Conform to this protocol by duly signing and dating these forms (Developed by the team and approved by cognizant faculties) in a timely manner
6. Physically participate in the final Senior Design II presentation
7. Written approval from the Faculty Advisor(s)
8. Written approval from the Course Advisor(s)

It is the responsibility of the student to collect and submit all these requirements to appropriate faculties including the Chair.

……………………………………………………………….. (Student) Date……………………………………………..

\* Typical examples of tasks include data analysis, draft report, ppt slide preparation, complementary research, etc.

**TO WHOM IT MAY CONCERN**

We,………………………………………………………………………………………………………………………………………………………, agree to allow Mr./Ms. …………………………………………………………………………………………………………………………… to accept his/her Co-op program in ………………………………………………………………….(name of the company) at

……………………………………………………(location) for ……………………………(semester/year).

(S)He has satisfied all the needed requirements for this waiver.

…………………………………………………… (FACULTY ADVISOR) Date…………………………………………………

…………………………………………………… (FACULTY ADVISOR) Date…………………………………………………..

…………………………………………………… (COURSE ADVISOR) Date………………………………………………….

……………………………………………………………. (Team Member 1) Date…………………………………………………

……………………………………………………………. (Team Member 2) Date…………………………………………………

……………………………………………………………. (Team Member 3) Date…………………………………………………