
ENGINEERING COOPERATIVE EDUCATION

HANDBOOK



FOR STUDENTS

PROGRAM STRUCTURE

Participation in the co-op program requires a minimum commitment of 3 work terms with the same employer. Work terms average 16 weeks in length and normally coincide with the regular campus calendar; that is, students usually begin a work assignment on Monday of the week classes begin and continue through the last Friday of the term. Summer work assignments normally begin the mid-May and continue through mid-August. Starting and ending dates may be changed if mutually agreeable to both employer and student. However, summer work terms must complete 13 weeks. Students can also work out with their employers to work a “double work term” and complete two semester of work back to back with one semester being summer.

Students are expected to remain with their employer throughout the entire work term and return to the same employer for each scheduled work term until graduation. Changes of employer will be authorized in exceptional situations only.

Co-op students are required to complete a brief Early Work Term Questionnaire, an End of work Term Evaluation, and to submit a written report of their work experience.

The employer will evaluate the student’s job performance at the end of each work term. Performance Evaluation will be completed through Handshake. Employers should go over the performance evaluation with the student.

GENERAL ELIGIBILITY REQUIREMENTS

Undergraduate Students

Full time students who have completed at least 3 complete academic semesters.

Student applicants from Engineering and Engineering Technology must have a minimum cumulative grade point average of 2.3.

Must complete Introduction to Cooperative Education Seminar (COP 200) with a grade of “S”.

Transfer Students

Transfer students must complete at least one semester of study as a full-time University of Dayton student prior to beginning the first work assignment.

Graduate Students

Full time graduate students who have completed one full academic semester and GPA of at least 3.0.

CO-OP POSITION ACCEPTANCE POLICY

When accepting a co-op position by phone, in person, by letter, or email, it is your responsibility to inform the Engineering Co-op office immediately. You are required to fill out an “Experience” in your Handshake profile for approval including loading a copy of your offer letter/email into the Experience. By accepting a position, you automatically disqualify yourself from further consideration by other companies. You should not interview with other companies, and it is your responsibility to cancel any previously arranged appointments.

WORK TERM REGISTRATION AND FEE

Students are registered for each work term by the Engineering Co-op office, this allows them to maintain a full-time status at the University. During each work term students will be registered for the corresponding class; Work Term 1- COP 101, Work Term 2- COP 201, Work Term 3 – COP 301, Work Term 4- COP 401, Work Term 5 – COP 501. The class establishes the student as full time at no cost to the student. Students are entitled to a validated ID and may also live in University housing and participate in a meal plan.

Failure to register for the Co-op work term will result in notification to the employer that the student is no longer eligible to participate in the University sponsored Co-op program.

In order for a student to be registered, the following must have taken place:

- *No Holds on your student account. University bills paid through the Bursar’s office*
- *Resume and Academic record have been updated.*
- *“Experience” is created and approved in the UD Handshake system for each work term.*

GRADING AND COURSES

Grading for co-op is option 2, Satisfactory/NC (Unsatisfactory). To receive a satisfactory grade, the following must be completed by published dates:

- *work term “Experience” submitted and approved*
- *return of early work term questionnaire*
- *submission of work term report*
- *completion of the “Engineering Co-op Completion of Work Term Student Survey”*
- *exit interview with Engineering Co-op staff member*

Students are permitted to register for up to three credit hours of courses during their first work term and up to six credit hours during each remaining work term.

Students pay regular University tuition rates for credit hours in classes taken during a work term.

REGISTRATION FOR NEXT STUDY TERM

Course registration instructions will be available on-line to all working students. Students are responsible for contacting their adviser to receive their approval code and for registration of all their study terms. In addition, students are responsible for coordinating their work term and graduation schedule with their adviser.

FINANCIAL AID GUIDELINES

Co-op applicants receiving University financial aid are urged to talk with a University financial aid counselor prior to accepting an offer of Co-op employment to determine whether adjustments will need to be made in their financial aid packages.

Earnings will not affect merit and academic scholarships; however, need based financial aid (grants, loans, and work-study) will most likely be adjusted. Available financial aid applies only to full-time study terms.

HOUSING

Housing, both at school and on the job is the student's responsibility. Students working in the Dayton area can continue to reside in UD housing. Co-ops accepting employment outside of the greater Dayton area will be released from their contract for that term without a cancellation fee. Outside is currently a 40-mile radius from campus.

UNEMPLOYMENT COMPENSATION

Students are not eligible for unemployment benefits.

University of Dayton

Engineering Cooperative Education Program

STUDENT CO-OP AGREEMENT

The goal of the Engineering Cooperative Education Program is to assist you in finding a job that will expose you to the career field you plan to pursue after graduation and provide experience in that field. The University will provide opportunities for you to apply and interview for available positions. In addition, the University will help you prepare for your job search and to be “job ready”. Employment, however, depends primarily upon your qualifications, interests, available jobs, your academic major, and your willingness to be an active participant in seeking out employment opportunities.

The University and Employers have invested a great amount of time, money, and resources to help you prepare, search, interview and accept positions with companies to expand your experience base, fine tune your future career goals, and grow your level of responsibility. It is imperative that you be committed to the Cooperative Education program, rules, and regulations as stated in the “University of Dayton Cooperative Education Handbook”.

Co-op Student Responsibilities/Commitments:

1. Be in Good Academic standing as a Full time student.
2. Keep your resume and academic record up to date after each semester.
3. Be professional and responsible when dealing with staff and employers.
4. Create an Engineering Co-op Experience in Handshake prior to each work term for approval.
5. During Each work term:
 - a. Complete the Early Work Term Questionnaire
 - b. Prepare a written reflection of your Experience using provided guidelines.
 - c. Complete the “Engineering Co-op End of Work Term Student Survey”
 - d. Participate in a post work term interview in person for your first and last term and group session during other work terms.
6. Complete a minimum of 3 work terms with the same company.
7. Perform satisfactorily on the job.

I, undersigned student, authorize the Cooperative Education Program at the University of Dayton to release to any prospective employer for interview purposes, and to my employer once I am employed, that part of my academic record having to do with courses completed and courses presently enrolled, final grades earned for such completed course, and my cumulative grade point average through the last semester completed.

I have read the ENGINEERING COOPERATIVE EDUCATION PROGRAM HANDBOOK, and I understand the requirements of the Cooperative Education Program. I agree to follow all policies regarding the fulfillment of the requirements of a Cooperative Education student, such agreement to become effective upon acceptance of first work placement.

Student’s Name (please Print)

Student Signature

Date