



## 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 ( $\geq 20$  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.

## TABLE OF CONTENTS

(\* Indicates form that needs to be submitted to the Career Center Co-Op Coordinator)

<u>Documentation Required</u>	<u>Submission Required By</u>	<u>Page</u>
1. Co-Op Work Assignment and Student Agreement	Prior to beginning of Co-Op Assignment*	3
2. Cooperative Education Degree Completion Plan	Prior to beginning of Co-Op Assignment*	4
3. Prior Approval to Request Graduation Credit	Prior to beginning of Co-Op Assignment*	5
4. Verification of Health Insurance Coverage	Prior to beginning of Co-Op Assignment*	6
5. Request for Deferment of Scholarship/Financial Aid	Prior to beginning of Co-Op Assignment*	7
6. Employer Responsibilities	Signed by Employer, sent within one week at job*	8
7. Cooperative Education Contract	Signed by Employer, sent within one week at job*	9
8. Job-Related Learning Objectives Contract	Signed by Employer, sent within one month at job*	10
9. Employer's Mid-term Evaluation of Student	Signed by Employer, sent at mid-point of Co-Op*	11
10. Employer's Final Evaluation of Student	Signed by Employer, sent within 10 days of Co-Op end*	12
11. Guide to Job-Related Learning Objectives		13
12. Guidelines for the Co-Op Work Report		14
13. Report of Progress Toward Learning Objectives	Submitted within 2 weeks of return *	18
14. Student's Summary Evaluation of Co-Op Experience	Submitted to Co-op Coord. within 1 month of return *	19
15. Returning Interview Sheet	Meet in Career Center within 1 month of return	20
16. Final Project Technical Report to Departmental Departmental Co-Op Advisor and Career Center Co-Op Office	Due within 4 weeks of beginning of semester of return	

### MINES COOPERATIVE EDUCATION COORDINATOR

The Mines Career Center functions as the liaison between the employers seeking Co-Op students and the school.  
Duygu YALAZ, Associate Director Career Advising & Professional Development 303-273-3277 [dyalaz@mines.edu](mailto:dyalaz@mines.edu) fax  
303-273-3956

Student Name \_\_\_\_\_ CWID# \_\_\_\_\_ Major \_\_\_\_\_  
Class level \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_ Departmental Co-Op Advisor \_\_\_\_\_  
Email \_\_\_\_\_ Current phone(s) \_\_\_\_\_

### CO-OP WORK ASSIGNMENT

Company Name: \_\_\_\_\_

Job Location (s): \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ (If work terms non-contiguous): From \_\_\_\_\_ To \_\_\_\_\_

Salary \_\_\_\_\_ Housing : \_\_\_ Provided by company \_\_\_ Paid by stipend \_\_\_ No assistance

### COOPERATIVE EDUCATION STUDENT AGREEMENT

(between the student and the school)

I understand and agree that I will complete the following requirements in order to be a participant in the Cooperative Education Program.

Before leaving campus:

- a. Submit this Student Agreement
- b. Submit Degree Plan (optional)

During CO-OP work experience:

- a. Submit **Cooperative Education Contract** within the first week on the job.
- b. Submit **Learning Contract** within the first month on the job.
- c. Contact the CO-OP Office after about 6 weeks on the job.  
Email: dyalaz@mines.edu  
Call toll free: 1-800-446-9488 x 3277  
Regular number: 303-273-3277
- d. Prepare for preregistration
- e. Collect data for the CO-OP Report
- f. Be sure employer has evaluated my work performance
- g. Not leave or change my employment without notifying the CO-OP Office

After returning to campus:

- a. Have a Returning Student Interview within the first week back
- b. Submit **Student Report of Progress Toward Learning Objectives and Summary Evaluation of CO-OP Experience**
- c. Discuss ideas for report with departmental advisor
- d. Submit CO-OP Report to **both the CO-OP Office and the departmental advisor**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Accepted: \_\_\_\_\_ Date \_\_\_\_\_

CO-OP Coordinator

**CSM CAREER CENTER COOPERATIVE EDUCATION DEGREE COMPLETION PLAN**  
(Tentative Course/Work Load from Return Until Graduation)

Name \_\_\_\_\_ CWID \_\_\_\_\_ Major \_\_\_\_\_

Anticipated Graduation Date \_\_\_\_\_

Instructions: List courses planned and the semesters offered, as well as Co-Op period(s) planned between now and your graduation. (This information regarding Fall/Spring scheduling can be found in the Undergraduate Bulletin, available online at <http://www.mines.edu/publications> . In this document, the semester(s) a course is offered follows the Course Title and is indicated by Fall = I, Spring = II, Summer = S.)

Year		Fall Semester Classes			Spring Semester Classes			Summer Term Classes		
Acad Year	Course Number	Course Title	Hrs	Course Number	Course Title	Hrs	Course Number	Course Title	Hrs	

Please consult your Faculty Advisor and Departmental Co-Op Advisor when preparing this plan for course completion toward your degree on return from the Co-Op work experience. Please note that although current bulletins may indicate which semesters typically offer specific courses, difficulties in maintaining your anticipated graduation date may occur if courses are moved to a different semester, or if you are unable to schedule into an expected course. In the semester of your return, your schedule will include the 3-hour Department 340 course, so **do not plan above 16 hours** unless prepared to pay additional fees for more than 19 hours. This Department 340 course functions as a free elective, unless otherwise determined by the Department Head of your major. Any substitution for a Departmental Elective or a specific Departmental Course must be initiated through a Course Substitution Form submitted to the Registrar.

I have consulted my department to prepare this course completion plan and fully understand that participation in a Co-Op experience may alter my anticipated graduation date.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Department Head \_\_\_\_\_ Date: \_\_\_\_\_

**PRIOR APPROVAL TO APPLY CO-OP CREDIT  
TOWARD GRADUATION REQUIREMENTS**

Student Name \_\_\_\_\_ Campus Wide ID # \_\_\_\_\_

Major \_\_\_\_\_ Departmental CO-OP Advisor Name \_\_\_\_\_

I request approval to apply credit for a Cooperative Education work experience toward course and semester hour requirements for graduation. Specifically, I request approval to substitute this experience as:

\_\_\_\_\_ 340 for 3 of \_\_\_\_\_ credit.  
 (CHEN, MTGN, etc.) Hours (Please insert: Free Elective / Departmental Elective / or Specific Course Name)

I understand that final approval of this request will be contingent upon:

1. Submission of an evaluation form completed by my supervisor at the end of my work term.
2. The quality of my CO-OP technical report as evaluated by the CO-OP faculty advisor grading it.
3. Submission of a Course Substitution Form to the Registrar, if credit other than Free Elective is earned.

I have discussed the academic aspects of the CO-OP work experience with my faculty CO-OP advisor and understand the specific requirements of the department in regard to applying credit for CO-OP toward graduation requirements.

 \_\_\_\_\_  
 Signature of Student Date

**PRELIMINARY APPROVAL (PRIOR TO WORK TERM)**

 \_\_\_\_\_  
 Departmental CO-OP Advisor Date

(CO-OP Coordinator may hold this form until completion of CO-OP term)

\*\*\*\*\*

**FINAL APPROVAL (UPON COMPLETION OF ALL REQUIREMENTS)**

 \_\_\_\_\_  
 CO-OP Faculty Advisor Date Grade

 \_\_\_\_\_  
 Department Head Date

\*\*\*\*\*

**VERIFICATION OF HEALTH INSURANCE WHILE ON CO-OP**

TO: Kathleen Ebeling, Colorado School of Mines Student Health Benefits Coordinator  
303-273-3388 kebeling@mines.edu

FROM: \_\_\_\_\_ CWID# \_\_\_\_\_

SUBJECT: Health Insurance Requirement Met For Co-Operative Education Assignment Duration

Health insurance is required as a condition of participation in the Colorado School of Mines Co-Operative Education program. This health insurance is not typically provided by the employer but is the responsibility of the student. This coverage must be in place for the entire duration that the student is involved in an off-campus co-operative education assignment. For information about the specific requirements of a health insurance policy (whether purchased through the Colorado School of Mines SHBP or a private health insurance provider), see <http://shbp.mines.edu/SHBP-generalInfo>. If covered by the Mines SHBP, fees will be assessed and must be paid by due dates noted at the beginning of each semester that coverage is in place. Those who have waived the Mines SHBP coverage must provide information detailing the health plan that student is covered by.

I will be on an approved Cooperative Education Work Experience from: \_\_\_\_\_ to \_\_\_\_\_.  
During this time I will be covered by the following health insurance:

\_\_\_\_\_ Colorado School of Mines Student Health Benefit Plan          \_\_\_\_\_ Private Health Insurance Policy

Name of Health Insurance Plan \_\_\_\_\_

Group Policy \_\_\_\_\_ Individual ID \_\_\_\_\_

Insurance Address \_\_\_\_\_

Plan Telephone Number for Further Information \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Colorado School of Mines Student Health Benefits Coordinator Signature (please verify that the student has consulted with you to verify appropriate health coverage through the duration of the co-op experience):

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

**REQUEST FOR SCHOLARSHIP/FINANCIAL AID DEFERMENT WHILE ON CO-OP**

TO: CSM Scholarship Committee/Financial Aid

FROM: \_\_\_\_\_ CWID# \_\_\_\_\_

SUBJECT: Hold on Financial Aid and Reactivation After Completion of CO-OP Work Experience.

\_\_\_\_ I have no Financial Aid Arrangements to defer during the Co-Op term. \_\_\_\_ I currently hold the following:

\_\_\_\_\_

I will be on an approved Cooperative Education Work Experience from: \_\_\_\_\_ to \_\_\_\_\_.

During this time I will be unable to enroll in an adequate number of courses to meet the requirements for maintaining this scholarship/financial aid. In view of the above, I respectfully request that the Scholarship(s) be deferred this semester and be reactivated upon my return to campus.

Student Loan Section – The part-time status that is set by the Registrar for students away on Co-Op should be sufficient to prevent initiation of repayment options on these student loans. If you have student loans (either in conjunction with scholarships or instead of scholarships) and want assurance that this is true, please indicate here \_\_\_\_ Yes

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (Print or type) \_\_\_\_\_

Current Address \_\_\_\_\_

Colorado School of Mines Financial Aid Department Signature (please verify that the student has consulted with the Financial Aid Office to place any financial aid on hold until the semester of return from the co-op experience):

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

**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 (303-273-3277) 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 Duyge YALAZ at 303-273-3277 or email to dyalaz@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 \_\_\_\_\_



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 dyalaz@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 dyalaz@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:

\_\_\_\_\_  
Student\_\_\_\_\_  
Employer/Supervisor\_\_\_\_\_  
Date\_\_\_\_\_  
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 [dyalaz@mines.edu](mailto:dyalaz@mines.edu))





## GUIDE TO JOB-RELATED LEARNING OBJECTIVES - HOW AND WHY

The Cooperative Education concept recognizes the value of learning that can take place when students work and train in "real world" job situations. Positive achievement includes successful completion of a job, solutions to problems, development of interpersonal relationships in a job experience, and the possibility that individuals would be able to advance or progress within their organization.

The primary requirement of the CO-OP Program at the Colorado School of Mines is that a student must pursue a planned program of work experience/education which includes formulating and working to achieve learning objectives designed around the work of the student. A statement of objectives aims at identifying goals. By setting and recognizing a set of objectives, positive changes can take place in the student's career and academic outlook.

These goals may change during the co-op time; please update by emailing Duygu YALAZ at [dyalaz@mines.edu](mailto:dyalaz@mines.edu)

### Steps for Establishing Objectives

1. The student should draft some tentative learning objectives before leaving campus.
2. The student should discuss these tentative learning objectives with the appropriate person at the job site (immediate supervisor or the person who supervises the CO-OP Program specifically) within the first few weeks on the job. Revisions or new objectives may be necessary for compatibility with the learning opportunities provided by the job.
3. The student should develop, in conjunction with his/her CO-OP supervisor, a program or plan for accomplishment of the objectives. This should be defined by the end of the first month on the job.

### Method for Preparing Objectives

1. Objectives should be **measurable**. Avoid verbs such as "to know," "to understand," "to appreciate," "to enjoy," etc. Instead, try to include words or phrases which more clearly communicate intent such as "to compare," "to apply," "to assemble," "to develop," "to investigate and report."
2. Define each objective in terms of a single result.
3. Use language understandable by the layman as well as by the expert.
4. Your objectives should complement the goals of the organization.

### Sample categories

1. Routine duties: Room for specific improvement?
2. Problem-solving goals: Specific problem to be solved?
3. Creative goals: An idea for an innovative process or procedure?
4. Personal goals: Getting along with others, understanding unions, defining career goals, etc.

### Suggestions for Writing Job-Related Objectives

Keep in mind that rough objectives, not entirely accurate, may be useable in getting the program started. All objectives must be relevant and job-related. Most important, the results should be **measurable**.

Consider:

1. Is the objective feasible and within the realm of your job?
2. What factors need to be considered in measuring the results?
3. Start with an action verb (e.g. I will compare...)
4. Identify a key result for each objective.
5. Dialogue between the student and supervisor is vital.

In summary, each objective will have three parts:

- Part I: What are you going to accomplish?
- Part II: How will you accomplish it?
- Part III: How will you measure what you accomplish?

### Sample Objectives:

- I. **What:** I will, by the end of the work period, reduce my time spent in sample taking by 50%.
  - II. **How:** I will develop better procedures for sample taking and become proficient in them.
  - III. **How measure:** I will record the time spent in sample taking at the beginning, during, and at the end of the work period and compare them.
- 
- I. **What:** I will write a concise procedure manual for operation of a rotary filter.
  - II. **How:** I will examine the present procedure and note all steps in the filter's operation.
  - III. **How measure:** I will demonstrate the usefulness of the manual by going over the procedure with the job supervisor.
- 
- I. **What:** I will be able to decide whether or not chemical engineering is the career for me.
  - II. **How:** I will observe all aspects of this profession and compare these observations with other career areas open to me.
  - III. **How measure:** I will make the decision to continue my major in chemical engineering or change to another field.

## GUIDELINES FOR THE COOPERATIVE EDUCATION WORK REPORT

The CO-OP Work Report requires the student to reflect on the work experience and thereby gain additional educational benefits in the process. It also allows the CO-OP Faculty Advisor to follow and evaluate the student's experiences. The determination for the content, length, and quality of the submitted report is by the Academic Department.

It is recommended that adequate notes and records be kept while on the job and necessary materials brought back to campus to facilitate writing the Report. Many students find that keeping a daily or weekly journal while working can help in collecting this information. Photographs of specific projects may also enhance a report.

Immediately after returning to campus, the student should schedule an appointment to discuss the Report with his/her CO-OP Faculty Advisor. This discussion should include content, format, and completion date for the Report. Having the Report in draft or outline form at this time will be extremely helpful to the student.

### GENERAL GUIDELINES

The Report is divided into two sections: personal reflections and a technical article. Since the style of each can be somewhat different, the experience of doing both contributes significantly to the student's academic experience. Moreover, the ability to write concise, well constructed reports is a significant attribute to an employee who wishes to move up in the company.

Unless the student is using a Presentation/Report which has previously been submitted to the company and is prepared in a specific corporate format, the following guidelines should be followed:

1. Double-spaced typing is required.
2. Only one side the paper should be used.
3. Use 1" margins on the top and bottom.
4. Number the pages consecutively in the upper right hand corner.
5. Each section should have a title (see further discussion below) and all illustrations/charts should be captioned.
6. The TITLE PAGE (un-numbered) should include the following information in the order listed:

#### CO-OP WORK REPORT

Author's Name  
Major  
Employer & Location  
Date

7. The next page is the TABLE OF CONTENTS and, like the title page, should not be numbered.
8. The body of the Report should be in two Sections (with pages numbered consecutively throughout both sections). Titles for the two sections are as follows:

#### SECTION I

Description and Evaluation of the CO-OP Assignment

#### SECTION II

(Technical Article Title)

example: THE EMERY QUALITY FILE PREPARATION SYSTEM

## SECTION I - GENERAL GUIDELINES

The purpose of this Section is to give the student an opportunity to put the total CO-OP experience into perspective and to provide other CSM students an in-depth picture of the particular job situation so they can make better employment choices. This part of the Report should cover the following points in a well organized format.

1. Briefly describe the organization for which you worked:
  - kind of business or service, products, history
  - functions and responsibilities of various departments and how your department fit into the overall organization
  - physical facilities
  - additional facts about the employer (affiliates, locations, number of employees, etc.)
2. Generally describe your work experiences throughout the work term. (NOTE: Don't use the kind of detail here that you might in your technical article.)
3. Give evaluative descriptions of the following categories of your work experience:

**JOB SATISFACTION:** Was your job satisfying? Did it meet your expectations? Did it get better (or worse) as the time progressed? Why?

**RELEVANCY:** Were your work assignments related to your field of study? How? Did the work experience help you to find a special area of interest within your academic field?

**RESPONSIBILITY:** Were you given real responsibility by your employer? Did you feel that you were part of the total "team effort?"

**EXPERTISE:** What was the general educational and professional level of your working associates (e.g., technicians, graduate engineers, etc.)?

**OTHER CO-OP STUDENTS:** What did other CO-OPs, including those from schools other than CSM, do and what was their reaction to their work?

**LIVING ARRANGEMENTS, SOCIAL, CULTURAL, AND EDUCATIONAL OPPORTUNITIES:** Comment generally about your work and non-work life in these areas.

The above topics are recommended as general guidelines for Section I of the Report. Not all are applicable to every situation. This part of the Report is intentionally meant to be open-ended, providing freedom of expression.

## SECTION II - TECHNICAL ARTICLE

This is the technical section of the Report. The title should reflect the subject and be listed as indicated above.

A wide range of subject matter is permissible, provided there is a connection with the work experience established in the article. In other words, the article may be about the specific work the student did or may be based on that work and what the student learned as a result of the work. Research and reading are encouraged, provided appropriate documentation is observed. A typical article might consist of 10-15 pages, double-spaced, and would contain appropriate illustrations/charts/photographs.

The article is expected to be the student's own work with appropriate references to sources used to prepare the article. The student may submit a technical article which he/she prepared for the company, but it should still reflect the student's work. Some possible topics might be as follows:

- A recommendation, modification, application, extension, or change in the design, development, or testing of equipment, processes, or products with which the student was associated while on the job.
- A detailed history of the development of a technical process or project with which the student was associated.

- An argument, pro or con, on the potential values (or hazards) of a particular technological endeavor.
- A technical essay on the effect of some aspect of engineering technology on society in general.

Students should plan to discuss the topic with both the company supervisor and the CO-OP Faculty Advisor in the department. These people are often able to assist the student in choosing a reasonable, interesting, and manageable topic.

#### PROCEDURES FOR SUBMITTING CO-OP WORK REPORT

Unless a different due date is specifically requested by the student, the CO-OP Work Report is due **4 weeks after the first day of classes** of the school term following the work period. Permission to change the due date must be granted by the Departmental CO-OP Advisor.

Two copies of the report should be submitted, one to the Cooperative Education Office in the Career Center, and one to the Departmental Co-Op Advisor. The copy submitted to the CO-OP Office will become available for other students interested in the employer, or in the format of a good report, to examine.

The Departmental CO-OP Advisor will evaluate the Work Report for content, format, grammar, spelling, etc. and will award a grade. The Advisor may also take into consideration the Employer's Evaluation of the student's performance when awarding the final grade. Grades for the course will appear on the student's transcript at the end of the semester.

If, in the judgment of either the CO-OP Director or the Departmental CO-OP Advisor, the Work Report should be rewritten, the student will have two additional weeks to make the suggested changes and submit the revised Report to the CO-OP Office.

In the event a company has requested a copy of the Report either before or after it is submitted, the student should provide that. If the company prefers to have the technical section be considered confidential, that can also be arranged.

**STUDENT REPORT OF PROGRESS TOWARD LEARNING OBJECTIVES**

Name \_\_\_\_\_ Date \_\_\_\_\_

Each CO-OP student is required to submit this report discussing the accomplishments of the previously agreed upon objectives. This report must be turned in to the CO-OP Office **no later than two weeks after classes begin** for the semester in which the student returns to school.

**OBJECTIVE I**

Part I (What did you plan to accomplish?)

Part II (How did you do it?)

Part III (To what extent did you accomplish it?)

**OBJECTIVE II**

Part I (What did you plan to accomplish?)

Part II (How did you do it?)

Part III (To what extent did you accomplish it?)

**OBJECTIVE III**

Part I (What did you plan to accomplish?)

Part II (How did you do it?)

Part III (To what extent did you accomplish it?)

Original: Student Copy: CO-OP Office



**RETURNING INTERVIEW SHEET**

Name \_\_\_\_\_ CO-OP Return Semester \_\_\_\_\_

Major \_\_\_\_\_ Date of Interview \_\_\_\_\_ Name of Interviewer \_\_\_\_\_

Campus Phone \_\_\_\_\_

Company \_\_\_\_\_ Location \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

\*\*\*\*\*

**What did you do on CO-OP?**

**Describe the work environment and how you fit in.**

**Did you have any problems and how did you solve them?**

**What was the main thing you gained from being on Co-Op?**

**Did this experience modify your career plans?**

**Do you recommend this position to other students? Any suggestions for other Co-Op students?**