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. ____Draft a course schedule through graduation with co-op included and meet with a faculty advisor for approval.

2. ____Complete the Co-op application form in Handshake by September 21, 2017.

3. ____Immediately notify the co-op staff of your acceptance and schedule a co-op orientation meeting. RSVP in Handshake events.

4. ____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.

5. ____When you accept a co-op position, either verbally or in writing, decline future invitations to interview.

6. ____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.

### 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 any type of academic, disciplinary or judicial probation regardless of form, 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.

### Registration

1. ___Register for Co-op in SIS each semester you are on co-op to maintain full time student status (including summer registration). When you register, the co-op course will appear on your transcript. The co-op fee for the 1st co-op is $300; additional co-ops are $150. Undergraduate students will register for COOP 1 for your first co-op, COOP 2 for your second, and COOP 3 for your third. The first co-op course for graduate students is: ENGR 400 and the second is ENGR 401C.

2. ___Without full-time status, payment of student loans may be required and the student is not considered enrolled at the University.

3. ___You will complete the Co-op Experience form in Handshake during your orientation workshop. You will be required to upload your offer letter and create 3 learning objectives at that time.

### 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 and after 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. _____ Your co-op supervisor will complete your Student Performance Evaluation mid-way and at the end of your co-op. Remind your supervisor to conduct these evaluations.

6. _____ At the end of your co-op, complete the Student Co-op Evaluation in Handshake and submit your self-reflection co-op report and updated resume. We will submit your reports to the co-op faculty in your department.

7. _____ Upon your return to campus, attend a Co-op Welcome Back event to meet with fellow returning co-op students, faculty and staff. You can RSVP in Handshake events.

8. _____ 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. (reapply to the co-op program 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.

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 _____________________

*Approved by CWRU General Counsel on August 22, 2017.*