Concordia University
Institute for Co-operative Education

Application process for Admission into Co-op for Undergraduate Students in the
Gina Cody School of Engineering & Computer Science

Students wishing to join Concordia University's Co-op Program must make an application by undertaking the following three steps, **prior to the DNE Deadline every term**.

1. Complete the *Co-op Summary Report* and *Proposed course Plan Form* for your respective program;
2. Bring the *Co-op Summary Report* and *Proposed course Plan Form* for approval to your Co-op Academic Director (see list below);
3. Submit the **approved and signed** forms to the Co-op Office (1550 Blvd. Maisonneuve W, GM 4th floor, suite430) *prior to the semester's DNE deadline, at the time of admission* (i.e. prior to mid-May, mid-September or mid-January's University DNE deadline).

Contact list for the Co-op Academic Directors:

Co-op Academic Directors	Programs	Coordinates
Dr. Carole El Ayoubi	Aerospace, Mechanical & Industrial Engineering	S-EV 4229 514-848-2424 ext. 7947 carole.elayoubi@concordia.ca
Dr. Lucia Tirca	Building, Civil & Environmental Engineering	S-EV 6211 514-848-2424 ext. 7924 tirca@encs.concordia.ca
Dr. Rajagopalan Jayakumar	Computer Science & Software Engineering	S-EV 3151 514-848-2424 ext. 3011 jayakumar@cs.concordia.ca
Dr. Zahangir Kabir	Electrical Engineering	S-EV 16183 514-848-2424 ext. 5688 kabir@encs.concordia.ca
Dr. Bahareh Goodarzi	Computer Engineering	S-EV 5245 514-848-2424 ext. 7256 b_goodar@encs.concordia.ca

If you have any questions, please contact your respective Co-op Program Coordinator below:

Frederick Francis (MECH, INDU, AERO); 514-848-2424 ext. 3958, frederick.francis@concordia.ca

Anna Sommer (INDU); 514-848-2424 ext. 4605, anna.sommer@concordia.ca

Gail Knafo (COEN, COMP, SOEN); 514-848-2424 ext. 3931, gail.knafo@concordia.ca

Allison DaCosta (COMP); 514-848-2424 ext. 4710, allison.dacosta@concordia.ca

Nadia Mazzaferro (BLDG, CIVI, ELEC); 514-848-2424 ext. 3952, nadia.mazzaferro@concordia.ca

Gina Cody School of Engineering & Computer Science
Co-op Summary Report

Academic Information:

First Name & Last Name:

Student ID:

Program: _____ **Option:**

As seen on your student transcript (on your My Concordia portal):

Credits required to graduate:_____ **Credits completed to date:**_____ **Cumulative GPA (if any):**_____

Are you currently enrolled in the Industrial Experience (INEX) option? **Yes**____ **No** ____

If so, have you completed a work term yet? Yes____**No** _____

Please note that incomplete forms (i.e. missing courses, missing signatures) will not be accepted.

When completing your "**Proposed Course Plan form**" (next page), please be sure to follow the below Co-op requirements when creating your course plan:

1. Students must have a CGPA of at least 2.5 at the time of application, and maintain at least 2.5 throughout enrollment in the program
2. Students must begin and end their course plan with a study term;
3. Students must have at least 2 **full** study terms prior to their first work term;
4. Students must return to school for a full-time study term after each work term, and return to at least part-time study after the final work term;
5. Students must complete ENCS 282 prior to their first work term;
6. Students must maintain full time status every study term, including summer semesters (12 credits or more);
7. Students must have 3 work terms prior to their final study term;
8. Students cannot schedule a work term while taking their capstone;
9. Students must do at least **one** work term in a semester other than the summer semester.

For help, see the GCS course sequences website

I understand that the Gina Cody School of Engineering & Computer Science creates a course sequence for students in the regular program and a course sequence for students in the Co-op program. If a Co-op student does not follow the course sequence created by the School, he/she runs the risk of having registration problems. This could result in delayed graduation, inability to study full-time, and the withdrawal of Co-op.

The Co-op Academic Director can propose a new course plan, **but there is no guarantee** that the new course plan will work because of the reasons mentioned above

Student's signature:_____ **Date:** _____

Proposed Course Plan Form

PLEASE PRINT CLEARLY.

Name of Student	I.D. Number	Program of Study

PLEASE INDICATE THE YEAR SESSION FOR EACH SEMESTER (i.e. FALL 2018, WINTER 2019, SUMMER 2019).

Year Session	Fall 20	Winter 20	Summer 20
Year 1	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
	Fall 20	**Winter 20**	**Summer 20**
Year 2	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
	Fall 20	**Winter 20**	**Summer 20**
Year 3	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
	Fall 20	**Winter 20**	**Summer 20**
Year 4	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Verified by:_____ **Date:** _____
          Co-op Academic Director Signature required