

Engineering Co-op Guide

The Engineering Co-op Program is offered to students in the School of Engineering & Applied Science and is designed to give students the opportunity to apply theories and skills learned in the classroom to real work situations. This is a cost-effective recruiting, employment and training program. In many cases, co-op students are able to perform duties usually assigned to entry-level engineers. Many organizations have seen the value in hiring Washington University students for co-ops and visit our Top Employers section to view companies that have hired Washington University students.

HOW THE CO-OP PROGRAM WORKS:

Co-op students work full-time for a minimum of one semester and one summer, although some students choose to work for up to an entire year. Students are interested in responsibilities corresponding to their academic degrees and are paid by the employer. Since they maintain full-time student status while co-oping, they are often covered under their current health insurance. As a result, you are under no obligation to offer the same benefits as permanent, full-time employees.

By having a Washington University student in a co-op, your organization will:

- Preview talented students as future employees without the obligation of a permanent commitment
- Gain access to pre-screened, motivated students who possess a wide range of skills that are trained in the newest technology
- Utilize cost-effective recruitment and training of potential future employees
- Release higher paid employees to do higher priority work
- Provide a low-risk supervisory experience for present employees
- Meet personnel demands during peak seasons and for special projects
- Gain access to a continuous flow of new talent and ideas
- Co-op students returning to campus are great public relations agents and can have a positive effect on a company's recruitment efforts

IMPORTANT CHECKLIST FOR EMPLOYERS:

- We ask that co-op employers relate positions to specific fields of study and clearly define job responsibilities.
- A supervisor should be identified who will help the student meet his/her objectives and evaluate the student at the midpoint and at the end of the co-op experience.
- Employers should plan the experience so that, whenever possible, levels of difficulty and responsibility increase as the student develops new skills.
- Please inform us of any change in the student's employment status.
- Employers will need to sign an employment agreement committing to a specified number of work hours for the semester.

TIMING:

We encourage you to post co-op positions with the Career Center early in the semester preceding the co-op term. By beginning as early in the recruitment season as possible, you are more apt to yield a complete selection of students.

- For the summer/fall co-op term, please contact the Career Center by January.
- For the spring/summer co-op term, please contact the Career Center by September.



POSTING A CO-OP:

To post a co-op, contact Sue Kruessel at (314) 935-4354 or suekruessel@wustl.edu with the following information:

- Job title and description, including responsibilities and required/desired skill sets
- Applicable Engineering Majors
- City/State of job location
- Application deadline
- E-mail of contact to receive resumes
- Dates you wish to interview on campus (in order of preference)

