Cooperative Education Program

The Colorado School of Mines Cooperative Education Program (CSM Co-op 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 CSM Co-op Education Program is an agreement between Student, Student’s major department, and the Mines Career Center. Permissions and verifications must be in place before beginning a co-op. The work assignment of the program is a contract between Student and 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 has begun. A "Co-op 340" designation is put in place to maintain the active status of **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 Faculty Co-op Advisor at semester end.

Prior to committing to a co-op, **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 **Employer** – these learning objectives must be submitted before student’s departure. If **Employer** changes **Student’s** assigned tasks, learning objectives are to be re-written and re-submitted to the Career Center.

- Receive signatures of prior approval from Faculty Co-op Advisor, **Employer**, and Career Center Co-op Coordinator.

- Clarify/complete any health insurance or financial aid arrangements by contacting respective offices.

While at the co-op jobsite, **Student** must:

- Ensure that **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-op 340 which will be added as a departmental 340 course; tuition/fees will be assessed accordingly).

- Plan for the technical report with notations, photos, etc.

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

- Provide the Career Center with **Employer’s** Final Evaluation form and complete an “Exit Interview” with the Career Center Co-op Coordinator.

- Submit the technical report to the academic department, with a copy to the Career Center.
# Cooperative Education Procedure Timeline

All documents and processes listed below, unless otherwise specified, are completed within the DiggerNet system. Any documents listed below with an asterisk* must be 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.

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<tr>
<th>Documentation</th>
<th>Completed By</th>
<th>Deadline To Complete</th>
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<tbody>
<tr>
<td>*Cooperative Education Student Agreement with Mines</td>
<td>Student</td>
<td>Before Co-op</td>
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<tr>
<td>*Cooperative Education Degree Completion Plan</td>
<td>Student, Faculty Co-op Advisor</td>
<td>Before Co-op</td>
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<tr>
<td>*Cooperative Education Credit Approval &amp; Acknowledgment</td>
<td>Student, Faculty Co-op Advisor</td>
<td>Before Co-op</td>
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<tr>
<td>*Learning Objectives</td>
<td>Student, Faculty Co-op Advisor, Reviewed and Approved by Employer</td>
<td>Before Co-op</td>
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<tr>
<td>Notify Student Health Insurance Plan Manager of Co-op</td>
<td>Student</td>
<td>Before Co-op</td>
</tr>
<tr>
<td>Notify Financial Aid of Co-op</td>
<td>Student</td>
<td>Before Co-op</td>
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<tr>
<td>Complete Application in DiggerNet</td>
<td>Student</td>
<td>Before Co-op</td>
</tr>
<tr>
<td>Employer Responsibilities &amp; Cooperative Education Contract (Approval on DiggerNet)</td>
<td>Employer</td>
<td>Before Co-op</td>
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<tr>
<td>Employer Midterm Evaluation</td>
<td>Employer</td>
<td>Half-Way Through Co-op</td>
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<tr>
<td>Employer Final Evaluation</td>
<td>Employer</td>
<td>Within 10 days of Co-op End Date</td>
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<tr>
<td>Student Self Evaluation</td>
<td>Student</td>
<td>Within 2 Weeks of Returning to Mines</td>
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<tr>
<td>Exit Interview</td>
<td>Career Center Co-op Coordinator, with Student</td>
<td>Within 1 Month of Returning to Mines</td>
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<tr>
<td>Student Program Evaluation</td>
<td>Student</td>
<td>Within 1 Month of Returning to Mines</td>
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<tr>
<td>Technical Report</td>
<td>Student, Reviewed and Graded by Faculty Co-op Advisor</td>
<td>Due Within 4 Weeks of Returning to Mines</td>
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</table>
Cooperative Education Contact Information

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.

This is for your reference - you do not need to submit this form.

Career Center
Rose Foody, Career Center Co-op Coordinator
Phone: (303) 384-2543
Email: refoody@mines.edu

Financial Aid
Phone: (303) 273-3301
Email: finaid@mines.edu

Student Health Insurance
Andrea Tangney, Student Health Insurance Plan Manager
Phone: (303) 273-3388
Email: ship@mines.edu

Registrar
Phone: (303) 273-3200
Email: registrar@mines.edu

CASA
Phone: (303) 384-2600
Email: casa@mines.edu

Faculty Co-op Advisor
Contact the Career Center if your department is not listed below.

Chemical & Biological Engineering
Dr. Rachel Morrish, Teaching Professor, Associate Department Head
Phone: (303) 384-2018
Email: rmorrish@mines.edu

Mechanical Engineering
Dr. Kristine Csavina, Director of Undergraduate Studies and Teaching Professor
Phone: (303) 384-2146
Email: kcsavina@mines.edu

Metallurgical & Materials Engineering
Dr. Gerald Bourne, Teaching Professor and Associate Department Head
Phone: (303) 273-3778
Email: bourne@mines.edu

Petroleum Engineering
Dr. Jennifer Miskimins, Department Head and Professor
Phone: (303) 384-2607
Email: jmiskimi@mines.edu