



**ENGINEERING COOPERATIVE EDUCATION
HANDBOOK
FOR STUDENTS**

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GENERAL ELIGIBILITY REQUIREMENTS

Undergraduate Students

Full time students who have completed at least 45 semester hours

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

Please refer to individual department

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

Required Seminars

New Student Informational Seminar
(Third week after school begins in September and January)

Job Interview Technique Seminar
(Prior to on-campus interviews in October and February)

Orientation/Registration Seminar
(Approximately one month before end of semester)

WORK TERM REGISTRATION AND FEE

Students are registered for each work term, which allows them to maintain a full-time status at the University. 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:

- Course registration code submitted through Banner/Portches bearing the appropriate Co-op sections.
- University bills paid through the Bursar's office

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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 registration
- return of early work term questionnaire
- submission of work term report

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 these credit hours, but no additional Base University Fee is required.

REGISTRATION FOR NEXT STUDY TERM

Course registration instructions will be mailed and/or available on line to all working students.

Students must inform the Co-op program of their current address at the beginning of each work-term.

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 downward. *Available financial aid applies only to full-time study terms.*

PROGRAM STRUCTURE

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

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Work semesters 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 are published by the Engineering Co-op Program and may be changed if mutually agreeable to both employer and student.

The employer will evaluate the student's job performance at the end of each work term. Performance Evaluation forms are available online at:
http://www.udayton.edu/engineering/careers_and_coops/index.php

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

HOUSING/LOTTERY

Housing, both at school and on the job is the student's responsibility. Students accepting Co-op employment outside the greater Dayton area will be released from their contract for that term. Outside is currently 40 miles of radius from campus.

The following policy applies to the housing lottery:

Students who are on work assignment in their first fall semester or spring/summer double work term will have their lottery record adjusted upward one time by 15 institutional (non-academic) credit hours.

MOTOR VEHICLE RECIPROCITY

The Cooperative Education Program will provide a Motor Vehicle Reciprocity form for any Co-op student driving a motor vehicle registered in a state different from the state in which the student is working. The purpose of this form is to insure your student status even while working in another state, which eliminates the requirement to purchase license plates of that state.

UNEMPLOYMENT COMPENSATION

Students are not eligible for unemployment benefits.

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UNIVERSITY OF DAYTON

COOPERATIVE EDUCATION PROGRAM

STUDENT CO-OP AGREEMENT

The goal of our Cooperative Education Program is to assist you in finding a job, which will expose you to the career you plan to pursue. The University will provide opportunities for you to interview for available positions. The University will also work with you to help you prepare for interviews and to be "job ready." Employment, however, depends primarily upon your qualifications, interests, and available jobs in your academic major.

Because of the great amount of time and money spent by both the University and employers in locating and providing suitable jobs, it is necessary that you be committed to the Cooperative Education Program and its rules and regulations, as stated in the University of Dayton Cooperative Education **HANDBOOK**.

MAJOR STUDENT COMMITMENTS:

1. Maintain appropriate academic standing as a full-time student.
2. Register in the co-op work term course prior to each work term.
3. During each work term:
 - a. Complete and return an Early Work Term Questionnaire
 - b. Prepare a written report on work experience
 - c. Have a post work term interview with a Co-op Advisor after the first work term
4. Carry out the approved work/study calendar with employer.
5. Perform satisfactorily on the job.

I, the 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 courses, and my cumulative grade point average through the last semester completed.

I have read the **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

Date

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