

## 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 ( $\geq 20$  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 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; this can be through the Mines Student Health Insurance Plan.
- 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 Faculty Co-op Advisor – 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.

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.

### 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.

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

## 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