



## 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.)
- 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 must be submitted before student's departure. If the Employer changes a Student's assigned tasks, learning objectives are to be re-written and re-submitted to the Career Center.
- 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 to their respective offices.

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

- 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.

### CO-OP PROCEDURE TIMELINE

**All documents and processes listed below, unless otherwise specified, are completed within the DiggerNet system.** Any documents below with an asterisk\* must be printed and signed by all responsible parties and uploaded into DiggerNet. Hard copies of all forms listed below can be provided upon request if DiggerNet access is unavailable.

Documentation	Completed By	Deadline To Complete
*Cooperative Education Student Agreement	Student	Prior to beginning of co-op assignment
*Cooperative Education Pre-Approval from Faculty	Student, Faculty	Prior to beginning of co-op assignment
Verification of Health Insurance Coverage	Student	Prior to beginning of co-op assignment, submitted to Student Health Benefits Coordinator
Request for Deferment of Scholarship/Financial Aid	Student	Prior to beginning of co-op assignment, submitted to Financial Aid Office
Employer Responsibilities & Cooperative Education Contract	Employer	Prior to beginning of co-op assignment
Job-Related Learning Objectives Contract	Student, reviewed and approved by employer	Prior to beginning of co-op assignment
Employer Mid-Term Evaluation of Student	Employer	Mid-point of co-op assignment
Employer Final Evaluation of Student	Employer	Within 10 days of co-op end
Student Self-Evaluation of Learning Objectives	Student	Within two weeks of return from co-op
Student Program Evaluation Reflection	Student	Within one month of return from co-op
Return Interview	Career Center Co-op Coordinator, with student	Within one month of return from co-op
Final Project Technical Report	Student, reviewed and graded by faculty	Due within 4 weeks of beginning of return semester

**CO-OP CONTACT SHEET**

When completing a co-op, there are multiple individuals to contact and keep in touch with along your experience. Use this sheet as a guide for campus contacts, as well as who to reach out to for questions.

**MINES COOPERATIVE EDUCATION COORDINATOR**

The Mines Career Center functions as the liaison between the employers seeking Co-Op students and the school.

Kristen Tandy, Career Center Co-op Coordinator, Career Advisor  
Phone: 303-273-3703  
Email: [kntandy@mines.edu](mailto:kntandy@mines.edu)  
fax 303-273-3956

**MINES FACULTY CO-OP ADVISOR** (complete once identified)

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

Department: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**EMPLOYER SUPERVISOR** (complete once identified)

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

Department: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**MINES STUDENT HEALTH INSURANCE**

Kathleen Ebeling, Colorado School of Mines Student Health Benefits Coordinator  
Phone: 303-273-3388  
Email: [kebeling@mines.edu](mailto:kebeling@mines.edu)

**MINES FINANCIAL AID:**

Phone: 303-273-3301  
Email: [finaid@mines.edu](mailto:finaid@mines.edu)

**MINES REGISTRAR:**

Phone: 303-273-3200  
Email: [registrar@mines.edu](mailto:registrar@mines.edu)

**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 Approval from Faculty
- c. Submit **Cooperative Education Contract** on DiggerNet
- d. Upload **3 Learning Objectives** on DiggerNet
- e. Complete Health Insurance and Financial Aid forms with their respective offices on campus

During CO-OP work experience:

- a. Check in with the CO-OP Office after about 6 weeks on the job.

Co-op Coordinator: Kristen Tandy  
Email: kntandy@mines.edu  
Call toll free: 1-800-446-9488 x 3235  
Regular number: 303-273-3235

- b. Prepare for preregistration
- c. Collect data for the CO-OP Technical Report
- d. Make sure employer has completed mid-term and final evaluations of performance
- e. I will not leave or change my employment without notifying the CO-OP Office

After returning to campus:

- a. Schedule a Returning Student Interview within the first month back
- b. Submit **Student Report of Progress Toward Learning Objectives** and **Summary Evaluation of CO-OP Experience** on Diggernet
- c. Complete and finalize CO-OP technical report with departmental advisor
- d. Submit CO-OP Report to **both the CO-OP Office and the departmental advisor**

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

Print Name: \_\_\_\_\_ Date \_\_\_\_\_

**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: \_\_\_\_\_



**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 \_\_\_\_\_

**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 \_\_\_\_\_