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

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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    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.)

<table>
<thead>
<tr>
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<th>Fall Semester Classes</th>
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<th>Summer Term Classes</th>
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<tbody>
<tr>
<td></td>
<td>Acad Year</td>
<td>Course Number</td>
<td>Course Title</td>
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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

**********

Cooperative Educational Program
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# _____________________


_____ 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 Duygu 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)
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.

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

OVERALL PERFORMANCE: □ Outstanding □ Very good □ Average □ Marginal □ 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

_________________________  _________________________
Immediate Supervisor Signature                     Date

_________________________
Supervisor’s Printed Name/Title

Email Address

Note: Please email to Duygu YALAZ at dyalaz@mines.edu or fax to 303-273-3956. If any questions, please call 303-273-3277.
# Employer's Final 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.*

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</table>

**ATTENDANCE:**  Regular ☐  Irregular ☐

**PUNCTUALITY:**  Regular ☐  Irregular ☐

**OVERALL PERFORMANCE:**  Outstanding ☐ Very good ☐ Average ☐ Marginal ☐ 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

__________________________  __________________________
Immediate Supervisor Signature  Date

__________________________  __________________________
Supervisor’s Printed Name/Title  Email Address

**Note:** Please email to Duygu YALAZ at dyalaz@mines.edu or fax to 303-273-3956. If any questions, please call 303-273-3277.
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

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
SUMMARY EVALUATION OF THE CO-OP EXPERIENCE

Please make a summary statement on the value to you of having had this CO-OP experience. These comments may be shared with others interested in the Co-Op for credit program at Colorado School of Mines.

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May we use your comments in our publicity?

Yes  

No  

Name  Company  Date
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?