

Mines Co-op Process

Before Co-op

1

Student Meets with Career Center

Once the Student receives a co-op offer, they must schedule a meeting in DiggerNet with the Co-op Coordinator. In this meeting, they will discuss what qualifies as a co-op, answer questions, and talk about their next steps. If the Student decides to pursue the co-op, Co-op Coordinator adds them to the Experiential Learning module in DiggerNet.

2

Student Meets with Faculty Co-op Advisor

The Student meets with their Faculty Co-op Advisor to complete their:

- 1) Degree Completion Plan
- 2) Credit Approval Form
- 3) Learning Objectives

3

Student Submits Application in DiggerNet

The Student submits these 3 forms, and the Student Agreement form, in DiggerNet's Experiential Learning module. In doing so, they acknowledge that they spoke with Financial Aid and confirm that they will have health insurance on co-op. DiggerNet sends an email to the Employer so that they may acknowledge Mines' co-op policies and approve.

4

Career Center Approves and Employer Signs Off

Once the Employer has completed their portion in DiggerNet, the Co-op Coordinator approves the experience. The Faculty Co-op Advisor receives an email to let them know that the Student's application has been approved.

5

Career Center Notifies Registrar

The Co-op Coordinator emails the Registrar, copying the Student, to ask that the Student is enrolled in the placeholder course during the semester they are on co-op. This must be done before Census Day.

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During Co-op

1

Employer Completes Midterm Evaluation

Roughly half-way through the co-op, the Employer receives an email with a link to complete the Midterm Evaluation of the Student. The Co-op Coordinator follows up with the Student to check-in and encourage the Student to discuss their Midterm Evaluation with their Employer.

2

Employer Completes Final Evaluation

Toward the end of the co-op, the Employer receives an email with a link to complete the Final Evaluation of the Student. This should be completed within 10 days of the Student's co-op end date.

What is a co-op?

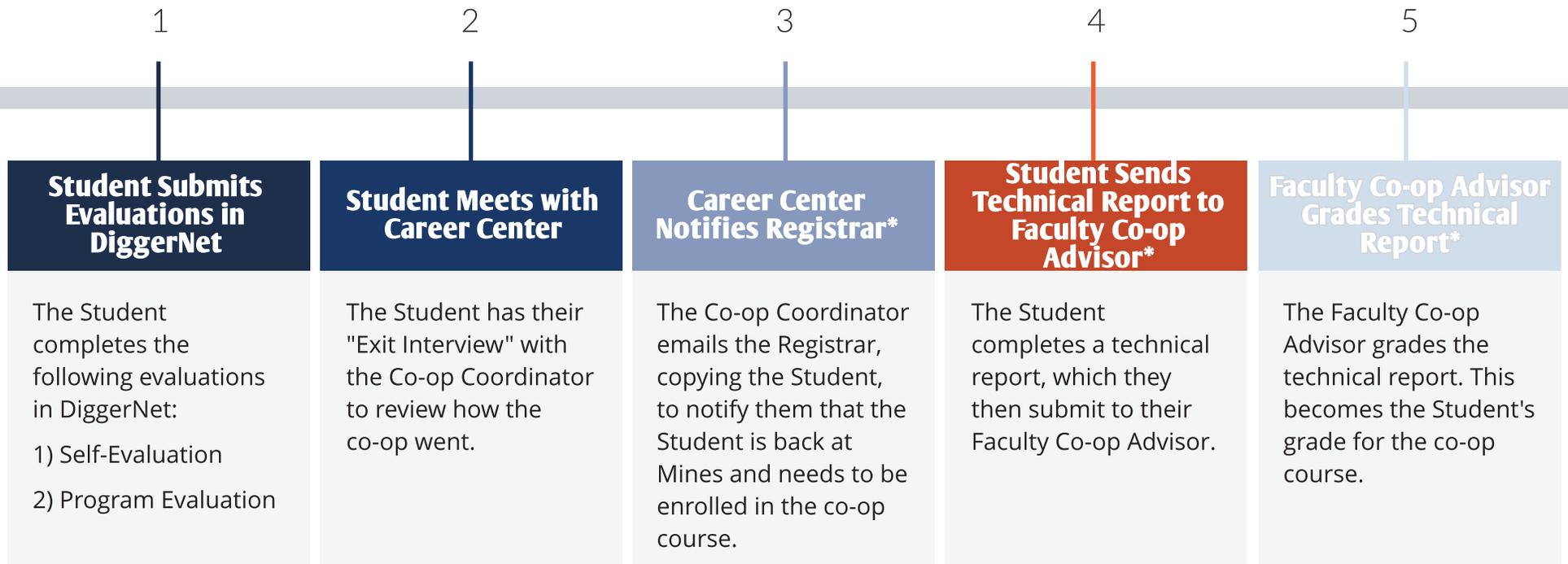
Approximately 6 months of full-time work in a position related to the Student's studies. This can take many forms, including consecutive semesters, alternating semesters, or working full-time in the summer and part-time during the fall and spring semesters.

Who is eligible for a co-op?

Undergraduate Students with a minimum GPA of 2.0. They must have second semester sophomore status and have at least one semester at Mines remaining after their co-op.

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After Co-op



*Steps 3, 4, and 5 are only necessary for Students who are seeking credit for their co-op.

Can a Student get credit for their co-op?

Students can get approved for up to 3 free elective credits. This is determined by the Faculty Co-op Advisor. These credits and tuition are applied the semester of return. Students may also choose to forgo credit.

Why should a Student work with the Career Center regarding their co-op?

Going through the Mines Cooperative Education Program allows the Student to maintain their status as a Mines Student. This defers any financial aid the Student has, maintains access to their Mines accounts, and provides the opportunity for a Student to seek credit. They also receive additional support from faculty and staff throughout their co-op if they work with the Career Center.