Cooperative Education Student Policy

Students who participate in the Co-op Program represent the University and the Co-op Program to your co-op employer and company. Your performance and productivity as a co-op student often opens doors of opportunity for you and future co-op students, strengthens the partnership between CWRU and the employing organization, facilitates collaboration between faculty and the organization, and supports research opportunities. Clearly, you play a very important role as a Case Co-op Student.

All aspects of the Co-op Program are designed to optimize your co-op learning experience and set you on course for a successful professional career. The co-op staff’s short term goal is to assist you in the process of securing a co-op. Our long term goals are to prepare you for the successful completion of your co-op, exceed employer expectations, and then be the preferred candidate when applying for full time jobs or graduate school. All aspects and requirements of the Program are designed for your future success. We are a team, we work together; so your cooperation and commitment is important. This policy is a check-list of your responsibilities as a co-op student.

The Director of the Co-op Program has the discretion to approve or not approve student participation based on the student’s ability to adhere to the standards of the Co-op Program which includes academic status, work history, maturity and professionalism. If necessary, this document may be used for accountability purposes and non-compliance with this policy may result in the process for removal of Cooperative Education from your transcript.

To be registered for Cooperative Education and maintain it on your transcript, the following criteria must be adhered to. Please initial your acknowledgement next to each criteria.

Co-op Standards and Guidelines (Pre-Co-op)
Part I

1. ___ Complete the a) Co-op Application form (requires Co-op faculty advisor’s signature) b) the Co-op Student Policy form and c) the CWRULink Experiential Learning application. Submit documents a and b to the co-op staff in Nord 312.

2. ___ Immediately notify the co-op staff of your acceptance of a co-op assignment. Submit a copy of the offer letter to the co-op staff in Nord 312.

3. ___ If a company offers you a co-op position and is not active with Case Co-op Program, the co-op staff must approve the organization and the job description before you accept the co-op.

4. ___ When you accept a co-op position, either verbally or in writing, decline future invitations to an interview.

5. ___ A company’s offer letter may include text such as “We reserve the right to employ at will. This means that employment can be terminated, with or without cause, and with or without notice, at any time, at the option of the company or at the option of the employee.”
Be advised this **DOES NOT** translate to permission to change your mind, renege the offer, and accept an offer with another company. The co-op staff considers this unprofessional and unacceptable.

Registration
1. ___ Register for Co-op in SIS each semester you are on co-op. When you register, the co-op course will appear on your transcript. The co-op fee for the 1st co-op is $300; for the 2nd and 3rd co-op the fee is $150. Undergraduate students will register for co-op 1 for your first co-op, co-op 2 for your second, and co-op 3 for your third. The co-op course for graduate students is: ENGR 400 and the fee is $300.

2. ___ Registration for co-op maintains full-time student status. Without full-time status, payment of student loans may be required and the student is not considered enrolled at the University.

3. ___ Complete the Co-placement form in CWRULink, located in My Account, Experiential Learning.

CWRU Health Services and Medical Insurance, and Financial Aid
1. ___ Since co-op is a zero (0) credit course, students are NOT automatically charged or enrolled in the Student Medical Plan. Contact Student Health Services to purchase the CWRU medical plan: (216) 368-3049 OR MEDICALPLAN@CASE.EDU

2. ___ Financial aid and scholarship money is NOT awarded during the co-op term. It is your responsibility to contact the Financial Aid Office to notify them of your co-op and to ask for instructions on how to defer your loans and scholarships.

Co-op Standards and Guidelines (During your co-op)
Part II
1. ___ Conduct yourself in a professional manner that represents the reputation of Case Western Reserve University and the Co-op Program.

2. ___ Personal concerns or workplace issues that emerge should be discussed immediately with the Co-op Director, during the co-op work term. Please don’t let an unprofessional or disappointing situation continue without guidance and perhaps intervention.

3. ___ Complete the co-op term at your co-op company. You are not permitted to leave a co-op assignment without the approval of the Co-op Director. Final approval for leaving an assignment requires a process determined by the Co-op Director.

4. ___ If you terminate your co-op without the approval of the Co-op Director, your co-op will be removed from your transcript.

5. ___ During the 1st week of your co-op, complete the Experiential Learning sections on your CWRULink file. Meet with your co-op supervisor or mentor to discuss your co-op learning goals.
6. ___ Your co-op supervisor will complete the Student Performance Evaluation; mid-way and at the end of your co-op. Remind your supervisor to conduct these evaluations.

7. ___ At the end of your co-op, complete the Student Co-op Evaluations in CWRULink and submit your final co-op report. We will submit your reports to the co-op faculty in your department.

8. ___ Upon your return to campus, attend a Co-op Welcome Back event to meet with fellow returning co-op students, faculty and staff. You will be notified by email with the date of this event.

9. ___ Options for a second co-op: 1) return to your co-op company for a second 6-7 month co-op 2) return to your co-op company for the summer only 3) Seek a 2nd co-op with a new and different company. (meet with the co-op staff if you choose option #3 for your 2nd co-op)

Senior Project
1. ___ Co-op projects completed while on assignment may count towards the senior project, but must meet the approval of the faculty in your department and meet the requirements of the senior project course.

Co-op and Academic Status
1. ___ Undergraduate students in good standing with the University and have a 2.5 GPA are eligible to apply to the Co-op Program. Graduate students in good standing with the University and have a 2.7 GPA are eligible to apply to the Co-op Program.

2. ___ Students who are preparing for a co-op and then end that semester on academic probation must notify the Co-op Director to discuss your eligibility. For students who have already accepted a co-op, the Co-op Director will advise the student on the appropriate course of action.

3. ___ Students who are preparing for a co-op and complete the semester on disciplinary probation are subject to the same policy as academic probation. With permission of the Co-op Director and the Office of Judicial Affairs the student may continue with the co-op and probation status will be delayed and enforced when the student returns to campus.

I have read and agree to the Cooperative Education Student Policy and give permission to the Co-op Director to inform my co-op employer about my student status, both academic and disciplinary.

Student Name _____________________________________________ Email _______________________

Student Signature __________________________________________ Date ______________________

Co-op Staff Signature ________________________________________ Date ______________________

Approved by CWRU General Counsel August 2015. Updated August 31, 2016