



Cooperative Education Program

The Colorado School of Mines Cooperative Education Program is an opportunity for undergraduate students to connect experiential activity relevant to a declared Mines major to academic coursework to earn elective credit. Because this credit (up to 3 credits of free elective) must be reflective of the standards of Mines, careful consideration and planning is required before committing to the Co-Op. The academic program of the Mines Co-Op is an agreement between student, student's major department, and the Mines Career Center. Permissions and verifications must be in place to before beginning a co-op. The work assignment of the program is a contract between the student and the employer.

Specific requirements of a Co-Op:

- Student must be in good disciplinary and academic standing, with a minimum 2.0 GPA, and have completed a minimum of 3 semesters at Mines (2 semesters for transfer students). Student must time the Co-Op in such a way that the on-site interval of the co-op and return to Mines occurs at least one semester prior to graduation. Credit (and tuition) is applied the semester of return.
- Employer and Student must commit to an employment agreement equivalent to a minimum of 6 months full-time work; this may be structured in a variety of ways:
 - Full-time six month interval, including summer and one semester off-campus;
 - Alternating semesters between work and school until completion of required time of service;
 - Parallel program, working full-time during the summer, plus part-time (≥ 20 hours/week) during the academic year (local employers only).
- Student must complete all paperwork and acquire signatures for approval for the Co-Op before the work assignment is begun. A "Co-Op 340" designation put in place to maintain the active status of the student.
- Student must maintain personal health insurance during the time of academic activity off-campus.
- Student must submit interim paperwork and evaluations to the Career Center according to the schedule noted in this document, with all paperwork completed prior to the semester of return. A technical report follows completion of the work segment, completed to the satisfaction of the academic department by mid-semester; an appropriate letter grade is submitted by the department co-op at semester end.

Prior to committing to a Co-Op, the Student must:

- Plan coursework for remainder of degree completion (please note that not all courses are offered every semester and student needs to be aware that pre-requisites and course progression may affect both scheduling and, ultimately, the date of graduation.)
- Receive signatures of prior approval from academic department (advisor), employer, and Career Center.
- Clarify/complete any health insurance or financial aid arrangements, submitting required forms.

While at the Co-Op jobsite, the Student must:

- Create relevant learning objectives, based on the job description to be performed and with the help and acknowledgment of the supervisor signing for the Employer – these learning objectives may be submitted before student's departure or within 3 weeks of being on the job. If the Employer changes a Student's assigned tasks, learning objectives are to be re-written and re-submitted to the Career Center.
- Check in with the Career Center Co-Op Coordinator at the mid-point of the Co-Op, ensuring that the Employer submits a required mid-term evaluation. Student must contact the Career Center if problems arise affecting the successful completion of the Co-Op experience.
- Register on Trailhead for courses to be taken during the return semester (allow for 3 hours for Co-Op340 which will be added as a departmental 340 course; tuition/fees will be assessed accordingly).
- Plan for the final project (technical paper) with notations, photos, etc.

On return to Colorado School of Mines, the Student must:

- Provide the Career Center with the Employer's Final Feedback form and complete an "exit interview" with the Career Center Co-Op Coordinator.
- Submit the final project to the academic department, with a copy to the Career Center.



EMPLOYER RESPONSIBILITIES

COLORADO SCHOOL OF MINES - COOPERATIVE EDUCATION PROGRAM

An organization employing a Mines CO-OP student agrees to:

- 1. Provide the student with meaningful work experiences that are appropriate for a developing professional. The student will be submitting learning objectives, updates, and a final report to the Colorado School of Mines department of his/her major. Because this six month or more of full-time experiential work is to be successfully completed and the basis for a technical paper receiving up to 3 hours of credit on a transcript, it is important that the level of tasks and quality of work experience be reflective of a significant learning experience.
2. Perform the administrative functions necessary to hire the student and orient him/her to the organization, including expectations concerning schedule, job performance, pay, and other information which the organization feels is necessary. Employer responsibility includes covering the student for Workman's Compensation, though other benefits are at the discretion of the employer and understood and agreed to by the student.
3. Identify an individual who will be responsible for supervising the student's work experience.
4. Provide the Mines Career Center with a written description of the duties planned for the student to perform. This initial informal contract between the student, the employer, and the school should be completed by the end of the first week of employment and sent by fax or email to the Mines Career Center Co-Op Advisor.
5. Assist the student in formulating more detailed Learning Objectives to focus his/her application of the work to curriculum relevance. This form is to be signed by the student's supervisor/mentor and sent to the Career Center.
6. Notify this office (303-273-3235) as far in advance as possible if any events seem to be leading to concerns or for the need to discharge the student before the end of the agreed upon work period.
7. Assist, where feasible, any visits by Mines staff made to the student and his/her supervisor at the job site.
8. Complete within ten days of the termination of the work period, the Employer Evaluation Form which will be sent to you during the student's work period. If feasible, we would hope this form could be filled out by the supervisor and discussed with the student so that it can provide a thorough review of the work experience. Please fax this and all forms to Wendy Winter-Searcy at 303-273-3956 or email to wwintersearcy@mines.edu.

If you have any questions about any area of these responsibilities, please do not hesitate to contact us.

STUDENT'S NAME _____

STUDENT'S JOB TITLE _____

As a representative of this organization, I agree to the above provisions of the Mines Co-Op Experiential program:

COMPANY _____

EMPLOYER SIGNATURE _____

EMPLOYER PRINTED NAME _____

TITLE _____ DATE _____



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COOPERATIVE EDUCATION CONTRACT

Student completes and Employer signs this form. Submission of this contract ratifies your registration in the CO340 (CO-OP) course and therefore must be emailed to wwintersearcy@mines.edu or faxed to the CO-OP Office 303-273-3956 by the end of the first week on the job.

Student Name _____ CWID: _____

Phone(s) Personal _____ Work _____

Student's Work Email/Phone _____ Salary _____/month

Dates of employment: From _____ To _____ and (if not continuous) _____ TO _____

Workman's Compensation Provided by Employer: Yes ___ Period of Coverage _____ to _____

Additional Benefit/Compensation: ___Relocation Expense ___Housing Allowance ___Housing Provided ___Bonus

Residence (while on CO-OP) _____

Company _____ Type of Industry _____

Address _____ City/State/Zip _____

Job Location _____ Your Job Title _____

Employer - Supervisor _____ Title _____

Work Phone _____ Email Address _____

Job Description (More detailed information required with the Learning Objectives Contract one month after start date) :

Signed: Student _____ Employer _____ Date _____

This CO-OP position has been received and approved by Colorado School of Mines to further the educational career objectives for the above student.

_____ CO-OP Coordinator, Mines Career Center Date _____

Original: Student Copy: Supervisor, CO-OP Coordinator (Fax to 303-273-3956 or email to wwintersearcy@mines.edu)

JOB-RELATED LEARNING OBJECTIVES CONTRACT

This contract is due in the Office of Cooperative Education
no later than **one month after employment starts.**

OBJECTIVE I

Part I (What will you accomplish?)

Part II (How will you do that?)

Part III (How will you measure what you did?)

OBJECTIVE II

Part I (What will you accomplish?)

Part II (How will you do that?)

Part III (How will you measure what you did?)

OBJECTIVE III

Part I (What will you accomplish?)

Part II (How will you do that?)

Part III (How will you measure what you did?)

We agree that the stated objectives are valid:

Academic Department Co-Op Advisor

Co-Op Coordinator, Career Center

Original: Student Copy: Supervisor, CO-OP Coordinator (Fax to 303-273-3956 or email to wwintersearcy@mines.edu)

EMPLOYER'S MID-TERM EVALUATION OF COOPERATIVE EDUCATION STUDENT

Name: _____ Major: _____ Work Period: _____

Employer: _____ Location: _____

Supervisor: _____ Title: _____

 INSTRUCTIONS: The immediate supervisor should evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards. *Remarks are particularly helpful.*

ATTITUDE - Application to work <input type="checkbox"/> Outstanding in enthusiasm <input type="checkbox"/> Very interested and industrious <input type="checkbox"/> Average in diligence and interest <input type="checkbox"/> Somewhat indifferent <input type="checkbox"/> Definitely not interested	ABILITY TO LEARN <input type="checkbox"/> Learned work exceptionally well <input type="checkbox"/> Learned work readily <input type="checkbox"/> Average in understanding work <input type="checkbox"/> Rather slow in learning <input type="checkbox"/> Very slow to learn	DEPENDABILITY <input type="checkbox"/> Completely dependable <input type="checkbox"/> Above average in dependability <input type="checkbox"/> Usually dependable <input type="checkbox"/> Sometimes neglectful or careless <input type="checkbox"/> Unreliable
INITIATIVE <input type="checkbox"/> Proceeds well on his/her own <input type="checkbox"/> Goes ahead independently at times <input type="checkbox"/> Does all assigned work <input type="checkbox"/> Hesitates <input type="checkbox"/> Must be pushed frequently	QUALITY OF WORK <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Average <input type="checkbox"/> Below average <input type="checkbox"/> Very poor	RELATIONS WITH OTHERS <input type="checkbox"/> Exceptionally well accepted <input type="checkbox"/> Works well with others <input type="checkbox"/> Gets along satisfactorily <input type="checkbox"/> Has difficulty working with others <input type="checkbox"/> Works very poorly with others
MATURITY <input type="checkbox"/> Quite poised and confident <input type="checkbox"/> Has good self-assurance <input type="checkbox"/> Average maturity and poise <input type="checkbox"/> Seldom asserts self <input type="checkbox"/> Timid <input type="checkbox"/> Brash	QUANTITY OF WORK <input type="checkbox"/> Unusually high output <input type="checkbox"/> More than average <input type="checkbox"/> Normal amount <input type="checkbox"/> Below average <input type="checkbox"/> Low output, slow	JUDGMENT <input type="checkbox"/> Exceptionally mature in judgment <input type="checkbox"/> Above average in making decisions <input type="checkbox"/> Usually makes the right decision <input type="checkbox"/> Often uses poor judgment <input type="checkbox"/> Consistently uses bad judgment
ATTENDANCE: <input type="checkbox"/> Regular <input type="checkbox"/> Irregular		PUNCTUALITY: <input type="checkbox"/> Regular <input type="checkbox"/> Irregular
OVERALL PERFORMANCE: <input type="checkbox"/> Outstanding <input type="checkbox"/> Very good <input type="checkbox"/> Average <input type="checkbox"/> Marginal <input type="checkbox"/> Unsatisfactory		

The student's outstanding personal qualities are:

The personal qualities which the student should strive most to improve are:

 The report has been discussed with the student: Yes No

 _____ Date _____
 Immediate Supervisor Signature

 _____ Email Address
 Supervisor's Printed Name/Title

 Note: Please email to Wendy Winter-Searcy at wwintersearcy@mines.edu or fax to 303-273-3956. If any questions, please call 303-273-3235.

