Co-op Guide

Case Western Reserve University
Cooperative Education

Nord Hall, Room 312
10900 Euclid Avenue
Cleveland, OH 44106
coopinfo@case.edu
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The Case Western Reserve Cooperative Education Program seeks:

*To offer a formalized academic program that provides a comprehensive learning opportunity with the purpose of giving students a chance to integrate their classroom and professional experience; and help them clarify their academic and career goals.*

Welcome to the Co-op Program! We are very excited that you have decided to engage in experiential learning that will propel you towards your career goals. Through your co-op, you will have the opportunity to understand the positions available in your field, gain technical skills, and make professional connections. These experiences can help you to clarify your academic and professional goals and increase career possibilities at graduation. This guide contains helpful information to facilitate a successful co-op experience! Whenever questions or concerns arrive, feel free to contact the Co-op Office staff at coopinfo@case.edu.
PREPARING FOR CO-OP

REQUIRED MEETINGS

- Faculty Advisor Meeting
- Co-op Orientation Session

Be sure to meet with your faculty advisor prior to the co-op orientation meeting to map out a graduation plan, including your semester of co-op, the classes you have taken, and the classes you will need to take in order to graduate. Bring this plan with you to the co-op orientation meeting. A plan is essential to ensure a timely graduation! If you have problems connecting with your faculty advisor to discuss your graduation plan, contact the co-op faculty liaison for your department. The list of co-op faculty advisors is included in this section.

Once you have accepted your co-op, you should register to attend a co-op orientation session in Handshake. Please bring the following things with you to the session:

1. Your laptop (if you have one)
2. An electronic copy of your offer letter
3. The name and contact information for your supervisor while on co-op
4. The name of your health insurance provider. If you don't have one, you will be able to purchase health insurance through University Health Services (more information provided during the session)
5. Your graduation plan that you discussed with your faculty advisor
6. An electronic draft of 3 co-op learning objectives

Information covered during orientation will include:

- How to register for your co-op to maintain your full time student status
- Co-op policies
- Co-op course assignments and requirements
- Professional etiquette
- Communication with the co-op staff during your co-op
- Health and counseling insurance options
- Co-op learning objectives
- CPT for international students

If you miss the orientation sessions, call the co-op office to schedule an appointment with a co-op staff member.
HANDSHAKE EXPERIENCE FORMS

Step 1: Log in to your handshake account using this link: https://cwru.joinhandshake.com/login

Step 2: Select the Career Center tab along the top of the page.

Step 3: Click on the Experiences tab.

Step 4: After you are directed to the Experiences page, click on “Request an Experience”.

Step 5: Fill out the experience form. Under “Experience Type”, make sure to choose “Engineering Co-op Program” under the drop down menu. Fill out the remaining questions including the survey questions at the end of the page. Please try to give as much detail as possible regarding where you heard about the job. When you are finished, click on “Request Experience”. Note: In the Approver section, please add the name of the co-op faculty advisor for your department. A list of advisors is included in this document.
Step 6: The next step is to upload your offer letter. After you have created an experience form, it will redirect you to this page. Click on “New Attachment” and upload your offer letter with the title “Offer Letter”. Follow the same process to upload your graduation plan.

Step 7: Next, include your learning objectives, by clicking the “Learning Objectives” tab along the top and adding in 3 learning objectives. Details about how to write a learning objective are in the next section. Click “save” when finished.
LEARNING OBJECTIVES

A **Learning Objective** is a brief statement that describes what you expect yourself to learn by the end of your co-op. It should be specific and measurable and based on performance. A learning objective has three major components:

1. A statement describing what it is you want to do or learn (be specific)
2. The conditions under which you will perform the task (how will you learn it)
3. The criteria for how you will demonstrate you learned it (how will you show you learned it)

You are required to write 3 learning objectives. As you write out each learning objective, please make sure to include all 3 components noted above for each one. Please consider at least 1 non-technical learning objective and 2 technical learning objectives.

**Examples:**

- I wish to understand how exactly various departments of nanolayered films can affect product design. This can be accomplished through various device fabrication and analytical tests that can be required while on site. Understanding can be demonstrated through future proficiency when engaging in similar trials or experimental runs and feedback from my supervisor.

- I want to learn how to communicate with clients professionally and improve my public speaking skills. I will learn this by taking initiative by providing ideas and answering questions during meetings and in other group settings. I will know I learned this by giving a presentation to my supervisor and peers at the end of my co-op exigence and by gaining feedback from customers.

**CO-OP FACULTY ADVISOR CONTACT INFORMATION**

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<thead>
<tr>
<th>Department</th>
<th>Contact</th>
<th>Email</th>
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<tr>
<td>Biomedical Engineering</td>
<td>Sam Senyo</td>
<td><a href="mailto:ses193@case.edu">ses193@case.edu</a></td>
</tr>
<tr>
<td>Chemical Engineering</td>
<td>Uzi Landau</td>
<td><a href="mailto:uxl@case.edu">uxl@case.edu</a></td>
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ACCEPTING AN OFFER
When you accept a co-op position, either verbally or in writing, you must decline any other offers and future invitations to interview. 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.

CLASS REGISTRATION POLICIES AND PROCEDURES

Student Status
Enrollment in and successful completion of the co-op course maintains your full-time student status for the duration of your co-op.

Co-op Course Credit
Co-op is a zero credit course that maintains your full-time student status. Registration in SIS is required. The deadline to register for the co-op course is the same as the drop/add deadline at the conclusion of the second week of classes. For undergraduate students, register for COOP1 if you are participating in your first co-op, COOP2 for your second co-op, or COOP3 if it is your third. For graduate students, register for ENGR400C for your first co-op and ENGR401C for your second. For part-time co-ops, undergraduate students register for COOP 10 and graduate students ENGR 410C.

Dropping Classes
If you registered for classes before you accepted your co-op, you will need help to drop them. There is a security feature in SIS that doesn’t allow you to go down to 0 credits without
permission, and the co-op course is a 0 credit course although it maintains your full-time student status. Simply register for your co-op in SIS, then send an email to registrar@case.edu requesting help to drop your remaining classes.

**PROBATION PROTOCOL**
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.

**CO-OPS ABROAD**
If your co-op position is located outside of the US, you must register your experience with the Office of Education Abroad.

**FULL TIME VS PART TIME CO-OP**
Students typically co-op full time, however, a part time option is available for special circumstances. A part time co-op experience would need to be approved by the co-op director.

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<th>Hours per week</th>
<th>Administrative fee</th>
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<td><strong>Full time</strong></td>
<td>35-40</td>
<td>$300</td>
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<tr>
<td><strong>Part time</strong></td>
<td>10-20</td>
<td>$150</td>
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INTERNATIONAL STUDENTS PARTICIPATING IN THE CO-OP PROGRAM
If you are participating in a part-time co-op, you must be enrolled as a full-time student at the time of your co-op. If you are participating in a full-time co-op, course registration in SIS will maintain your full-time student status.

The Co-op Enrollment Process

STEP 1: OBTAIN AN OFFER LETTER
Email your offer letter to the co-op director, Genine.Apidone@case.edu, for approval. The offer letter must:

● Be written on company letterhead
● Be addressed to you, the student
● Include a position title
● Provide a job description
● Specify the employment address (street, city, state, and zip code)
● Specify that the employment is full-time
● Specify the exact start and end dates (month, day, and year)

STEP 2: SCHEDULE AN APPOINTMENT
Once the offer letter is approved, you can schedule an appointment with the co-op director or drop in during walk-in hours. Walk-in hours are available on Wednesdays and Thursdays during the fall and spring semesters from 11-2 in Nord 312. During the summer months, please schedule an appointment prior to stopping by.

STEP 3: ATTEND A CO-OP ORIENTATION MEETING
RSVP for an orientation meeting in Handshake Events. https://cwru.joinhandshake.com/events. You will complete all required co-op forms during the meeting. For second time co-op students, you don’t have to attend an orientation meeting but you must complete all required co-op paperwork. See “Next Steps” in the co-op website and scroll down to “Accepting a second co-op” for more info. https://engineering.case.edu/coop/students/next-steps

STEP 4: REGISTER
Register for the appropriate co-op course in SIS.

STEP 5: SUBMIT PAPERWORK TO ISS
Submit CPT paperwork and all required documents (see below for a list of required documents), to International Student Services located in Tomlinson 143. Please know it takes 5 business days for ISS counselors to process your work authorization.
Required documents:

- CPT Workshop completion certificate: [https://prezi.com/embed/5i-w-68qw24s/?bgcolor=ffffff&lock_to_path=0&autoplay=0&autohideCtrls=0&landing_data=bHVZZmNaNDBiWNjdEVENDRhZDFNZGNIUE43MHdLNWpsdFJlb2ZHanI0amxZSTh4QW9FNzNTdnnBBMDluLOREcpRPT0&landing_sign=CkzhQ8Qa9nJGyEkwdmk8ppxzRJsIteTOlRDeySsy0](https://prezi.com/embed/5i-w-68qw24s/?bgcolor=ffffff&lock_to_path=0&autoplay=0&autohideCtrls=0&landing_data=bHVZZmNaNDBiWNjdEVENDRhZDFNZGNIUE43MHdLNWpsdFJlb2ZHanI0amxZSTh4QW9FNzNTdnnBBMDluLOREcpRPT0&landing_sign=CkzhQ8Qa9nJGyEkwdmk8ppxzRJsIteTOlRDeySsy0)
- CPT paperwork, including the Terms and Conditions sheet plus Recommendation form
- Offer letter
- Proof of co-op course registration in SIS
LOGISTICS

HOUSING
You have the option of living on or off campus during your co-op. If you choose to cancel your campus housing, you just need to notify University Housing in advance to cancel your housing and meal plan agreement. For students who are only living on campus for part of the year due to co-op, it is important to fill out a status change request in myHousing stating that you will be on co-op the following semester.

If you are living on campus during your co-op and your co-op start and end dates extend a few days beyond the open/close dates of campus housing, contact University Housing as soon as possible to make a plan for those dates.

Payment
Payment for all housing costs for the whole semester is due by the end of the second week of the classes. Reminder, students are not eligible for financial aid while participating in a co-op.

Meal Plans
Students living on campus need to follow the campus policies regarding meal plans. Meal plan policies are detailed here: https://case.edu/dining/meal-plans/meal-plan-options. Students living off campus in the Cleveland area while on co-op may decide whether or not they wish to purchase a meal plan.

Campus Housing for Students Returning from Co-op
Students on co-op during the fall semester, returning to campus for the spring semester, can sign up for on campus housing in early November. Be on the lookout for emails from University Housing for an overview of the process and necessary next steps.

Students planning to live in on-campus housing in the fall after a spring co-op can go through room selection normally with their classmates.

FINANCIAL AID AND SCHOLARSHIP INFORMATION
Financial assistance requires enrollment in a minimum of six (6) hours of credit-based coursework with an associated tuition charge. Students participating in the Cooperative
Education program generally will not qualify for any assistance during that semester because they do not receive academic credit nor are assessed tuition.

**Tuition**
You do not pay tuition while on co-op, but you are required to pay an administrative fee of $300 for your first co-op and $150 for additional co-ops.

**Impact of Co-op Income for Financial Aid Calculation**
Co-op earnings are excluded from the analysis of the student’s contribution from income on the FAFSA and CSS Profile if reported correctly. Please contact the Office of Financial Aid if you have questions about completing your financial aid applications after completing a co-op experience.

**Impact of Co-op on Financial Aid and Merit Scholarships**
Merit scholarships are deferred until you return to campus for credit-bearing coursework. Need-based aid is canceled for the term(s) of coop, and you apply for aid for the semesters of regular enrollment following the application requirements and deadlines listed at [http://financialaid.case.edu/undergraduate/apply/continuing-students/](http://financialaid.case.edu/undergraduate/apply/continuing-students/). Students with National Merit Scholarships should contact the office of financial aid to properly defer the scholarship. No financial assistance from any source is available during your co-op term.

**HEALTH INSURANCE**
If you are on a family health plan you can remain on that plan or you can opt into the CWRU Student Medical Plan for a fee. A form will be given to you to fill out during your co-op orientation.

**CAMPUS EMPLOYMENT**
You are not able to work on campus while on co-op. On-campus employment through the Office of Student Employment is not available because of your full-time employment status through the co-op program. You must notify your supervisor prior to beginning your co-op assignment that you will be unavailable for the next semester so that a replacement may be hired. Upon return to campus at the conclusion of your co-op experience and registration for coursework, you may again work on campus through the Office of Student Employment. On-campus employment during a co-op assignment must be arranged through Kelly Services as a temporary employee. 216/368-4506 or Crawford Hall Room 320.

**VARSITY ATHLETICS**
You are eligible to participate according to NCAA rules, but you must get permission from your coach and Pat Kennedy, Associate Athletic Director, before you can proceed. Also, ensure that your participation will not interfere with your job.
BUSINESS TRIPS ABROAD WHILE ON CO-OP
Students traveling outside the US as part of their co-op experience need to register their travel with the Office of Education Abroad.
AWAY ON CO-OP

STANDARDS AND GUIDELINES
Conduct yourself in a professional manner that represents the reputation of Case Western Reserve University and the Co-op Program. 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. You must complete the co-op term at your 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. If you terminate your co-op without the approval of the Co-op Director, your co-op will be removed from your transcript.

UPDATES
Be on the lookout for emails from coopinfo@case.edu and genine.apidone@case.edu for important updates. Additionally, be sure to update your supervisor’s contact information in your experience form in Handshake during your first week of work.

INCLEMENT WEATHER
If you are working in an area (like Cleveland) that experiences severe winter weather, be sure to talk with your supervisor about their policies around inclement weather early on in your co-op, so you are ready if a storm hits. If you don’t have to drive in an ice or snow storm, you shouldn’t. Don’t risk it if you don’t have to. Your employer might let you drive in late or work remotely, but you should ask first. Additionally, other areas may face a unique set of natural disasters. It is best to learn the company policies related to unforeseen weather circumstances early on, so you know what to do if the event arises.

TITLE IX AND SEXUAL MISCONDUCT
While on co-op, you are still a Case Western Reserve University student and maintain access to all of the support resources you would typically have access to while enrolled in classes. Some information is included in this guide, but for more information and resources, visit the Office of Equity’s website: https://case.edu/equity/.
Sexual misconduct describes conduct of a sexual nature that is prohibited in our community. This includes, but is not limited to: sexual harassment, non-consensual sexual contact or activity, non-consensual sexual intercourse, and sexual exploitation.
Confidential Support
Confidential resources are not required to report allegations of sexual misconduct to Designated Reporting Representatives unless required by law such as the duty to report an imminent threat to self or others. Confidential resources provide advice, support, and guidance about how to manage the situation without initiating university action. Any conversation with a confidential resource is not considered a report to the university or a request that any action be taken by the university in response to any allegation.

- **University Health Services**
  2145 Adelbert Rd.
  Cleveland, Ohio 44106-7068
  Phone: **216.368.2450**

- **University Counseling Services**
  Case Western Reserve University
  Sears Building, Room 201
  10900 Euclid Ave.
  Cleveland, Ohio 44106-7217
  Phone: **216.368.5872**

- **Student Advocate for Gender Violence Prevention, Education, and Advocacy**
  Case Western Reserve University
  Sears Building, Room 201
  10900 Euclid Ave.
  Cleveland, Ohio 44106-7217
  Phone: 216.368.8639

- Survivors and Friends Empowerment (SAFE) Line
  Phone: **216.368.7777** (24 hours)

- **Cleveland Rape Crisis Center**
  Phone: **216.619.6192** (24 hours)

- **Domestic Violence & Child Advocacy Center**
  Phone: **216.391.4357** (24 hours)

- **Interreligious Council**
  Phone: **216.421.9614**

Sexual Assault Nurse Examine (SANE) Programs:

- University Hospitals Cleveland Medical Center
  1110 Euclid Avenue
  Cleveland, OH 44106
  To speak with a SANE patient advocate, please call 216.844.3743

- Hillcrest Hospital
  6780 Mayfield Road, North Campus
  Mayfield Heights, OH 44124
  To speak with a SANE patient advocate, please call 440.312.7890

Non-Confidential Support
Additionally, the company you work for may have policies and resources regarding sexual misconduct. Familiarize yourself with this information early on in your co-op.

**EVALUATIONS**

**Midterm evaluation**
The midterm evaluation is a Handshake survey that will be sent to you about half-way through your co-op via email. This evaluation will give you the opportunity to evaluate yourself on the development of the skills listed in the survey.

**Final evaluation**
The final evaluation will also be sent to you via email as a Handshake survey near the end of your co-op. You will once again reflect on your skill development and learning objectives.

As you are nearing the end of your co-op you will need to complete a self-reflection paper that you will then upload to your experience form in Handshake.
Your self-reflection paper should be 1-2 pages in length. Be sure to include:

- Your name, major and the date
- Your co-op work term (summer/fall or fall)
- Name of the company and area/division
- A brief description of your work assignment(s)
- A brief description of what you learned and skills you gained
- Any integration of coursework to the position
- Reflections, impressions and evaluation of your experience
- When finished, upload your paper to your Co-op Experience form in Handshake. To access your Experience form, log into your Handshake account and go to "Career Center" then click on "Experiences". You should see your Co-op Experience form and click on the blue box that says "view details" to access your form. Once there, click on the blue box titled "New Attachment" and upload your paper there!

**TIPS FOR A SUCCESSFUL CO-OP**

1. Set goals and work to achieve them - take initiative
2. Show up on time
3. Dress professionally - every office has a different dress code. Observe your co-workers and ask questions as needed to determine what is appropriate.
4. Listen carefully, take notes, analyze the information you’ve been given, ask questions.
5. Express enthusiasm!
6. Prove your work ethic during the first few weeks, then if you can handle more, look for opportunities to ask your manager to get involved with more projects and take on more responsibility.
7. Network. Meet your co-workers, look for people who have jobs that interest you and see if you can set up time with them to learn more about their position and path to get there.
8. Don’t be afraid to ask for help.
9. Learn from your mistakes and ask for feedback

**NECESSARY PREPARATIONS FOR RETURNING TO CAMPUS**

**Course Registration**
Check SIS to verify your course registration date upon your return to campus. Ensure that you connect with your faculty advisor before you leave for co-op and send them an email several weeks before course registration to prevent any difficulties with getting your hold released.

**Campus Housing**
Be on the lookout for emails from University Housing. If you plan to live on campus when you return from co-op, you will go through room selection normally, as you would if you were on campus, with your classmates.
ENDING YOUR CO-OP ON A HIGH NOTE

Ask for a letter of recommendation from your supervisor before you leave. It is a lot easier for your supervisor to write you a letter of recommendation now rather than a few months or a year from now. This can be in an email or typed out on paper. Either way, save it electronically. This way, when it comes time for your prospective job or grad school to call your supervisor for a reference, you can email the recommendation to your supervisor as a refresher. Some of your supervisors oversee lots of co-op students, so you are doing them a favor by reminding them of what a great job you did and all of the cool things you’d like them to say about you!

Write thank you notes to your co-workers and anyone else at the company who helped you throughout your co-op. This will leave a positive lasting impression! Consider leaving a box of chocolates or other treats for them as well (if that seems appropriate for your workplace). Stay in touch with your colleagues even if you don’t want to work at that specific company again. Connect through LinkedIn and continue communicating through email. You never know how these connections will help you land your next job and who you may end up working with again one day!

Update your resume while the experience is still fresh in your mind. If possible, it would be great to share with your supervisor how you want to include your co-op experience on your resume and verify that you aren’t compromising confidentiality.
RETURNING TO CAMPUS

WELCOME BACK LUNCH
You are required to attend a co-op welcome back lunch, hosted by your department, when you return in the fall. This is a great opportunity to discuss your experiences and learn about the skills other students in your major developed during their work experiences. Registration can be found in Handshake.

CO-OP COURSE GRADE
The co-op course is a pass/no pass class. In order to pass, you must successfully complete your co-op, fill out both the midterm and final evaluations, and submit the final self-reflection paper.

COMMENCEMENT WALK POLICY
You may participate in May commencement if you are graduating in December, but you must meet with your dean of Undergraduate Studies for permission ahead of time.

ACCEPTING A SECOND CO-OP
If you’ve accepted a second or third co-op, here’s your next steps:

● Create a co-op form (new experience) in Handshake. Please note: You are required to upload a copy of your offer letter, an updated graduation plan and student policy form. You are also required to type in 3 new learning objectives. All of these forms must be completed before your co-op experience form in Handshake can be approved.

● Complete the health insurance form and email it back to Student Health Services.

● For undergraduate students, register for COOP 2 (or COOP 3 for your third co-op) in SIS. For graduate students, register for ENGR 401C. Please note for all students: there is a $150 admin fee for your second or third co-op. The co-op director will approve your co-op course registration in SIS once your Handshake form is complete.

● If you receive any loans/scholarships/financial aid, notify the Financial Aid Office that you will be out on co-op for another semester and let them know you need help deferring your aid.

● If you are living on campus and need to move off campus, notify the On-Campus Housing Office.

● Complete a new student policy form. Please initial all of the lines to show that you read each statement, then sign and date the form and upload it to your co-op experience form in Handshake in the blue box titled "New Attachment".
• Draft a graduation plan, including your additional co-op, and have your academic advisor approve it. Once approved, upload your plan to your Handshake Co-op Experience form.
• If you are an international student, schedule an appointment with Genine.Apidone@case.edu to complete your CPT paperwork at least 5 business days prior to starting your co-op.
CHECKLIST

- Attend Co-op Orientation Meeting
- Notify financial aid of co-op intent as needed
- Adjust campus housing needs (register to live on campus or fill out housing release on myHousing)
- Modify meal plan enrollment as needed
- Create and review graduation plan with faculty advisor
- For international students, attend complete CPT workshop and necessary paperwork
- Fill out and return health insurance form
- Create an experience form in Handshake
- Enter three learning objectives in the Handshake Experience form
- Update supervisor information in your Handshake Experience form
- Register for the co-op course in SIS
CO-OP POLICIES AGREEMENT

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.

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

Student Name: ________________________________

Student Email: ______________________________

Student Signature: _____________________________

Date: ___________________________