

WORK SEMESTER CHECKLIST

*This is a general checklist and does not include employer requirements or individual circumstances.

THINGS TO DO BEFORE YOU LEAVE CAMPUS TO BEGIN WORK

ACADEMIC

- **Request enrollment in Engineering 4191**
For instructions, please visit [ENGR 4191 on our website](#). ENGR 4191 will record the co-op or internship experience on your transcript as "professional practice." Enrollment also allows the generation of your registration materials and retains your student benefits, such as use of the health center, athletic facilities (at an additional cost), libraries, and eligibility for athletic tickets. If you receive VA benefits make sure you are enrolled in the full-term section during the summer.
- **Drop your other classes**
If you obtain your position after classes have begun, talk to us regarding the possibility of being enrolled in Engineering 4191 **before** you drop your other classes. You will also need to remove yourself from any waitlisted courses.
- **Talk to your Academic Advisor**
Explain that you will be working for the semester and discuss scheduling considerations for your next semester of classes in advance.

FINANCIAL

- **Pay your fees by the due date**
Check your online [Statement of Account](#) for the balance associated with enrollment in ENGR 4191. *Unless you specifically ask Financial Aid to have your scholarships adjusted, your scholarships will not automatically cover your fees.
- **Financial Aid and University Scholarship students**
Meet with a [Financial Aid Counselor](#) to assess how co-oping will affect financial aid. *Financial aid does not post for co-op semesters. **Engineering scholarship students** should meet with a member of the COE scholarship team. eng-coe-scholarships@osu.edu
- **Health Insurance**
Ohio State students are required to carry adequate health insurance. This requirement may be met either by enrolling in the University-sponsored Student Health Insurance Plan (SHIP) or by enrollment in another health insurance plan offering comparable coverage. Please contact SHIP for further information at shi_info@osu.edu or (614) 688-7979.
- **Personal car or health insurance**
If your insurance requires proof of your enrollment status, email your request for an enrollment status letter to eng-ecs@osu.edu.
- **Recreation and Athletics**
If you will be purchasing athletic tickets, greens fees at the Ohio State Golf Course, or a recreation center membership, you may need an enrollment status letter from our office. Email your request for an enrollment status letter to eng-ecs@osu.edu.

HOUSING

- **Students living in Residence Halls**
If you are working too far to commute and are enrolled in ENGR 4191, you can have residence hall contracts inactivated for that semester. If you need your contract inactivated, please advise when you request enrollment in ENGR 4191. *Please contact [Ohio State Housing](#) (614-292-8266) directly to confirm cancellation and for information about future semesters' contracts.
- **If you need to find or sublet an apartment**, contact [Neighborhood Services and Collaborations](#) at (614) 292-0100.

SPECIAL GROUPS

- **Overseas Employment**
If you have accepted a co-op or internship position overseas, visit the [Office of International Affairs \(OIA\)](#) for information on supplemental insurance, health issues and safety precautions. Contact OIA for further information at (614) 292-6101.
- **Student Athletes**
Student athletes must meet with a counselor in the [Athletic Compliance Office](#).
- **International Students**
 - Confirm you have CPT approval with the [Office of International Affairs \(OIA\)](#) and you have received your new I-20. The I-20 is necessary to avoid violating your Student Visa. A violation could result in your being forced to leave the U.S.
 - Submit a copy of your new I-20 to ECS so that we may make a record of it.

THINGS TO DO DURING YOUR WORK SEMESTER

FOR ALL COE STUDENTS *whether enrolled in ENGR 4191 or not

- **CHECK and READ YOUR EMAIL throughout the semester!**
- **Complete the Early Experience Check-in information survey**
This survey will be emailed to you at the second week of the semester to check-in and gather your supervisor's contact information. For students enrolled in ENGR 4191 the survey is included in your assignments in CarmenCanvas. Complete this survey as soon as possible once received.
- **Complete the Experience Evaluation survey**
This survey will be emailed to you approximately 2 weeks prior to the end of the semester. For students enrolled in ENGR 4191, the survey is included in your assignments in CarmenCanvas and is **required** to receive a Satisfactory grade for the course. [Preview the Experience Evaluation questions here](#).
- **Ask your supervisor to complete the Performance Evaluation survey**
Your supervisor will receive the Performance Evaluation survey at the email address provided in the Early Experience Check-In survey approximately 2 weeks prior to the end of the semester. The Performance Evaluations should be submitted by the last day of classes for each semester you work. If your supervisor does not receive the email, please contact us and we can send it directly.
- **Join the ECS Internship and Co-op Experience GroupMe**
In this [GroupMe](#), OSU COE students currently working at an internship or co-op can chat, ask questions, share pictures, experiences, and information with each other. We hope you will take advantage of this resource to connect with other OSU engineering students, share and have some fun while you are working!
- **Schedule classes** for the semester you will be returning to campus
***or Submit a new experience and ENGR 4191 enrollment request in Handshake if you are working another semester.**
- **Autumn co-ops/interns must be sure to complete Financial Aid applications by the February deadline.**