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/graduation plan with co-op included and meet with a faculty advisor for approval.

2. ____ 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.

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

4. ____ 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.

On-campus Employment

1. Part-time co-op program: If a student is enrolled full-time and the co-op assignment is off-campus, then they can work up to 20 hours per week on campus. If the coop is on campus, then they cannot have a second non co-op position because their employment through the University would exceed the 20 hours/week limit.

2. Full-time co-op program: 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 320.

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, signed student policy form, approved course schedule/graduation plan and 3 learning objectives at that time.
CWRU Health Services and Medical Insurance, and Financial Aid

1. ____ If you would like to purchase medical insurance while on co-op, contact Student Health Services to purchase the CWRU medical plan: (216) 368-3049 OR MEDICALPLAN@CASE.EDU.

2. _____ You may use student health services and university counseling services while on co-op.

3. ____ 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. ____ Complete the Co-op mid evaluation in Handshake. Complete the final 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)
Varsity Athletics

1. _____ 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.

Curricular Practical Training (CPT) and travel abroad while on co-op

1. _____ International students must meet with the co-op director to complete CPT paperwork at least 2 weeks prior to the start of their co-op.

2. _____ Students travelling outside the US as part of their co-op experience need to register their travel with the Office of Education Abroad.

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 _____________________

Updated on 10/25/19