Internship/Cooperative Education Registration Checklist

Initial Procedures:

- Follow up verbal acceptance of job offer with a written acceptance letter.
- Meet with your advisor to discuss effect of the work assignment on schedule and future semesters.
- Contact the Academic Services Manager for general questions about your internship or co-op.

Requirements For Credit for Each Work Term:

- Go to your department secretary to complete a Change of Registration form. This is the only way you can register for the internship or co-op credit. Failure to register for the internship or co-op will result in no credit for that work term and loss of your status as a full-time student and associated benefits.
- Complete the Learning Agreement. Discuss your learning objectives and strategies with your site supervisor. Return the completed form to the Academic Services Manager by the end of the third week of work.
- Make sure that your supervisor completes the Performance Evaluation at the end of each work term. The evaluation will be forwarded to your site supervisor approximately one month before the end of the work term and must be submitted to the Academic Services Manager by the last day of classes for the term.
- Complete your 4-5 page Reflection Paper discussing how you reached your learning objectives and submit to the Academic Services Manager no later than the last day of classes for the term.

Important Procedures for Each Work Term:

- Gain your academic advisor’s approval prior to registering for any academic course that will be taken during a work term.
- Visit housing, financial aid, and parking offices to discuss the effect of your work assignment and student status during the work term.
- If you would like to be exempt from the commuter meal plan cost, fill out the commuter meal plan exemption form here: http://www.slu.edu/Documents/facilities/parking/Commuter-Meal-Plan-Exemption-Request.pdf
- Adhere to course registration, housing, financial aid, and parking deadlines which will occur during your work terms.
- Check your campus email account during work terms.
- Maintain regular contact with your faculty mentor and/or Academic Services Manager throughout work and school terms to discuss concerns, problems or questions that may arise.
- Contact your academic advisor to complete registration for the next academic term.