

## 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 4<sup>th</sup> floor, suite 430) **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:

Academic Directors	Programs	Coordinates
Dr. Carole El Ayoubi	Aerospace, Mechanical & Industrial engineering	S-EV 4111 514-848-2424 ext. 7947 <a href="mailto:carole.elayoubi@concordia.ca">carole.elayoubi@concordia.ca</a>
Dr. Lucia Tirca	Building & Civil engineering	S-EV 6211 514-848-2424 ext. 7924 <a href="mailto:tirca@encs.concordia.ca">tirca@encs.concordia.ca</a>
Dr. Rajagopalan Jayakumar	Computer Science & Software engineering	S-EV 3151 514-848-2424 ext. 3011 <a href="mailto:jayakumar@cs.concordia.ca">jayakumar@cs.concordia.ca</a>
Dr. Zahangir Kabir	Computer & Electrical engineering	S-EV 16183 514-848-2424 ext. 5688 <a href="mailto:kabir@encs.concordia.ca">kabir@encs.concordia.ca</a>

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](mailto:frederick.francis@concordia.ca)

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

**Nadia Mazzaferro** (BLDG, CIVI, ELEC); 514-848-2424 ext. 3952, [nadia.mazzaferro@concordia.ca](mailto: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):** \_\_\_\_\_

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

**For help:** <http://encs.concordia.ca/current-students/undergraduate-program-requirements/course-sequences/>

**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 faculty, 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 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. _____	1. _____	1. _____
	2. _____	2. _____	2. _____
	3. _____	3. _____	3. _____
	4. _____	4. _____	4. _____
	5. _____	5. _____	5. _____
Year 2	1. _____	1. _____	1. _____
	2. _____	2. _____	2. _____
	3. _____	3. _____	3. _____
	4. _____	4. _____	4. _____
	5. _____	5. _____	5. _____
Year 3	1. _____	1. _____	1. _____
	2. _____	2. _____	2. _____
	3. _____	3. _____	3. _____
	4. _____	4. _____	4. _____
	5. _____	5. _____	5. _____
Year 4	1. _____	1. _____	1. _____
	2. _____	2. _____	2. _____
	3. _____	3. _____	3. _____
	4. _____	4. _____	4. _____
	5. _____	5. _____	5. _____

Verified by: \_\_\_\_\_  
*Co-op Academic Director or Program Assistant Signature required*

Date: \_\_\_\_\_