

Cooperative Education Student Agreement with Mines

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

Before Co-op:

- a. Meet with the Career Center Co-op Coordinator
- b. Meet with my Faculty Co-op Advisor to complete the following forms:
 - i. **Cooperative Education Degree Completion Plan**
 - ii. **Cooperative Education Credit Approval & Acknowledgment**
 - iii. **Learning Objectives**
- c. Complete this **Cooperative Education Student Agreement**
- d. Notify the **Student Health Insurance Plan Manager** of my co-op start and end date
- e. Notify **Financial Aid** of my co-op start and end date
- f. Complete the DiggerNet co-op application, which includes:
 - i. Submitting the 4 forms listed above with required signatures
 - ii. Agreeing to the **Health Insurance Disclaimer**
 - iii. Agreeing to the **Financial Aid Disclaimer**
 - iv. Providing all required co-op information, including my Employer's contact information
- g. Ensure that Employer agrees to the **Employer Responsibilities & Cooperative Education Contract** and approves the co-op on DiggerNet

During Co-op:

- a. Prepare for class registration
- b. If I am receiving credit for my co-op, collect data for the Technical Report
- c. Make sure that my Employer has completed the **Employer Midterm Evaluation** and **Employer Final Evaluation** of my performance while on co-op
- d. If I am considering leaving or changing my co-op, I will notify the Career Center first

After Co-op:

- a. Submit my **Self Evaluation** and **Program Evaluation** in DiggerNet
- b. Schedule my **Exit Interview** with the Career Center Co-op Coordinator within the first month of being back at Mines
- c. Complete and finalize my **Technical Report** with my Faculty Co-op Advisor
- d. Submit my **Technical Report** to both the Career Center Co-op Coordinator and the Faculty Co-op Advisor

Student Signature

Date

Print Student Name

Date

Cooperative Education Degree Completion Plan

Student Name _____ CWID # _____

Major _____ Anticipated Graduation Date _____

Instructions: Please list each course you plan to take in its respective semester. Indicate which semester you will be on co-op. When completing your degree completion plan, we encourage you to consult your Faculty Co-op Advisor, CASA Advisor, and the Undergraduate Bulletin, found here: <https://www.mines.edu/registrar/bulletins/>. When referencing the Undergraduate Bulletin, the semester(s) in which the course is offered is indicated by Fall= I, Spring= II, and Summer= S.

Please Note: Although the bulletins 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. Additionally, if you are receiving credit for your co-op, your schedule will include the 3-hour Department 340 course in the semester you return, so **do not plan to take more than 16 hours** unless you are prepared to pay additional tuition and fees for more than 19 hours.

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	

I have consulted my Faculty Co-op Advisor to prepare this course completion plan and fully understand that participation in a cooperative education experience may alter my anticipated graduation date.

Student Signature Date

Faculty Co-op Advisor Signature Date

Cooperative Education Credit Approval & Acknowledgment

Student Name _____ CWID # _____

Major _____ Faculty 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 _____ of _____ credit
Course Code Hours Free Elective or Departmental Elective or Specific Course Name

Examples of Course Codes: CBEN for Chemical & Biological Engineering, MEGN for Mechanical, MTGN for Metallurgical & Materials Engineering, PEGN for Petroleum Engineering, etc.

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

1. Submission of the Employer Final Evaluation form completed by my supervisor at the end of my work term.
2. The quality of my technical report as evaluated by the Faculty Co-op 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 Cooperative Education 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.

 Student Signature Date

 Faculty Co-op Advisor Signature Date

Cooperative Education Learning Objectives

Student Name _____ CWID # _____

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 CSM Co-op Education Program is that a student must pursue a planned program of work experience 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.

Please keep the following tips in mind when establishing your learning 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.

Instructions: Please create 3 learning objectives using the template below. Review these learning objectives with your Faculty Co-op Advisor to ensure they are aligned with your academic pursuits.

Learning Objective #1

Learning Objective

What do I want to learn or do?

Tasks & Strategies

How am I going to learn my objective and what resources will I use?

Evaluation

How will I measure my progress or know that I have learned my objective?

Learning Objective #2

Learning Objective

What do I want to learn or do?

Tasks & Strategies

How am I going to learn my objective and what resources will I use?

Evaluation

How will I measure my progress or know that I have learned my objective?

Learning Objective #3

Learning Objective

What do I want to learn or do?

Tasks & Strategies

How am I going to learn my objective and what resources will I use?

Evaluation

How will I measure my progress or know that I have learned my objective?

I have created 3 learning objectives and reviewed them with my Faculty Co-op Advisor in order to understand how what my goals are and how they align with my academic pursuits.

Student Signature

Date

Faculty Co-op Advisor Signature

Date