

**COLLEGE OF ENGINEERING AND APPLIED SCIENCE  
COOPERATIVE EDUCATION**

# **STUDENT HANDBOOK**

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## Approval of this Handbook

The Cooperative Education Student Handbook for the College of Engineering and Applied Science was established and is maintained by the faculty of the College of Cooperative Education and Professional Studies (CCPS) CEAS Co-op Unit.

Changes approved: 8/28/24

- Clarified timing of experience that qualifies for Advanced Standing
- Changed certification deadline to sixth day of the term
- Added recommendation of non-compliance notifications by the eighth week of the semester
- Revised last day for late certifications to the end of the seventh week of the semester
- Added language clarifying what to do if a position is accepted but student fail to receive final certification
- Noted possibility of registering for First-Year summer experiences with faculty approval
- Updated Co-op Semester requirements to differentiate between confirming co-op hire and registering for COOP course
- Update reflection language to acknowledge concurrent reflection
- Updated co-op summary of requirements
- Clarified that students are expected to follow company's hr policy in terms of missed work days
- Updated Co-op Calendar language to reflect alignments with term dates
- Removed redundant Cooperative Education Calendar sections
- Added minimum number of co-op term weeks, 13 for fall/spring and 11 for summer.
- Renamed Absence due to Illness to Absence from Work
- Removed reference to three weeks of illness absence
- Modified Academic Waiver Language to require updated academic plan for approval
- Clarified use cases for Academic Waiver
- Added clarification on who is responsible for updating student records for co-op term reductions and waivers
- Added clarification that transfer and transition students should ideally complete no more than two academic semesters prior to starting their first co-op experience.
- Noted that student must belong to an official accelerated degree track to qualify for reduced co-op terms due to accelerated degree plan
- Added clarification that any deviation from the assigned co-op schedule must be pre-approved once the co-op rotation schedule has been initiated
- Updated Student Responsibilities under section IX to reflect a student's ability to capture military experience via a Professional Practice EEP
- Clarified section assignment process
- Removed reference to co-op late fee
- Clarified that Academic Waivers may not be used by students in accelerated degree tracks
- Removed references to Experience Programs (program no longer offered)

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## Definition of Cooperative Education

University of Cincinnati Definition of Cooperative Education (Co-op):

Cooperative Education experiences are career-oriented, transcribed, and compensated. They require academic preparation, faculty mentorship and assessment, and guided student reflection that integrates the experience to student learning goals and their academic curriculum.

The College of Engineering and Applied Science further defines Cooperative Education as full-time employment that is progressive in experience and alternates between classes and work terms.

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## How to Use This Handbook

The Cooperative Education Program for the College of Engineering and Applied Science Student Handbook covers the policies and procedures of the mandatory, undergraduate Cooperative Education Program for the College of Engineering and Applied Science. If you have questions about the Cooperative Education Program anytime throughout your participation, you should refer to this handbook or talk to your Faculty Cooperative Education (Co-op) Advisor to seek clarification.

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## Key Terms

The following key terms will aid in understanding and implementation of the policies and procedures contained in this Handbook.

**Academic Advisor:** Academic advisors located within the college provide intensive proactive and reactive advising support through regular contact with their advisees.

**Academic Program:** The program in which a student is enrolled, (i.e. Aerospace Engineering, Construction Management).

**Academic Semester:** The semester(s) during which the student is enrolled and participating in academic courses on campus.

**Advanced Standing:** Status given to a student by the college and the Professional Standards Review Committee for qualifying previous work experiences.

**Certification:** Certification is the process whereby Academic advisors review each student's cumulative record to determine co-op eligibility. A student whose record satisfies certain academic conditions will be certified to participate in the Professional Practice (Co-op) program.

**Co-op Assignments:** The Learning Objectives, Student Project, and Student Report administered through the PAL website which are required to be completed during each co-op semester.

**Co-op Employer:** The organization or corporation employing the student for the duration of the term the student is working in a co-op position.

**Co-op Position:** The position a student is filling with an employer as a part of the Cooperative Education Program, i.e. the co-op job.

**Co-op Semester:** The semester(s) during which the student is participating in a co-op experience (i.e. "on co-op" or EEP).

**Cooperative Education (Co-op):** The academic program which alternates terms of full-time academic course work with terms of full-time work experience which is paid, properly supervised and evaluated, and discipline-related.

**Faculty Cooperative Education Advisor:** The faculty member in CCPS who is responsible for administering the Cooperative Education Program for the student's major of study. To find the Faculty Cooperative Education Advisor for your academic program go to [www.uc.edu/campus-life/careereducation/get-experience/co-op/full-time/support/advisors.html](http://www.uc.edu/campus-life/careereducation/get-experience/co-op/full-time/support/advisors.html)

**Mandatory Programs:** Those academic programs for which participation in the Cooperative Education Program is a requirement for graduation. All undergraduate programs in the College of Engineering and Applied Science, with the exception of Fire Science, require participation in co-op.

**Matriculated:** Officially enrolled in an academic college and/or major.

**Partners:** This often refers to employers (employer partners) who participate in the UC co-op program and hire UC students as co-ops and interns.

**Post Co-op Reflection:** A required meeting between the student and the faculty co-op advisor following a co-op semester.

**Professional Assessment and Learning (PAL) Platform:** The online tool that is used for individual student assessment, assignment completion, and programmatic assessment. The tool is accessible via [www.uc.edu/pal](http://www.uc.edu/pal).

**Professional Standards Review Committee (PSRC):** A committee composed of faculty and student members for the purpose of reviewing all matters pertaining to program and student relations or irregularities.

**Referral process:** The process by which Faculty Cooperative Education Advisors distribute student resumes and/or portfolios (i.e. refer students) to potential co-op employers.

**Section:** Section refers to the cohort or grouping in which students are designated for their co-op terms. In some academic programs, such as Mechanical Engineering, there are two sections within each class year. In other academic

programs, such as Electrical Engineering Technology, there is only one section within each class year. Students are sectioned during their first year or upon entry as a transfer student.

Double Section refers to all CEAS academic programs that have two sections. When one section is out on co-op, the other section is taking classes on campus.

Single Section refers to all CEAS academic programs that have one section. When the students in the one section are out on co-op, there are no other students in that class year taking classes on campus.

**College of Cooperative Education and Professional Studies (CCPS):** The academic college at the University of Cincinnati which administers the Cooperative Education Program. [www.uc.edu/campus-life/careereducation/get-experience/co-op.html](http://www.uc.edu/campus-life/careereducation/get-experience/co-op.html)

**Transfer Students:** Students who enter the University of Cincinnati from another university or college.

**Transition Students:** Students who change majors or change colleges within the University of Cincinnati.

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# I. Introduction

## About the College of Cooperative Education and Professional Studies (CCPS)

### Mission of Cooperative Education

A portion of the mission of the College of Cooperative Education and Professional Studies is to provide a premier global academic program of cooperative education. This pedagogic innovation had its founding at the University of Cincinnati in 1906. Through cooperative education, the professional world partners with the University to integrate theory and practice. Supporting the University's mission, cooperative education extends student learning beyond the classroom providing an enhanced educational experience which includes paid, discipline-related work experience to further student's career preparation. While students are gaining practical experience in their chosen field, they acquire an understanding of the world of work, integrate theory and practice, and have the opportunity to further develop professional and interpersonal skills.

We strive to carry out our mission and vision and act in accordance with these values:

**Respect:** We respect each of our colleagues, students, and partners to reinforce the power of teamwork and collaboration.

**Equity and Inclusion:** We value diversity, in all forms, and embrace the perspectives and contributions of each individual. Through the lens of humanity, we cultivate a culture of belonging where everyone is welcome and valued.

**Service:** We serve each student and partner in an ethical, empathetic, and productive way.

**Innovation and Excellence:** We innovate to achieve academic excellence, provide exceptional career-based services to students, and develop collaborative relationships with partners.

**Integrity:** We keep our commitments to each colleague, student, and partner. Our words and actions are governed by honesty, transparency, accountability, and trust.

**Professional Development:** We invest in the professional growth of all employees and understand its impact on our students, partners, and the University.

### Faculty

Upon acceptance into the Cooperative Education Program, students are assigned to a Faculty Cooperative Education Advisor who is responsible for specific phases of the program. Faculty in the College of Cooperative Education and Professional Studies (CCPS) assist 5,500 students each year in developing, implementing, and verifying their professional interests through classes and through national and international co-op positions. The Faculty Cooperative Education Advisors are responsible for all curricular communication between the Cooperative Education Program and employers participating in the program and conduct regular individual and/or small group mentoring sessions with the students. The Faculty Cooperative Education Advisor acts as a catalyst between the student and the cooperative education employer. The advisor assists each student in integrating practice and classroom theory and in realizing the fullest potential during a discipline-related practice assignment.

### Professional Staff

The College has a wide variety of professional staff to assist with the hiring of students, job development, and other administrative functions.

### Bearcat Promise Career Studio

The College of Cooperative Education and Professional Studies offers a Bearcat Promise Career Studio where students can participate in career planning and development. Services offered include assistance with resume and cover letter writing, mock interviews, elevator pitch practice and networking strategies ([www.uc.edu/campus-life/careereducation/career-studio.html](http://www.uc.edu/campus-life/careereducation/career-studio.html))

### Location, Hours, Contact Information

The College of Cooperative Education and Professional Studies (CCPS) is located on the first floor of the University Pavilion.

<u>College hours:</u>	8:00 AM - 5:00 PM, Monday through Friday (including breaks but not university holidays)
<u>Website:</u>	<a href="http://www.uc.edu/campus-life/careereducation.html">www.uc.edu/campus-life/careereducation.html</a>
<u>Office Phone Number:</u>	(513) 556-COOP (2667)

For individual faculty co-op advisor contact information please visit: [www.uc.edu/campus-life/careereducation/get-experience/co-op/full-time/support/advisors.html](http://www.uc.edu/campus-life/careereducation/get-experience/co-op/full-time/support/advisors.html)

### **The Cooperative Education Program**

The Cooperative Education (Co-op) Program of the University of Cincinnati is designed to provide eligible students the most comprehensive education and professional preparation available. Participating undergraduate students alternate semesters of paid, career-related experiences with semesters of classroom study starting in the sophomore year and extending through the summer prior to their senior year. The extension of classroom, laboratory, and studio teaching through practice in a chosen profession adds a unique dimension to student learning and preparation for entering a chosen career area.

The co-op experience related to the field of study, acquired while earning a degree, assists the student in developing an understanding of human relationships and in learning to work with others as a member of a team. Individual growth is enhanced by the realization that, in addition to demonstrating theoretical knowledge, one is also learning to become an integral part of the working community and developing an awareness of the interrelationship between the academic and professional worlds. Thus, during the college years, the student obtains first-hand knowledge of professional practices, expectations, and opportunities. At the same time, a student is offered a realistic test of career interests and aptitudes. Work experiences make the student more valuable to employers, increase qualifications for career opportunities, and provide an excellent background for pursuit of graduate programs.

The co-op program is either mandatory, meaning the program is a degree requirement for graduation in a major, or optional, meaning the program is an option for students as part of their degree program in their major. Visit [www.uc.edu/campus-life/careereducation/get-experience/co-op/full-time/majors.html](http://www.uc.edu/campus-life/careereducation/get-experience/co-op/full-time/majors.html) to view a list of the degrees that require mandatory or offer optional programs.

UC requires that Cooperative Education positions meet the following requirements:

- Full-time employment
- Compensated
- Discipline or career-related
- Supervised
- Evaluated
- Aligned with dates of the Co-op calendar

### **International Co-op Program**

Success in today's global workforce demands increased adaptability, cross-cultural competency, and intellectual flexibility. The College of Cooperative Education and Professional Studies offers an international cooperative education program to support student development in these areas. The International Co-op Program was developed to provide students an opportunity to apply theoretical classroom knowledge in a real-world setting, enabling them to gain a better understanding of their chosen field, in a global context.

The International Co-op Program (ICP) provides exciting opportunities for UC students to learn a second language and gain international experience through an overseas co-op assignment in German, Japanese, French, or Spanish speaking countries. ICP maintains the same requirements as the standard Cooperative Education Program but incorporates a series of language and culture courses to support the international co-op positions. This experiential learning opportunity provides students with a competitive advantage in the global marketplace by incorporating intensive language course offerings while providing students the opportunity to expand their academic, cultural, and industrial knowledge.

Students complete the first three co-op semesters in the U.S., followed by two semesters of co-op abroad (usually spring and summer of the fourth year). In preparation for the international co-op experience, students learn the language and culture of the country in which they will be working through courses specifically designed for co-op students.

Admission to the ICP is competitive and requires a 3.0 GPA. Students are encouraged to apply at the first opportunity, which is spring semester of the first-year. Early application is preferable to enable students to make choices that fit ICP



courses into existing curriculum requirements. Late applications (pre-junior year) will be considered only if space is available and with approval of the student's faculty co-op advisor.

### **Experiential Explorations Program (EEP)**

The Experiential Explorations Program (EEP) is designed to give students enrolled in the Cooperative Education Program the opportunity to have an educational alternative to traditional co-op positions and to provide students and co-op faculty with additional educational employment alternatives to better prepare students to qualify for future co-op and career opportunities.

Each of the EEP alternatives requires prior notification to and approval from the Faculty Cooperative Education Advisors and in some cases the Professional Standards Review Committee (PSRC). Process details and approval forms may be obtained in the College of Cooperative Education and Professional Studies (CCPS) Office or on the College website. It is highly recommended that students seek approval no later than the end of the third week of the semester prior to beginning the EEP. Dependent upon which EEP is used; students may be required to complete the co-op assignments as typically prescribed by CCPS and the Faculty Co-op Advisor.

The EEP program must not:

- Allow an employer to replace a co-op student who is working in a paid position with an unpaid student
- Be available to students who do not have a declared CEAS major and are not certified to co-op by the College of Engineering & Applied Science

Co-op students may choose from the following EEP options. Each option offers a description and information on the process to count towards their co-op requirements.

#### Emerging Professional EEP

Students in required co-op programs will develop their professional and technical skills through the Emerging Professional EEP. The experience is designed by the student in collaboration with a faculty member in the College of Cooperative Education and Professional Studies and completed under the guidance of a mentor/practicing professional in the student's field of study or closely related field. Students participate in a variety of upskilling and professional experiences throughout the course of one academic term. **The Emerging Professional EEP is intended to be a faculty-initiated experience for students who would benefit from additional professional developmental skills.** This experience will provide students an opportunity to cultivate professional and technical skills and apply them through project-based work, research or part-time work in their field of study.

Requirements for the Emerging Professional EEP are indicated below:

#### **Conditions:**

- 1) Students are eligible to participate in the Emerging Professional EEP for their first or second co-op experience or upon recommendation of their faculty co-op advisor.
- 2) Hours can be accumulated through a variety of experiences throughout the semester. Experience must be a minimum of 350 (fall/spring) 300 (summer) total hours per semester and must be verified by a faculty member in the College of Cooperative Education and Professional Studies
- 3) Work must include:
  - a) Technical upskilling
  - b) Professional skill development
  - c) Project-based work
- 4) **Technical Upskilling:** Student will upskill in career relevant technical skills. Technical upskilling can include coursework on LinkedIn Learning, Coursera, edX, SkillShare, Udemy or certification courses. Credit bearing courses cannot count towards EEP hours.
- 5) **Professional skill development:** Students will include cross-cutting/professional skills in the EEP plan. Cross-cutting skills include communication, critical thinking, leadership, teamwork/collaboration in diverse settings, ethical judgement, innovative approaches. Examples include: informational interviews; community and campus involvement; industry-specific competitions, professional meetings, and conferences; finding mentorship; participating in multi-disciplinary collaborations including service learning.
- 6) **Project-based work:** Project-based work can include: competitions; personal projects; research; and/or part-time work in their field of study. Group project-based work is encouraged.
- 7) Experience is structured and formalized, and outlines a plan with benchmarks/deliverables and timelines for specific skill development. Student should plan their EEP in collaboration with a CCPS faculty member or faculty co-op advisor.

- 8) Final deliverables/projects: Student must identify and propose final deliverables/projects that adequately demonstrates their increased proficiency with specific concepts, professional and technical skills that they plan to develop through the experience.
- 9) Final EEP plans including a schedule and deliverables must be approved by a faculty member in the College of Cooperative Education and Professional Studies before the end of the semester prior to the EEP experience.
- 10) Student must keep time sheets showing both direct instruction as well as time spent on application. Time sheets will be turned into the students co-op advisor prior to their post experience reflection.
- 11) Part-time positions in the student's field of study may be substituted for project work.
- 12) The experience may be paid or unpaid.
- 13) Work is guided by a mentor/practicing professional in the student's field of study or closely related field. The role of the mentor/practicing professional is to assist the student through the EEP Experience, not to provide instruction
- 14) Student is responsible for identifying a mentor/practicing professional. If you are having trouble identifying a mentor, please contact your co-op advisor.
- 15) The student is required to meet with their mentor/practicing professional regularly: weekly or every two weeks is preferred, minimum is once a month.
- 16) Mentor/practicing professional must have a minimum of one year of experience in the student's field of study and have the capacity to assess the student's EEP experience. Mentor/practicing professional cannot be a direct family member, a peer, or the student's faculty co-op advisor. Please consult with your faculty co-op advisor before asking a UC faculty member.
- 17) Experience must be evaluated by a faculty member in the College of Cooperative Education and Professional Studies.
- 18) Students have until the last week of the academic semester prior to the EEP Experience to enroll in the EEP.
- 19) A student may request a second semester of the Emerging Professional EEP by submitting a PSRC petition.

### Professional Practice EEP

(Replaces the Creative Practice EEP by opening the criteria to all co-op students)

The Professional Practice EEP allows students to substitute one semester of cooperative education work experience with a professional practice experience. The experience may include discipline-related projects, exploration of specific concepts and development of professional and technical skills. **The Professional Practice EEP is a student-initiated independent exploration that cannot be completed under the structure of the traditional co-op model.** The experience will be designed by the student in collaboration with a faculty member in the College of Cooperative Education and Professional Studies and completed under the guidance of a mentor/practicing professional in the student's field of study or closely related field.

Requirements for the Professional Practice EEP are indicated below:

#### **Conditions:**

- 1) Students are eligible to participate in the Professional Practice EEP after they complete their first and second co-op experience or upon recommendation of their faculty co-op advisor.
- 2) Hours can be accumulated through a variety of experiences throughout the semester. Experience must be a minimum of 350 (fall/spring) 300 (summer) total hours per semester and must be verified by a faculty member in the College of Cooperative Education and Professional Studies.
- 3) Experience must be discipline-related.
- 4) Part-time positions in the student's field of study may be substituted for project work.
- 5) This experience may be paid or unpaid.
- 6) Student must identify the specific concepts, professional and technical skills that they will be studying and working to develop through their experience.
- 7) Experience is structured and formalized, and outlines a plan with benchmarks/deliverables and timelines for specific skill development. Student should plan their EEP in collaboration with a CCPS faculty member or faculty co-op advisor.
- 8) Final deliverables/projects: Student must identify and propose final deliverables/projects that adequately demonstrates their increased proficiency with specific concepts, professional and technical skills that they have developed through the experience.
- 9) Final EEP plans including a schedule and deliverables must be approved by a faculty member in the College of Cooperative Education and Professional Studies before the end of the semester prior to the EEP experience.
- 10) Student must keep time sheets showing both direct instruction as well as time spent on application. Time sheets will be turned into the students co-op advisor prior to their post experience reflection.
- 11) Work is guided by a mentor/practicing professional in the student's field of study or closely related field. The role of the mentor/practicing professional is to assist and guide the student through the EEP Experience, not to provide instruction.

- 12) Students are responsible for identifying a mentor/practicing professional. If having trouble identifying a mentor, please contact your co-op advisor.
- 13) The student is required to meet with their mentor/practicing professional regularly: weekly or every two weeks is preferred, minimum is once a month.
- 14) Mentor/practicing professional must have a minimum of one year of experience in the student's field of study and have the capacity to assess the student's EEP experience. Mentor/practicing professional cannot be a direct family member, a peer, or the student's faculty co-op advisor. Please consult with your faculty co-op advisor before asking a UC faculty member.
- 15) Experience must be evaluated by a faculty member in the College of Cooperative Education and Professional Studies.
- 16) Students have until the last week of the academic semester prior to the EEP Experience to enroll in the EEP.

***Student Process for Professional Practice and Emerging Professional EEP***

- 1) Notify your CCPS Faculty co-op advisor of your planned EEP
- 2) Complete College of Cooperative Education and Professional Studies EEP Request Form
- 3) Record your EEP in PAL and Registers for COOP course in Catalyst.
- 4) Outline your plan with benchmarks/deliverables for specific skill development
- 5) Submit your EEP Plan for approved by CCPS Faculty
- 6) Communicate all EEP plan changes/updates that occur during semester with your CCPS Faculty
- 7) Meet with your mentor/practicing professional regularly: weekly or every two weeks is preferred, minimum is once a month
- 8) Complete the EEP, including semester progress meetings, reports, and any additional requirements
- 9) Complete the required EEP student report, meet plan benchmarks/deliverables, and any additional requirements
- 10) Submits time sheets and final deliverables to your CCPS Faculty co-op adviser or relevant CCPS Faculty prior to your reflection meeting.
- 11) Meet with your CCPS Faculty co-op adviser in the first two weeks of the returning semester for job change/return confirmation and to discuss the Emerging Professional EEP experience.

**Entrepreneurship EEP**

This EEP allows students to substitute one semester of cooperative education work experience with an entrepreneurship experience. Students interested in this option should meet with their co-op advisor 6-9 months in advance of the planned entrepreneurship EEP semester to develop a plan to ensure required pre-requisites are in place prior to participating in the entrepreneurship EEP.

A student participating in the Entrepreneurship EEP must have an idea developed and approved, moving toward production, testing and launch. If a student is developing a concept and needs to work through idea incubation, it is recommended they pursue a Professional Practice EEP.

**Pre-requisite Coursework:**

- Completion of ENTR 5093\* (1.0-4.0 credit hours) for academic credit (preferred) **OR** a UC sponsored incubation program or other approved incubation program

**During the EEP, the following conditions are required:**

- 1) Students are eligible to participate in the Entrepreneurship EEP upon completion of ENTR 5093 or UC sponsored incubation program or other approved incubation program prior to participating in the Entrepreneurship EEP. During planning, students should ensure that these options are available during the semester they are expecting to register.\*ENTR 5093 and other incubation programs may not be offered every semester.
- 2) Students must have their entrepreneurial idea pitched and approved by a faculty/staff member from the UC sponsored incubation program or other approved incubation program.
- 3) Experience must be a minimum of 350 hours (fall/spring) or 300 hours (summer) per semester and must be verified by a faculty member in the College of Cooperative Education and Professional Studies.
- 4) Entrepreneurship experience must be career-related.
- 5) Experience may be unpaid, but non-monetary compensation in the form of incubation resources, startup community mentorship and financial stipends may be provided.
- 6) Experience is structured and formalized, and outlines a launch plan that includes
  - a) Specific startup activities
  - b) Goals with clear milestones/timeframes for business development.

- c) Student will plan their EEP in collaboration with a CCPS faculty member or faculty co-op advisor and a faculty/staff member from the UC sponsored incubation program or other approved incubation program.
- 7) Final EEP plans including a schedule and deliverables must be approved by a faculty member in the College of Cooperative Education and Professional Studies before the end of the semester prior to the EEP experience.
- 8) Student must keep time sheets showing both direct instruction as well as time spent on application. Time sheets will be turned into the student's co-op advisor prior to their post experience reflection.
- 9) Work is guided/supervised by a practicing entrepreneur-mentor in the field related to the student's discipline or a faculty member in a discipline related to the students' entrepreneurial program. The role of the entrepreneur-mentor is to assist and guide the student through the EEP experience, not to provide instruction.
- 10) Students are responsible for identifying an entrepreneur-mentor. Please check with your entrepreneurial program to help you identify a mentor.
- 11) The student is required to:
  - a) meet with their entrepreneur-mentor regularly: weekly or every two weeks or as required by their incubation program.
  - b) Document meeting date on their time sheets.
  - c) Record a summary of the meeting and document the time and date of the meeting.
- 12) Experience must be assessed by a faculty member in the College of Cooperative Education and Professional Studies.
- 13) Students must adhere to their faculty co-op advisor's requirements should the faculty co-op advisor determine additional requirements for program participation.
- 14) Students have until the last week of the academic semester prior to the EEP experience to record their participation in the Entrepreneurship EEP.

#### Career-Related Travel Semester EEP

This EEP allows students to substitute one semester of cooperative education work experience with a career-related travel experience. The following conditions are required:

- 1) Experience must be career-related
- 2) Travel duration should generally correspond to the dates of a UC co-op term.
- 3) Travel must be related to the student's discipline or career goals.
- 4) A period not exceeding three weeks of the semester may be utilized for preparation, scheduling, and other necessary administrative arrangements.
- 5) If a student's proposed travel is to be of less than twelve week's duration, the student should pursue a Professional Practice EEP.
- 6) Student must identify the specific concepts and goals, professional and technical skills that they will be developing through the travel EEP
- 7) Experience is structured and formalized, and includes a detailed travel itinerary that must be submitted to and approved by the student's co-op faculty advisor prior to confirmation of the EEP.
  - a) Itinerary must document all relevant professional practice activities occurring during the travel term, for example: tours, seminars, meetings, presentations.
  - b) These must be scheduled and confirmed prior to travel term approval.
- 8) A student traveling internationally must contact UC International Study Abroad ([global@ucmail.uc.edu](mailto:global@ucmail.uc.edu)) prior to traveling outside of the USA
  - a) Any students traveling to a country not their home country must complete a Worldwide Co-op application in UC International's Study Abroad Risk Management database: [studyabroad.uc.edu](http://studyabroad.uc.edu).
- 9) Final deliverables/projects: Student must identify and propose final deliverables/projects that adequately demonstrates their increased proficiency with previously identified concepts and goals professional and technical skills that they have developed through the experience. For example e-portfolio, blog, and/or journal.
- 10) Final EEP plans including an itinerary and deliverables must be approved by a faculty member in the College of Cooperative Education and Professional Studies before the end of the semester prior to the EEP experience.
- 11) Students must document all relevant professional practice activities occurring during the travel term to include in their final deliverables.
- 12) Experience must be assessed by a faculty member in the College of Cooperative Education and Professional Studies.
- 13) Students have until the last week of the academic semester prior to the EEP experience to record their participation in the Career-Related Travel EEP.

### Student Process for EEPs

Students must be fully eligible for co-op to participate in an EEP. Please refer to the co-op eligibility requirements for your program. Only students that actively participate as defined by the student co-op handbook and their program will be approved for an EEP. **Students are eligible for one EEP semester. A second EEP will require PSRC approval.**

- 1) Notify your CCPS Faculty co-op advisor of your planned EEP.
- 2) Complete College of Cooperative Education and Professional Studies EEP Request Form.
- 3) Record your EEP in PAL and Register for the COOP course in Catalyst.
- 4) Outline your plan with benchmarks/deliverables on form provided.
- 5) Submit your EEP Plan for approval by CCPS Faculty before the end of semester prior to the experience.
- 6) If required by EEP type, students should establish an EEP guided mentorship(s) with an industry-related professional.
- 7) Communicate all EEP plan changes/updates that occur during semester with CCPS Faculty.
- 8) Meet with your mentor/practicing professional regularly as outlined in your EEP.
- 9) Complete the EEP, including semester progress meetings, reports, and any additional requirements.
- 10) Submit time sheets and final deliverables to your CCPS Faculty co-op advisor or relevant CCPS Faculty prior to your reflection meeting.

### College Faculty/Staff Process

- 1) Approve the student's request to participate in the Emerging Professional EEP plan for one co-op semester.
- 2) Meet with student to discuss their EEP plan.
- 3) Approve the student's EEP plan before the end of semester prior to the experience.
- 4) Approve the student's EEP application in PAL.
- 5) Review and approve all EEP plan changes/updates that occur during semester with faculty member.
- 6) Assess the EEP and works with student for reassignment to co-op position or job change.

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## II. Eligibility

### **General Application Criteria for All Programs**

In order to complete the program application and receive continuing program services, students must meet the following criteria:

- Students must be a full-time, matriculated student in a CEAS co-op major and maintain satisfactory academic progress in their program.
- Students must apply to participate in the co-op program (see Section IV).
- Students who have been dismissed, suspended, or otherwise not permitted to take classes are not permitted to participate in the co-op program.
- Students who are seeking co-op for the first time in their major must be academically certified to participate in the co-op program by their academic advisor (see Conditions below).
- Co-op is a transcribed course that students need to self-register for each semester of co-op.

### **Certification for Initial Co-op Job Search for Engineering & Applied Science**

In order to participate in the co-op job search, students must be academically certified. Academic advisors review each student's cumulative record to determine if it meets the minimum conditions for eligibility.

### Process for Certification to Co-op:

- 1) Certification occurs by the sixth day of every academic semester (Fall, Spring, Summer).
- 2) First-year students are initially certified in January of their second semester so that they may begin searching for a co-op position. However, official certification occurs in May at the completion of their first year of courses.
  - a) Students in double section programs are assigned to a specific cohort, by their faculty co-op advisor, which determines their initial co-op semester.
- 3) Any First-year student not initially certified in January may become certified in May or August once the minimum academic requirements for co-op are met. Transfer and transition students are assigned to a class year in their new CEAS major fitting where they are in the program academically. Certification for co-op job search will then occur the semester preceding the transfer or transition student's first co-op term.
- 4) Any late certifications will be submitted to the co-op office by the end of the sixth week of the semester preceding the semester in which the student wishes to co-op. If certification occurs after the cut-off date, the student will co-op at the next available co-op term.

### Conditions for Certification to Co-op:

- 1) Completed, or be enrolled in, all course work (with the exception of one BoK elective or one English Composition course) required for the first two semesters of the first year as listed on the official curriculum guide for their class year with grades of A through D-, (C- in the case of courses in which a C- grade) required.
- 2) Earned a cumulative GPA of 2.000 or higher at the time of certification.
- 3) Free of academic and financial deficiencies imposed by the university or CEAS.
- 4) Completed the co-op program application via [www.uc.edu/pal](http://www.uc.edu/pal).
- 5) If a student does not satisfy the conditions stated above for initial certification, they will work with their academic advisor to determine their best option below:
  - a) Be permitted to continue into the sophomore year but be required to delay participation in the Professional Practice program until they meet the certification requirements.
  - b) Delay their year of graduation.

After participation in co-op is initiated, (student begins their accepted co-op experience), a student is expected to continue to alternate work and study semesters through the summer semester prior to the beginning of the senior year. Students do not co-op during their senior year as co-ops are only part of the sophomore, pre-junior, and junior years. Any deviation from the students assigned co-op schedule must be pre approved by the student's academic and Faculty Cooperative Education Advisor. Failure to receive approval prior to deviating from an assigned co-op schedule may result in graduation delay and PSRC sanctions.

In some cases, a student might accept a position after initial certification and fail to receive final certification. In this instance, students should immediately contact both their academic and cooperative education advisors prior to contacting their prospective employer.

### **First-Year Summer Semester Experiences**

Students do not begin their first official co-op search until they have been certified. In some instances, students may secure First-Year summer co-op experiences on their own or participate in established university experiences (LSAMP, UPRISE, etc.) that meet the co-op requirements outlined in this handbook. Students may be able to register these experiences for co-op credit with special approval by their Faculty Cooperative Education Advisor. In order to qualify, students must have met all conditions for co-op certification outlined at the beginning of this section. Note, International Students interested in participating in such experiences should seek support from UC International Services to determine how registering for co-op may impact their visa status and availability of future opportunities.

### **Application Criteria for International Students**

Students on permanent resident status (green card), F-1 or J-1 visas, or other non-immigrant visas with an Employment Authorization Document from the Department of Homeland Security, are eligible to participate in the program. Most F-1 or J-1 visa holders must complete one full-year of classes in the US before they are eligible for participation in a co-op position. However, there are exceptions for F-1 students in graduate programs that require co-op participation during the first year of study and for J-1 exchange visitors participating in formal exchange programs. International students should consult with International Services to confirm their co-op rotation meets their international requirements.

All international students are required to complete documentation with the UC International Services following acceptance of a co-op position and prior to the beginning of each co-op semester. This will enable students to work without jeopardizing their visa status in the United States.

### **Distance-Learning Considerations**

Students electing to participate in a distance learning baccalaureate degree program that involves a mandatory co-op component are entitled to the same CCPS services and resources as on-campus students. However, should distance-learning students impose any limitations on their employment considerations or responsibilities in an active job search, students may be advised to seek employment independent of university resources.

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## **III. Number of Co-op Terms to Graduate**

### **Five (5) Co-op Terms**

All students who participate in the mandatory Cooperative Education program for the College of Engineering and Applied Science must complete five (5) co-op terms/semesters, as long as the student's pre-determined academic schedule will allow it.

### **Determining the number of co-ops required to graduate:**

- 1) Students are required to complete 5 co-ops, unless exceptions to a student's pre-determined academic schedule warrant a reduction in co-op terms.
- 2) The actual number of required co-op semesters is the number available on a regular alternating basis from the time of acceptance into the Cooperative Education Program, up to and including the last scheduled co-op semester in the summer prior to the senior year (not to exceed five total required co-op terms).
- 3) This is to ensure the effective curriculum contribution of the co-op assignments and to meet accreditation standards. The initial number of co-ops a student must complete to graduate is determined by the Faculty Co-op Advisor in conjunction with Academic Advising upon a student's certification to co-op. Any subsequent decrease in number of co-op rotations required must be approved by the student's college along with the student's faculty co-op advisor and the Professional Standards Review Committee prior to the student's participation in the program.

**Common Example:**

A traditional first-year student in CEAS, who is certified and eligible to participate at the conclusion of their first year of classes must complete five (5) co-op terms.

**Exceptions to Five (5) Co-op Terms**

Accelerated Degree Tracks:

While most CEAS students participate in a traditional five-year undergraduate engineering program, some disciplines offer four year/accelerated graduation tracks. If a student is part of an accelerated program, the number of required co-op terms is determined based on the number of rotations available on a regular alternating basis from the first term of co-op participation, up to and including the last scheduled co-op semester in the summer prior to the senior year. Students must complete as many co-ops as are available in their program's curriculum plan, which may be less than five total co-op terms. Note, students must belong to an official accelerated degree track offered by CEAS.

Transferring to CEAS:

A transfer student is a student who enters the University of Cincinnati from another University. The number of co-op terms for a transfer student is determined based on the number of rotations available on a regular alternating basis from the first term of co-op participation, up to and including the last scheduled co-op semester in the summer prior to the senior year. Ideally, students should complete no more than two academic semesters prior to starting their first co-op. Reductions in co-op terms due to transfer will be noted by CEAS in the student's academic record.

**Example:** A transfer student who matriculates in the fall semester of the traditional 2nd year and is certified at the beginning of the fall semester would most likely be eligible for four (4) co-op semesters.

Transitioning to CEAS:

A transitioning student is a student who changes majors or changes colleges within the University of Cincinnati. The number of co-op terms for a transitioning student is determined based on the number available on a regular alternating basis from the time a student begins their accepted co-op experience, up to and including the last scheduled co-op semester in the summer prior to the senior year. Ideally, students should complete no more than two academic semesters prior to starting their first co-op. Reductions in co-op terms due to transition will be noted by CEAS in the student's academic record.

**Example:** A transitioning student from Arts & Sciences who begins taking CEAS classes in the fall semester of their 2nd year and who is certified at the beginning of that fall semester would most likely be eligible for four (4) co-op semesters.

Late Certification:

A traditional first-year student in CEAS, who is *not* certified and is therefore *ineligible* to participate at the conclusion of their first year of classes, and who becomes certified later in their second year of classes has a late certification. The number of co-op terms for a student with a late certification is determined based on the number available on a regular alternating basis from the time a student begins their accepted co-op experience, up to and including the last scheduled co-op semester in the summer prior to the senior year. Reductions in co-op terms due to late certification will be noted by CEAS in the student's academic record.

**Example:** A traditional first-year student who is certified at the beginning of the fall semester of their second year would most likely be eligible for four (4) co-op semesters.

Class Year Reassignment:

This applies to students who get promoted from their initial class graduation year to an earlier class graduation year (e.g. from class of 2025 to class of 2024). Class reassignments are made by the CEAS academic advisors based on the number of credits applicable to their degree a student has previously earned, including college credits and AP, IB, CCP,

or other post-secondary credit. When this occurs, there is typically a reduction of the number of co-op rotations available on a regular alternating basis. Reductions in co-op terms due to class year reassignment will be noted by CEAS in the student's academic record.

#### Co-op Waiver:

A co-op term may be waived in some instances. Students must have approval of the Professional Standards Review Committee (PSRC) to receive a co-op waiver. See section XII for additional details. Reductions in co-op terms due to waivers will be noted by CEAS in the student's academic record after receiving notification of approved waivers from CCPS.

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## IV. Applying to the Co-op Program

All students must officially apply to the program. Students who apply must meet the eligibility requirements as discussed in section VI.

### **Process**

The application to the Cooperative Education Program is available online at <http://www.uc.edu/pal/>. Information and instructions are provided in the *Introduction to Cooperative Education for Engineering* course (PD1011).

### **Deadline**

Applications must be submitted no later than Friday of the third week of the semester in which students are enrolled in the *Introduction to Cooperative Education for Engineering* course and will be processed as they are submitted.

### **Notification**

Students will be notified by email when their application has been approved or denied. This communication will also inform the student of the next steps necessary to begin participation in the program.

### **Transition, Transfer Student, or Change of Major Application Process**

From one University of Cincinnati college to another University of Cincinnati college after applying to the Cooperative Education Program

**For example:** A change in major from industrial design (DAAP) to mechanical engineering (CEAS).

If a student has begun participation in the Cooperative Education Program and has been accepted into a major in a different University of Cincinnati college, the student must meet the appropriate eligibility criteria for the new major and be re-certified in order to continue participation in the Cooperative Education Program. The student should meet with the current Faculty Cooperative Education Advisor to inform the advisor of the change and to be advised of further necessary action. A change in major will likely result in a change in Faculty Cooperative Education Advisor for the student. This meeting should occur as soon as the student is certain of the major change.

From one University of Cincinnati college to another without having previously applied or participated in the Cooperative Education Program

**For example:** A change in major from psychology (A&S) to chemical engineering (CEAS).

If a student is changing majors to a major which offers mandatory participation in the Cooperative Education Program, and the student has not previously applied or participated in the Cooperative Education Program, the student must apply to the program. Please refer to the Eligibility and Application Process sections of this Handbook for further instruction, referencing the information relevant to the new major or program.

From another educational institution

**For example:** Entering the University of Cincinnati after completing credit hours at a different two or four-year institution.

A student transferring to the University of Cincinnati into a program which offers mandatory or optional participation in the Cooperative Education Program must apply to the Cooperative Education Program. Please refer to the Eligibility and Application Process sections of this Handbook for further instruction, referencing the information relevant to the new major or program.

From one major to another major in the same University of Cincinnati college



**For example:** A change in major from mechanical engineering (CEAS) to computer science (CEAS).

If a student is changing majors and the new major is in the same University of Cincinnati college, the student does not need to reapply to the Cooperative Education Program.

If the student has begun participation in the Cooperative Education Program, the student should meet with the current Faculty Cooperative Education Advisor to inform the advisor of the change and to be advised of further necessary action. A change in major may result in a change in Faculty Cooperative Education Advisor for the student. Should this occur, the student should schedule a meeting with the new faculty advisor. This meeting should occur as soon as the student is certain of the major change.

Students who have begun participation in the Cooperative Education Program in another major and have completed (or will complete) a co-op term are eligible to use completed co-op terms to satisfy co-op requirements in the new major within the same college.

### **Re-admission**

After a withdrawal from the University, students desiring re-entry to the Cooperative Education Program must request re-admittance. In order for re-admittance to be considered, the student must have followed the proper withdrawal procedure, have had a satisfactory cooperative education record, meet all of the academic eligibility requirements, and apply no later than one semester before their first eligible term. Upon re-admittance to the program, a student's number of expected co-op terms will be determined per Section III of this handbook.

### **Advanced Standing**

Advanced Standing may be granted for a co-op semester under either of following criteria:

Co-op experience from another academic program or educational institution that has a Cooperative Education Program with similar standards. Experience must be noted on a transcript.

-OR-

Full-time work of four consecutive months or more in a career-related job.

A student should indicate prior experience when initially applying to the Cooperative Education Program and complete a PSRC Advanced Standing petition if they wish to receive advanced standing/credit. The petition process should be completed after acceptance and prior to the initial job search in the Cooperative Education Program. Students may only receive Advanced Standing credit for experience gained prior to enrollment in their undergraduate engineering program.

### Advanced Standing Application Requirements

- 1) Students must speak with both their academic advisor and their faculty cooperative education advisor prior to applying for Advanced Standing.
- 2) After students speak with their academic advisor and their faculty cooperative education advisor, students may obtain a PSRC petition from their co-op advisor.
- 3) Students must include proof of work when submitting the petition.
- 4) Students will be notified if their Advanced Standing request is approved.

If granted, Advanced Standing would apply to the first co-op semester(s). Advanced Standing credit does not necessarily reduce the time to graduation, which is also impacted by academic course requirements and course offering schedules.

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## **V. Cooperative Education Courses**

The College of Cooperative Education and Professional Studies (CCPS) offers classroom-based introductory cooperative education courses, mid-curricular courses, and additional preparatory courses. These courses are taught by the faculty of the College of Cooperative Education and Professional Studies.

### **Introduction to Cooperative Education for CEAS (PD1011)**

The College of Cooperative Education and Professional Studies (CCPS) offers an academic course required for participants in the Cooperative Education Program. This course is designed to introduce students to the cooperative education learning model and how it is executed through the Cooperative Education Program. It will prepare students to maximize learning and assist in the development of strategies and necessary skills for effective participation in the Cooperative Education Program. The course is graded on the standard A - F scale, and carries one hour of academic credit. A passing grade of C- is required for certification and participation in the co-op program.

### **Exploring Culture, Life, and Work Abroad (PD2010)**

This course is designed to introduce students to concepts and practices necessary to successfully live and work abroad and provides students with an overview of international program options at the university. Students will examine aspects of culture, as applied to their personal culture and culture of a target country of their choice. Students will develop strategies to successfully participate in an international work-abroad experience and will examine social issues that affect cultural participation and equity. This course is open to all students at the university and is required for those accepted into the International Cooperative Education Program (ICP).

### **Mid-Curricular Co-op Community for Engineering & Applied Science (PD2050)**

This course provides a forum for students to share their co-op experiences in community with their classmates and to explore career options, prepare for the full-time job search, and discipline-specific topics of their choosing. Students must have completed a minimum of one cooperative education work term in order to take the course. Please refer to the major's curriculum sheet to determine when to take this course.

### **Unpacking Your International Experience (PD3005)**

Designed for undergraduate and graduate students who have returned from an international experience (internships, co-ops, study abroad, research, service learning), this course supports students in navigating re-entry, reverse culture shock, and the reflection process of their experience abroad. The course focuses on providing students with the tools to analyze their experience, understand their story, effectively communicate their story, identify and articulate the skills and abilities developed or enhanced, and integrate their international experience into their resumes and interviews. Through this course, students will distinguish the transformational moments in their experience and learn how to integrate their international experience both now and after graduation.

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## **VI. Participating in the Cooperative Education Program**

After successful completion of the *Introduction to Cooperative Education for Engineering* course and acceptance into the Cooperative Education Program, the student will receive correspondence from the Faculty Cooperative Education Advisor instructing the student on appropriate time frames and necessary actions. Due to the varying nature of discipline-specific job markets and preferences, certain procedures used during participation in the Cooperative Education Program and the search for a cooperative education position will vary based on student major and/or advisor. However, all disciplines adhere to the same basic tenets of the job search, interviews, acceptance, and registration.

### **Determining the First Work Term**

During certification, the faculty co-op advisor determines the 1st co-op work term. For traditional first-year students this will be either the 1st or 2nd semester of the sophomore year. For transfer or transitioning students, this will be the first available co-op term as planned by their academic advisor. A student must be willing to accept a co-op position in either a Section I or Section II schedule-to begin in fall or spring (if applicable). Students may not deviate from their assigned co-op schedule unless approved by their Faculty Cooperative Education Advisor and CEAS.

### **Search for a Cooperative Education Position**

The search for a cooperative education position typically begins one semester in advance of planned employment. During the first three weeks of the search semester, the student will receive communication and instruction through individual or group meetings. Students may be allowed to begin their job search two semesters in advance. Students must formally meet with and obtain approval from the Faculty Co-op Advisor prior to searching.

All decisions with respect to co-op positions must be made in the light of their effect on the student, the employer, and the University's program objectives. While the students' interests are paramount, sufficient resources are not available to tailor the program to meet highly specialized or narrowly defined experience preferences. Positions related to a student's long range career interests are often possible, provided those interests are consistent with the student's academic studies and such opportunities are available. The educational value of the experience available from a co-op position, not the pay rate, section, or location, is the controlling factor in determining the appropriateness of a student's co-op position. The Faculty Cooperative Education Advisors refers a student's credentials to potential discipline-related employment opportunities.

Due to fluctuations in the labor market, the University cannot guarantee employment for any student. However, the hiring rate for UC co-op students has consistently been higher than the national average.

It is the student's responsibility to be an active participant in the job search by spending time each week in the job search until a position is secured. This includes following procedures and communicating clearly with your faculty co-op advisor. Should any issues arise, these should be communicated to your faculty co-op advisor immediately.

There is no way to compel an employer to hire when there is no need for a student's services. Past experience has shown that most employers are not receptive to the employment of a student with poor academic standing or one whose previous employment record is unsatisfactory. Therefore, it is important not only to maintain satisfactory academic progress but also to provide employers with acceptable job performance. If there are extenuating circumstances that prevent your return for a second term, you should notify your co-op advisor and submit a Student Petition to the Professional Standards Review Committee.

In line with general University policy, the College is committed to assisting students with physical or cognitive differences in gaining full benefit from their participation in the Cooperative Education Program. Every effort is made to serve all students equally in job referral activities, however, limitations in individual capabilities, needs, or performance, may limit the options for discipline-related co-op opportunities for some program participants since, ultimately, employing organizations make the hiring decisions.

### Rules that Apply to the Search for a Cooperative Education Position

#### ***Section Assignment & Geographic Preference***

Students must be willing to accept a position in either co-op section (when applicable) and in any geographic location within the continental United States.

**Section Assignment:** Students in academic programs that are designated as “double-section” will be assigned to a section by their Faculty Cooperative Education Advisor (Section I or Section II, or to begin in fall or spring semester, if applicable). Students in “single section” academic programs must co-op during designated semesters in accordance to their academic program’s schedule.

**Geographic Location:** At the time of acceptance into the Cooperative Education Program students agree that there are no restrictions as to geographic location of co-op. That means they must apply and be willing to work in any of the 50 United States and not only searching in the tri-state area. If a student later attempts to impose restrictions on the co-op position location (i.e. declining a job offer due to geographic location), participation in the program may be revoked until a time when the student can fulfill the participation requirements.

#### ***Students Contacting Employers***

Students are not permitted to directly contact employers for a co-op position prior to receiving permission from the Faculty Cooperative Education Advisors. A student should not approach an employer concerning employment possibilities unless prior approval has been obtained from the Faculty Cooperative Education Advisors.

#### ***Equal Opportunity***

Employers of co-op students, whose policies and practices are not found to be consistent with the institution's policy, will be advised of their need to comply if they are to continue their working relationships with the College of Cooperative Education and Professional Studies (CCPS).

The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities. The university does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in University programs or activities. See ‘Standards of Professional Conduct, Notice of Non-Discrimination’ section for additional information and support.

#### ***Participation and Non-Compliance***

As previously stated, it is the student’s responsibility to be an active participant in the job search consistently until a position is secured. This includes following job search and CCPS procedures and communicating clearly with faculty co-op advisors.

Students that do not fully participate in the search process as defined by their faculty co-op advisor may be considered non-compliant and may be removed from the search. Typically, non-compliance notifications will be sent during week 8 in the semester prior to the co-op term, but Faculty Cooperative Education Advisors may determine non-compliance at any time. Advisors will communicate this to both the student and their academic advisor via email. Should this occur, the student will be required to make up the missing co-op term. This may delay the student’s graduation.

Students must complete a minimum number of job applications utilizing university resources as pre-determined by their faculty co-op advisor. This may include both a minimum number of jobs “ranked” or applied for through PAL, Handshake, or through external sites.

Students will receive notification that they are non-compliant and being removed from the job search if they fail an employer-required pre-employment drug test. Please refer to the UC Student Code of Conduct for further information as it pertains to other possible university actions: [www.uc.edu/campus-life/conduct/student-code-of-conduct.html](http://www.uc.edu/campus-life/conduct/student-code-of-conduct.html)

Students will receive notification that they are Non-compliant and their paperwork is being sent to PSRC (Professional Standard and Review Committee) for review and recommendations.

Students who are ultimately found to be non-compliant during the job search will be removed from the search. Faculty co-op advisors may determine non-compliance at any time and will communicate this to both the student and their academic advisor via email. Should this occur, the student will be required to make up the missing co-op term. This will likely delay the student's graduation.

**Student Appeals:** If a student disagrees with a non-compliance decision they should first have a discussion with their co-op advisor. If the student decides they would like to appeal the noncompliance decision - they can follow the PSRC procedures as defined in the handbook.

### **Interviews**

Employers are encouraged to contact students directly to hold interviews for open positions. The interview process is at the discretion of the employer and may include an interview(s) on-site, on-campus, or over the phone/internet. It is the student's responsibility to maintain professional decorum when communicating with employers. If questions arise during this communication, the student should contact their faculty co-op advisor.

### **Accepting a Co-op Position**

#### Verbal Acceptance and Notification

The co-op position is an agreement between the student and the employer. When the student verbally accepts a co-op position, s/he has committed to the position and is no longer in the job search. The student must immediately notify the faculty co-op advisor to begin the co-op recording and registration process. Upon this commitment, students must respectfully decline any additional interviews or offers.

#### Dates and Duration

Students are required to work the dates of University Co-op Calendar. This calendar dictates the official start and end dates for the semester. Any proposed deviation should be addressed with the faculty co-op advisor prior to approaching the employer. The calendar is available at [www.uc.edu/campus-life/careereducation/employers/hire-student/dates.html](http://www.uc.edu/campus-life/careereducation/employers/hire-student/dates.html)

#### Compensation

One of the tenets of the Cooperative Education Program is ensuring one's experience is compensated. The employer determines the rate of pay and the student is directly compensated by the employer for work performed. The primary consideration in the Cooperative Education Program is the learning and experience a student receives from the opportunity an employer affords rather than monetary compensation.

Salary is set by the employer and is typically not negotiable. Variances in pay rates exist among positions and applicants for numerous reasons such as student ability, tenure with firm, geographic location, employer pay scales, and economic conditions. Before approaching an employer about salary and/or benefits, students must first discuss these issues with their faculty co-op advisor. When considering a co-op offer, students should take into consideration that the main benefit in participating in any co-op position is to increase learning and experience in a student's field of study. Monetary compensation is a secondary benefit.

When considering compensation, students are encouraged to accept positions where they are paid as W-2 employees. Independent contracting (1099 contractors) follows a different contractual and employment relationship between employer and employee. For example, a W-2 employee receives a paycheck with all applicable taxes taken out by the employer, while 1099 contractors are responsible for paying these taxes on their wages independently. Please see Section XI.E for more information regarding co-op and independent contracting.

### **Relocation**

Transportation, relocation, and housing are the responsibility of the student, not the University or employer, and must be handled in such a way as not to interfere with starting and completing a co-op position.

### **Registering for Co-op**

Cooperative Education is a full-time academic program at the University of Cincinnati. In order to maintain full-time student status, a student must be registered with the University for each co-op semester. If a student participates in an co-op position working two consecutive semesters, the student must register for EACH semester. (Note: working two consecutive semesters is not an option in all academic programs, and is only permissible per the approved academic

schedules indicating this combination). In most cases, students may not work in a co-op position for three consecutive semesters. Failure to register in the appropriate timeframe can result in serious problems with student loans, health insurance coverage, visa status and/or university fees. The following steps should be completed to register for a co-op semester:

- 1) A student should register for co-op when their early registration appointment opens prior to their intended cooperative co-op semester. This action will a) indicate their intention to be “seeking” a co-op position to both their academic advisor and faculty co-op advisor and b) secures their full-time status for the upcoming semester. This COOP course is a zero-credit hour, full-time course and corresponds to the students’ major, semester sequence of co-op, and program major.
- 2) Registration adheres to the University’s Open Enrollment schedule and closes on the fifteenth day of the co-op semester. If an approved delay of the starting date for the co-op semester has been granted, the student must still register before the specified deadline.
- 3) A Co-op Fee will be assessed to the student’s University account. It is the student’s responsibility to adhere to the University payment schedule to avoid late fees.
- 4) After securing a position, the student must notify their Faculty Cooperative Education Advisor following the steps as indicated by the advisor.
- 5) Online co-op recording should then be completed in the PAL website: [www.uc.edu/pal](http://www.uc.edu/pal) by selecting the “I’ve accepted a position” button. During the online co-op recording, students are asked to submit salary and supervisor contact information. If some information cannot be obtained prior to the co-op recording process, the co-op recording can still be completed with this information omitted. Information should be updated using “Update Supervisory/Salary” in PAL no later than the first week of the co-op term. The supervisor information and wage must be entered in order to gain access to the Student Report.
- 6) The student will then receive a formal confirmation of co-op recording via email (a copy is also sent to the employer)

### **Considerations During the Co-op Semester**

This section is meant to make students aware of the ramifications co-op may have on other student-relevant issues. Students are advised to contact the appropriate entities who have authority on these issues.

### International Students

Students on an F-1 or J-1 visa, in order to work, must receive formal authorization from UC International Services, prior to each co op semester.

The procedural form issued by the Immigration and Naturalization Service of the United States Department of Justice states that "Students enrolled in a college or university having alternate work study courses as a part of its regular prescribed curriculum may participate in such courses, without change of status, provided that such periods of actual employment shall be considered as practical training."

UC International Services has provided the College of Cooperative Education and Professional Studies (CCPS) with the following requirements that must be met each co-op semester in order to be eligible to work in the United States. Failure to adhere to these requirements will jeopardize student eligibility. Any employment not authorized in writing by UC International Services is illegal employment and a violation of F-1/J-1 student status.

After securing a co-op position, international students MUST have the employment authorized by UC International Services prior to working. In order to obtain the proper authorization to work, students must submit a Curricular Practical Training eForm in the iBearcatsGlobal system at [ibearcatsglobal.uc.edu](http://ibearcatsglobal.uc.edu).

The Curricular Practical Training form will require approval from your co-op advisor so students need to make sure they have their correct email address. These requests take 5 business days to process so make sure to plan ahead. Students should let the co-op advisor know when they have submitted the request so the co-op advisor can confirm the co-op assignment with UC International Services.

### Housing

Students living in University of Cincinnati managed on-campus housing should review the terms and conditions of their housing contract for the procedure to be released from their housing and/or meal-plan contract due to co-op participation.

### Verification of Full-Time Status

Cooperative Education is a full-time academic program at the University of Cincinnati. During co-op semesters, properly registered students maintain full-time student status. This status can be verified for student loan and health insurance

purposes through the Office of the Registrar:  
[http://www.uc.edu/registrar/record\\_services/enrollment\\_and\\_degrecertification.html](http://www.uc.edu/registrar/record_services/enrollment_and_degrecertification.html)

### State Residency

Students working in a co-op position outside of their home states have occasionally had problems with authorities who have required them to register their cars locally even though resident status was only temporary due to co op participation. As a response to this need, cooperative education professional societies met with appropriate Motor Vehicle personnel in an attempt to resolve this problem. A copy of this resolution can be found in Appendix I. The student is responsible for all matters regarding state residency.

### Health Insurance

The University of Cincinnati Board of Trustees requires all students who are registered as full-time students to be covered by health insurance, this includes students working in a co-op position.

Students with University of Cincinnati Student Health Insurance must be properly registered for the co-op semester in order to maintain full-time student status and thus eligibility for University Student Health Insurance.

The College of Cooperative Education and Professional Studies (CCPS) is not involved in health insurance practices or policies and, therefore, will not assume responsibility for any health insurance charges for any reason.

Any questions related to health insurance should be directed to the Student Health Insurance Office, (513) 556-6868 or visit [www.med.uc.edu/landing-pages/studenthealth/home](http://www.med.uc.edu/landing-pages/studenthealth/home).

### Financial Aid

Review information at [www.financialaid.uc.edu](http://www.financialaid.uc.edu) in order to understand and maximize student aid. It is important for students who rely on financial aid to fund their education to understand how financial aid may be handled or affected by co-op participation. Most aid is typically applied to academic semesters. Some aid may be applied to a co-op semester; however, it is dependent on the type of aid received. It is important to know the aid eligibility and required adjustments so students can plan for full academic year expenses. After accepting aid online and reporting planned co-op rotation, if the co-op rotation changes, students should work with One Stop ([www.onestop.uc.edu](http://www.onestop.uc.edu), [onestop@uc.edu](mailto:onestop@uc.edu); (513) 556-1000) to adjust for changes.

Make sure co-op registration is complete prior to the beginning of a co-op semester to ensure proper crediting of financial aid. Failure to register for a co-op semester can cause a loss of financial aid eligibility.

The College of Cooperative Education and Professional Studies (CCPS) is not involved in financial aid practices or policies and, therefore, will not assume responsibility for student issues with financial aid.

### Scholarships

Students in the Cooperative Education Program are eligible to receive all university scholarships. There are differences in scholarships, so it is important to understand how each scholarship works. Visit [financialaid.uc.edu/aid/scholarships.html](http://financialaid.uc.edu/aid/scholarships.html) for more information. Scholarship money is typically applied to academic semesters; however, it may vary depending on the scholarship. Contact One Stop or the sponsoring organization with questions ([www.onestop.uc.edu](http://www.onestop.uc.edu), [onestop@uc.edu](mailto:onestop@uc.edu); (513) 556-1000).

The College of Cooperative Education and Professional Studies (CCPS) is not involved in scholarship practices or policies and, therefore, and will not assume responsibility for scholarship issues.

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## **VII. Cooperative Education Policies**

It is expected that all students participating in the Cooperative Education Program adhere to the University's Policies for the Cooperative Education Program. In the event that extenuating circumstances prevent a student from following the specified policies, the situation should be discussed immediately with the Faculty Cooperative Education Advisors. In such situations, policy exceptions may be granted by the faculty co-op advisor or the Professional Standards Review Committee (PSRC), as deemed appropriate. Failure to abide by the policies of the Cooperative Education Program will result in the student being referred to the PSRC Committee for action.

### **Cooperative Education Calendar**

Students are required to be available for employment beginning the first date of the co-op semester through the end date as prescribed by the Cooperative Education Calendar. The Cooperative Education Calendar aligns with the university's academic semester dates. During the co-op term, students are expected to work in alignment with the employer's calendar with respect to any holidays or breaks. For example, students completing a co-op during the spring term would be expected to work through the university's Spring Break. Students may work through the academic break following the co-op term with the approval of their employer but may not accept co-op positions that are shorter than

thirteen weeks for the fall/spring or eleven weeks for the summer without approval of their Faculty Cooperative Education Advisor. International students MUST obtain the approval of both their Faculty Cooperative Education Advisor and UC International Services and obtain an updated I-20 form to extend their CPT period.

In the instance a student is unable to fulfill the obligation to the Cooperative Education Calendar due to lay-off, termination, accident, illness, or through no fault of their own, the student should contact their Faculty Cooperative Education Advisor immediately.

#### Absence from Work

Students must follow their employer's hr policy when it comes to sick time and time off work, including when a doctor's note should be provided. If, due to illness or serious personal circumstances, a student cannot report for work on a scheduled workday, the employer must be advised as soon as possible. The Faculty Cooperative Education Advisors must also be advised if it seems likely that the absence will extend beyond one week. Should absences result in working less than thirteen total weeks of the fall or spring co-op semester or eleven total weeks of the summer co-op semester, the student must immediately contact their Faculty Cooperative Education Advisors to determine if it will be possible to meet the Learning Outcomes for the semester. The student must complete a PSRC Petition form, including on the form a detailed explanation of the reason for and dates of the absence.

#### Absence for Personal Reasons

The student should not ask the employer for time off from work for any reason, academic, social, or other, without first obtaining the consent of their Faculty Cooperative Education Advisor. The student observes only company holidays, not University holidays or vacations, during the co-op semester.

#### **Work Tenure (2 Semester Minimum)**

The student is required to work with the same employer a minimum of two (2) consecutive co-op semesters. This is applicable to each new employer a student may work for during their time in the co-op program, not just the very first employer.

Experience has shown that the first semester in a co-op position with a company involves a high level of training and acclimation, and it is after this first semester that students are able to function at a higher level and contribute in the position.

Further, in most cases, it is more advantageous for the student to try to progress within the organization of one employer than to change continually from one employer to another. Each time a student starts with a new employer, there is usually a period during which the student is being tested and the employer may be hesitant to give much responsibility. In addition, co-op positions often increase in interest and responsibility after the student has been with the same organization for several co-op semesters.

If there are extenuating circumstances that prevent the student's return for a second term, the student should notify their faculty co-op advisor and submit a Student Petition to the Professional Standards Review Committee.

#### **Change of Employer**

If a student has fulfilled the required work tenure with a co-op employer, a student may seek approval to pursue a change in employer. Additionally, situations may arise in which the student, involuntarily, has a need to change employers. In these situations, the following policies apply:

#### Voluntary Change

If a student has completed two co-op semesters with a single employer and desires or has a need to change employers, the student must complete and submit a "Change of Employer" form in PAL by the second week of the preceding academic semester in which the change is sought. This request must be approved prior to a student participating in job search activities. Prior to making decisions regarding changes in employment status, a student should contact the Faculty Cooperative Education Advisor.

Example: A student wishing to change employers for the upcoming Spring Semester must turn in the completed form by the end of the second week of the Fall Semester.

Changes in assignment are permitted but are not granted solely on a basis of student financial gains, personal commitments or assumed responsibilities. The reasons for desiring a change must be set forth in detail. A student must not initiate a discussion with an employer concerning the desire to change employers without the prior approval of the Faculty Cooperative Education Advisor.

### Involuntary Change

In the event that a student is unable to return to the previous employer, a "Change of Employer" form must be completed and submitted in PAL as soon as the situation is known, but no later than the end of the second week of the academic semester preceding the co-op semester in which a new position is needed.

Example: A student needing a new position for the upcoming spring semester must turn in the completed form by the end of the second week of the fall semester.

Events could include, but are not limited to, layoffs, position or budget cuts, or employer reorganization.

### **Classes During the Co-op Semester**

A student is not permitted to take any academic courses that would conflict with the regularly established work hours as determined by the employer. Provided there are no such conflicts, students may elect to take up to a maximum of six (6.0) credit hours of academic coursework during their co-op semester.

### **Independent Contracting**

Students are permitted to accept positions as 1099 independent contractors for co-op credit. Students should be aware of 1099 contract tax implications. It is the student's responsibility to ensure they are aware of their status or protection under workman's compensation, payroll deductions for taxes and social security, and possible penalties should students fail to pay self-employment taxes.

### **Unemployment Compensation**

Students may not apply for unemployment compensation based upon periods of Cooperative Education employment.

It is not ethical for a participating student to request or receive unemployment compensation based upon periods of Cooperative Education employment. Such application on the part of a Cooperative Education student is in violation of most state laws, including Ohio, and would be a breach of the good faith understanding between the student and the Cooperative Education employer. Any student who makes an inappropriate application for unemployment compensation will be subject to immediate suspension from the Cooperative Education Program.

### **Suspension or Withdrawal**

Participation in the Cooperative Education Program is affected by academic suspension or withdrawal from an academic program. Students under suspension are restricted from making forward progress in their academic program.

### Academic Suspension/Dismissal

In the event a student is scheduled to be suspended or dismissed from their academic program, college, or university, he or she should contact their Faculty Cooperative Education Advisor. Should the suspension or dismissal notice occur during a co-op semester, the student should not resign from the co-op position. He or she should contact the Faculty Cooperative Education Advisor. If this procedure is not followed, the student will not be permitted to re-enter the Cooperative Education Program at the conclusion of the suspension.

### Cooperative Education Suspension

The Professional Standards Review Committee can issue a cooperative education suspension to a student for failing to comply with Cooperative Education Program policies which includes unprofessional conduct while employed in a co-op position. This sanction typically results in academic suspension.

### Official Withdrawal from the Cooperative Education Program

In the event that a student transfers out of an academic degree program after acceptance to and/or participation in the Cooperative Education Program, the student must notify the Faculty Cooperative Education Advisor of their withdrawal.

If the student is transitioning into a different degree program at the University of Cincinnati which offers cooperative education, the student should follow the Transition/Transfer Student Application Process as described in an earlier section.

### Unofficial Withdrawal from the Cooperative Education Program

If, after initiating the job search process, or holding a co-op position, a student elects to discontinue the job search and/or active participation, the student is considered withdrawn from the program and may face academic sanctions as determined by their faculty co-op advisor, college, and the Professional Standards Review Committee.



Once a student's resume is distributed to employers, they are considered actively participating in the program. In CEAS, where co-op is mandatory, unofficial withdrawal from the Cooperative Education Program can jeopardize academic standing.

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## VIII. Standards of Professional Conduct

While on the work assignment, the student is an employee of the company or agency and is under the supervision of that organization in the performance of duties. Each student is expected to meet all of the requirements of professionalism inherent in the employing organization.

### Notice of Non-Discrimination / Title IX

The University of Cincinnati is committed to creating and maintaining an environment in which individuals may work, live, learn, and thrive in a harassment-free environment. The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities. The university does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in University programs or activities.

The university responds promptly and effectively to allegations of discrimination, harassment, and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community. The university takes immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community.

UC is committed to the ideal of universal Web accessibility and strives to provide an accessible Web presence that enables all university community members and visitors full access to information provided on its websites. Every effort has been made to make these pages as accessible as possible in accordance with the applicable guidelines.

### Reporting Discrimination, Harassment, or Retaliation

Students should report incidents of discrimination, harassment, or retaliation while on co-op to the appropriate office listed below. This includes incidents that a student has either experienced directly or witnessed while on co-op.

Report discrimination, harassment, or retaliation based on sex, sexual orientation, gender, and gender identity or expression to:

**Office of Gender Equity & Inclusion (Title IX)**

Phone: (513) 556-3349

Email: [titleix@uc.edu](mailto:titleix@uc.edu)

Report discrimination, harassment, or retaliation based on disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, age, and veteran status to:

**Office of Equal Opportunity & Access**

Phone: (513) 556-5503

Email: [oeohelp@uc.edu](mailto:oeohelp@uc.edu)

### Mental Health Services

Counseling Services, Clifton Campus. Students have access to counseling and mental health care through the University Health Services (UHS), which can provide both psychotherapy and psychiatric services. In addition, Counseling and Psychological Services (CAPS) can provide professional counseling upon request; students may receive five free counseling sessions through CAPS without insurance. Students are encouraged to seek assistance for anxiety, depression, trauma/assault, adjustment to college life, interpersonal/relational difficulty, sexuality, family conflict, grief and loss, disordered eating and body image, alcohol and substance abuse, anger management, identity development and issues related to diversity, concerns associated with sexual orientation and spirituality concerns, as well as any other issue or concern. After hours, students may call UHS at 513-556-2564 or CAPS Cares at (513) 556-0648. For urgent physician consultation after-hours students may call (513) 584-7777.

### Campus Resources Available During Your Co-op Semester

Even while you are off-campus, your faculty co-op advisor is still available and wants to hear from you during your co-op semester. Your faculty co-op advisor contact information is available to you in Catalyst. If you have any questions or concerns, please do not hesitate to reach out, as they are a resource to you before, during and after your co-op term. While on co-op, you are still considered a full-time UC student and have access to the below resources and services:

Department	Website and Phone
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Accessibility Resources	<a href="http://www.uc.edu/campus-life/accessibility-resources.html">www.uc.edu/campus-life/accessibility-resources.html</a>  (513) 556-6823	Contact for academic accommodations or specialized services
Campus Recreation Center	<a href="http://www.uc.edu/campusrec">www.uc.edu/campusrec</a>  (513) 556-0604	Access while on co-op requires a membership fee that is the same cost as the semester student fee for students. Students on co-op are not automatically charged all student fees as when taking a full semester of classes.
Counseling & Psychological Services	<a href="http://www.uc.edu/campus-life/caps.html">www.uc.edu/campus-life/caps.html</a>  To speak with a counselor 24/7, call (513) 556-0648 and press 1	CAPS can recommend face-to-face counseling in Cincinnati area as well as outside the local area.
Student Affairs & Services	<a href="http://www.uc.edu/campus-life/student-affairs.html">www.uc.edu/campus-life/student-affairs.html</a>	Examples: African American Cultural and Resource Center (AACRC), Ethnic Programs and Services, LGBTQ Center, Women's Center, Student Activities and Leadership Development (SALD), Student Wellness Center  Explore and engage in a variety of co-curricular activities. Students should access resources that fit their needs and schedule
Office of Gender Equity & Inclusion (Title IX)	<a href="http://www.uc.edu/about/equity-inclusion/gender-equity.html">www.uc.edu/about/equity-inclusion/gender-equity.html</a>	If students experience any kind of harassment or unfair treatment on the basis of race, color, religion, religious creed, gender, gender identity and expression, sexual orientation, age, pregnancy/parenting status, national origin, ancestry, genetics, disability or veteran status while employed, they should contact their co-op or internship advisor or the Title IX office immediately. Even while not on campus, and as an employee in the workplace, they possess the same rights as an on-campus student.  Note: If a student desires a higher level of confidentiality than talking with faculty or staff members on campus who are mandatory reporters (including internship/co-op advisors), there are confidential resources at UC, including professional counselors at CAPS and Women Helping Women Campus Advocates at the UC Women's Center.
International Student Services	<a href="http://www.uc.edu/about/international.html">www.uc.edu/about/international.html</a>  (513) 556-4278	Contact for cultural, work authorization and immigration services support. International students leaving the country must contact International Services in advance of their trip in order to update their I-20. International students preparing to participate in any curriculum-based work experience (co-op, internship, service learning, etc.) must submit and receive approval for their Work Authorization Request in iBearsats Global prior to their first day of employment.
University Health Services	<a href="http://med.uc.edu/landing-pages/university-health/home">med.uc.edu/landing-pages/university-health/home</a>  (513) 556-2564	All UC students can receive medical attention regardless of insurance status. All registered students may be seen at University Health Services. In the case of medical assistance, a student's insurance will be charged, and the associated deductible and co-pays will apply. University Health Services now accepts most insurance plans. All students are responsible for any charges not covered by their specific health insurance plan.  Note: UC's student health insurance can be used anywhere in the US, so students on co-op outside of Cincinnati can continue to use it. Students will be charged deductibles and co-pays for care, as with any outside insurance. If students are close enough to come to UHS for medical attention, they will not have to pay these associated costs.
Veterans Programs & Services	<a href="http://www.uc.edu/campus-life/veterans.html">www.uc.edu/campus-life/veterans.html</a>  (513) 556-6811	Connect with a variety of on-campus, local and national resources. For veterans navigating tuition costs and the GI Bill, VPS is a great resource as well.

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## IX. Military Obligations

Any student who is a member of, or who contemplates becoming a member of a military organization, including ROTC, should contact their Faculty Cooperative Education Advisor immediately. The student should plan to meet with the faculty co-op advisor to discuss military commitments in relation to participation in the Cooperative Education Program. It is the student's responsibility to understand the commitment requirements of both the military and Cooperative Education Program. Please see the following section detailing military obligations within the Cooperative Education Program.

### **Selective Service**

Students participating in the Cooperative Education Program are classified as full-time students of the University of Cincinnati, so long as they are registered for each semester, including the co-op semester. See Verification of Full-time Status.

### **Non-ROTC Military Training**

Students who are considering non-ROTC military training (Reserves, National Guard, etc.) should consult their Faculty Cooperative Education Advisor immediately to determine how this will affect Cooperative Education participation.

### **Reserve Officers Training Corps (ROTC)**

In keeping with University policy, students in the Cooperative Education Program are accommodated when participating in ROTC programs. Both the Army and the Air Force offer a five-year, full-time program for students in the Cooperative Education Program. Students should meet with the appropriate personnel in the ROTC program to determine the best schedule to meet requirements for the academic major, co-op, and ROTC. Both services offer Advanced or Two-year Programs for qualified students.

### **Student Responsibilities**

Students enrolled in a ROTC program must contact their Faculty Cooperative Education Advisor at the start of their sophomore year or upon enrollment in the Program to make the appropriate arrangements for the field training semester (a minimum of one semester advance notice is essential). If participation will prevent students from fulfilling the requirements of a standard co-op term, students have two options for their field training semesters, in relation to fulfilling their cooperative education requirement. These options are also available to students with other military obligations outside of the ROTC program.

### Professional Practice EEP

Military training experiences are often shorter than the standard co-op term but require an intensive time commitment that may fulfill the hours required by the Professional Practice EEP program. Students participating in military training/service experiences may receive cooperative education credit for these experiences if they meet the requirements of the Professional Practice EEP. Interested students should contact their Faculty Cooperative Education Advisor for more details. See additional details on Professional Practice EEP requirements listed in this handbook.

### Military Waiver

Students may submit a Student Petition Form for a Military Waiver to be reviewed by the Professional Standards Review Committee (PSRC). This form is available on the CCPS website. Students should submit proof of participation in a relevant program (a letter verifying participation from the organization with rough program dates is sufficient). Approval of this petition by the PSRC allows the student to waive the co-op term with no impact on progress toward their degree. Students should note that a waiver means that the student will not be registered for a co-op course during their waived semester, and this may impact full-time student status. If students meet all other cooperative education requirements of their major, this exception will not affect certification in the Cooperative Education Program. In the event a student can participate in the field training as a Professional Practice EEP experience or still complete a traditional co-op for the minimum number of weeks required by the co-op calendar, a petition is not necessary.

If necessary, Field Training does not occur during the student's final co-op semester, the student's Faculty Cooperative Education Advisor will work with the student to attempt to arrange a leave of absence with the student's employer for the period of summer training. When job continuity is interrupted in this manner, it may not be possible for the student to be employed at the same position, by the same employer, or in the same industry in the next co-op semester.

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## X. Cooperative Education Semester Requirements

There are six requirements to be completed during each co-op semester. These requirements include confirming the student's co-op hire with his/her Faculty Cooperative Education Advisor, registering for the appropriate COOP course

during the co-op semester, completing co-op reflection assignments, performing work evaluated as satisfactory or better, working the prescribed calendar dates, and completing a co-op reflection. If a student works consecutive semesters, he/she is required to complete all requirements for each co-op semester. This includes registration for each co-op semester during the appropriate registration window, and completing the student report for each co-op semester.

### **Assignments**

Reflection is a critical component of learning through cooperative education. Throughout participation in the Cooperative Education Program, tools and assignments are provided to facilitate reflection and learning. These assignments are accessible through the Professional Assessment and Learning (PAL) website ([www.uc.edu/pal](http://www.uc.edu/pal)) and as assigned by the student's faculty co-op advisor.

Assignments must be completed by the last day of the co-op work semester and submitted through the PAL website. Failure to submit student assignments and meet with the Faculty Cooperative Education Advisor will result in an incomplete "I" or "U/P" grade for the semester or semesters. Grades given by the College of Cooperative Education and Professional Studies (CCPS) for academic courses are a part of the official University grading system. All grades given by the College are recorded on the official grade report issued by the Office of the Registrar.

The Student Report is the primary assignment for each full-time co-op semester. This one document encompasses goal-setting, mid-term evaluation, and self-reflection. The Student Report is substantial and students should allow ample time for completion.

#### **1) Student Report-Part 1.**

To start the co-op semester, students are to schedule a meeting with a supervisor to set expectations and goals. In each semester, the student is to establish two goals and strategies to meet these goals, in collaboration with a supervisor. Additional goals are pre-established by the co-op faculty, and students work in collaboration with a supervisor to develop a strategy to meet these goals as well. Student learning objectives support the cooperative education experience and assist both employer and student in achieving a positive and productive co-op semester. Learning objectives, or goals, along with a plan to meet the objectives, should be established during the first three weeks of the co-op semester. At the mid-point and conclusion of the co-op semester, learning objectives are reviewed by the student and supervisor.

#### **2) Student Report-Part 2.**

At the mid-point of the semester, students again are required to meet with a supervisor to discuss progress in the role as well as progress toward established goals. During the co-op semester, students increase their understanding of a particular topic as an exercise in self-directed learning. While the topic of the student project should be viewed during the mid-point of the co-op semester, the student should complete the project during the final two weeks of the semester utilizing knowledge and experience recently gained.

#### **3) Student Report-Part 3.**

The final, most lengthy component of the assignment is a self-assessment completed by the student to reflect upon professional, technical, and personal skills and learning. Reports prepared while still on the job are more comprehensive and thus of greater value to both the student and the Faculty Cooperative Education Advisor than those prepared hurriedly and from memory at a later date. The Student Report should be completed in its entirety during the final two weeks of the co-op semester.

### **Employer Report**

All students are evaluated by their supervisor each co-op semester using the Employer Report administered online through PAL. It is also acceptable for an employer to complete and upload a company-specific evaluation form. This report is viewed as a performance evaluation and the student's Faculty Cooperative Education Advisor reviews the ratings with the student and uses this form as a basis for counseling and advising the student regarding individual professional development. If a student receives a failing grade, the student may not receive recognition of a completed co-op semester. Students are not penalized if an employer chooses not to fill out the PAL report.

A reminder to complete this form is emailed to the supervisor each semester by CCPS. It is noted that during the registration process, a student denotes their supervisor in the PAL system. The contact entered in this field is the individual who will be prompted to complete the Employer Report. During the semester, a student can log into the PAL system and change their supervisor. This should be done in the case of supervisor changes or in order to have day-to-day work activities properly evaluated.

### Co-op Reflection

For each co-op semester, students are required to participate in reflection experiences as outlined by their co-op advisor. These may occur during the co-op semester and/or following the conclusion of the co-op semester. Reflection activities may include completing assignments throughout the co-op term and/or participating in an individual or group reflection meeting. Completion of these experiences is required in order to receive a passing grade for the co-op term. Students will be contacted by their Faculty Cooperative Education Advisor about reflection requirements. Reflection experiences provide an opportunity to review the co-op assignments, to discuss any problems, and to focus on learning outcomes and future learning goals.

### Summary of Requirements

In summary, in order to receive a passing grade for the co-op semester, a student must:

- 1) Register for the co-op semester COOP course via the university's online registration system.
- 2) Confirm co-op hire with Faculty Cooperative Education Advisor.
- 3) Complete the assigned Student Report for each semester worked. Encourage completion and review of the Employer Report for each semester worked.
- 4) Perform work which the employer evaluates as satisfactory or better.
- 5) Work the entire semester as prescribed by the Cooperative Education Calendar. This information is confirmed through both the Student and Employer Reports.
- 6) Schedule and complete a co-op reflection meeting with the assigned Faculty Cooperative Education Advisor. Complete any additional requirements assigned by the Faculty Cooperative Education Advisor.

Note, if students fail to satisfactorily complete all co-op term requirements, they will receive an automatic failing grade after one year. These students may be required to make up the co-op term prior to graduation.

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## XI. Cooperative Education Recognition and Certificates

The College of Cooperative Education and Professional Studies (CCPS) awards certificates for participation to qualified students graduating from the Cooperative Education Program. These certificates are University-recognized and noted on student's transcripts. These certificates and the way in which they are earned are described below. Students must receive passing grades in all Professional Practice courses to receive a certificate.

### Cooperative Education & Practice Excellence

A Certificate of Cooperative Education & Practice Excellence is awarded by the Faculty of the College of Cooperative Education and Professional Studies (CCPS) for excellence in participation in the Cooperative Education Program. To be eligible for the Excellence certificate, a student must satisfactorily complete, with no exceptions, the following number of co-op semesters.

Program	Number of Co-op Semesters
Standard Undergraduate Programs	5
Documented Transfer Student (Depending on number of eligible co-op terms based on initial enrollment in CEAS)	3-5
BS/MS ACCEND Programs	4
BS/MBA ACCEND Programs	4

### Cooperative Education & Practice Participation

A Certificate of Cooperative Education & Practice is awarded by the Faculty of the College of Cooperative Education and Professional Studies (CCPS) to those students who are ineligible for an Excellence Certificate, but who have satisfactorily completed all co-op semesters necessary for graduation certification.

### International Cooperative Education Certificate

A Certificate of International Cooperative Education Program Participation is awarded to those students who fully participate in the formal ICP and meet the academic requirements.

## Recognition and Honors

Awards of recognition are presented annually to a select group of seniors who have demonstrated outstanding achievement on their co-op assignments. An award is available in each of the undergraduate degree programs.

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## XII. Professional Standards Review Committee (PSRC)

In order to maintain the standards of the University of Cincinnati and the College of Cooperative Education and Professional Studies (CCPS), as well as the best interest of the individual student's education, CCPS has established the Professional Standards Review Committee (PSRC). The Committee is composed of faculty and student members appointed by the College, the Student Tribunal, and the Director of Professional Practice & Experiential Learning for the purpose of maintaining program standards.

### PSRC Cases

The PSRC reviews all matters pertaining to petitions of irregularity, conflict resolution, and violations of program rules. Additionally, any variance to an uninterrupted sequence of co-op semesters as a result of any activities, unemployment, or other events, must be approved through petition to the PSRC. Some common situations are outlined below.

- **Military Waiver** - A student participating in military service that significantly shortens or conflicts with a scheduled co-op rotation may request a Military Waiver via a PSRC petition.
- **Medical Waiver** - A student who misses three or more weeks of the co-op term or is unable to participate in the co-op term due to a medical reason may request a Medical Waiver via a PSRC petition. Students should submit a doctor's note/medical documentation with their petition.
- **Academic Waiver** – Students may request to substitute one of their alternating co-op semesters with an additional semester of academic coursework if needed. Students should consult with their academic advisor as well as their Faculty Co-op Advisor to determine the optimal timing and appropriateness of an extra academic semester. Students must submit an updated academic plan approved by their academic advisor that reflects their planned courses for the term in which they are petitioning for a waiver with their PSRC petition. Students may not use an extra academic term to pursue class promotion. This petition can be used only once during the course of the student's CEAS degree and cannot be used by students who are participating in a pre-established accelerated CEAS degree track (referenced in section III and does not include ACCEND). Students should request an academic waiver prior to accepting a co-op position. If an academic issue arises after a co-op position is accepted, students may be considered ineligible for an academic waiver for the term. In this circumstance, students should work with their Academic Advisor to determine an alternative plan for taking needed coursework if coursework will conflict with the student's planned co-op. Typical uses for Academic Waivers include, but are not limited to, completion of ACCEND, Minor, or Pre-Med coursework, or makeup of prior coursework necessary to sustain progress toward a student's degree. This waiver is only to be used when completion of a traditional co-op or EEP will cause significant challenges to the successful completion of approved coursework.
- **Unemployment Waiver** - In the case that a student is unable to secure co-op employment or is relieved of position duties, due to no fault of their own, they may submit a PSRC Petition for an Unemployment Waiver.
- **Schedule Irregularity** - Any request for schedule irregularity, exception or interruption to an uninterrupted sequence must be submitted to the PSRC Committee via a Petition for Waiver or Policy Exception.
- **Violation of Program Rules** - Some examples of behaviors which may result in PSRC action are listed below, yet are not limited to examples shown here. Serious violations of program rules can result in Suspension and Dismissal.
  - **Dishonesty** - Furnishing CCPS or co-op employers false written or oral information.
  - **Violation of Probation** - Violation of Program rules and regulations while on probation for a previous action.
  - **Employer Termination** - A student is terminated by the employer due to improper behavior or other misconduct by the student while officially fulfilling a co-op semester with the employer.

- **Unauthorized Change of Co-op Employer** - Violation of the requirement to have official CCPS approval of any change in the student's co-op employer.
- **Unsatisfactory Performance** - Two or more unsatisfactory performance reports from the student's co-op employer(s).
- **Disregard for Policy** - A pattern of disregard for policies by a student as evidenced by prior warnings or probation sanctions by the College.

### **PSRC Outcomes**

The PSRC reviews both Student Petitions and Faculty Recommendations to come to a decision.

Outcomes of the PSRC decision may be a program waiver, policy exception and/or academic sanctions.

### Waiver

A waiver has no detrimental effect on the student's participation in the Cooperative Education Program or projected date of graduation. This designation is utilized when a student is unable to secure or complete an appropriate co-op position or semester through no personal fault.

Common causes of a waiver may include: failure to secure an appropriate co-op position due to the economy after all reasonable efforts were made, termination of a co-op position for reasons other than performance (e.g., illness, participation in a ROTC Summer Training), academic, or any situation where a penalty regarding certification would be inequitable. The primary categories of waivers are Military, Medical, Academic, and Unemployment.

### Policy Exception

A policy exception has no detrimental effect on a student's participation in the Cooperative Education Program, or projected date of graduation. This designation is utilized when a student is granted as exception to a co-op policy in order to fulfil their co-op work semester.

Common causes for a policy exception may include: starting a co-op work semester late or leaving early due to participation in a study abroad program, requesting a change of employer, participating in a second or third EEP or any other situation deemed an acceptable exception to a policy.

### Policy Violation

A policy violation may have a detrimental effect on a student's participation in the Cooperative Education Program, or projected date of graduation. This designation is utilized when a student violates a program policy and is recorded as a Participation Violation.

Common causes for a policy violation may include: starting a co-op work semester late or leaving early for no approved reason, changing employers without prior approval, or providing false information to an employer. A co-op employment violation will result in loss of recognition for the co-op semester and could include the addition of a co-op semester as a program requirement. This action could be coupled with academic sanctions.

### Participation Violation

A co-op participation violation is given when a student does not participate in a cooperative education work semester as a result of their own actions. A co-op participation violation will result in loss of recognition for the co-op semester and could include the addition of a co-op semester as a program requirement. This action could be coupled with academic sanctions and is recorded as a Participation Violation.

Common causes for a participation violation may include: a student is unable to secure or complete an appropriate co-op position due to failure or refusal to comply with Cooperative Education policies, personal restrictions as to geographic location, section availability, salary level, or violations of standards of professional conduct for the co-op semester that result in loss of the job.

### Cooperative Education Sanctions

A student admitted to the Cooperative Education Program of the University of Cincinnati accepts the responsibility to know and comply with all institutional and College rules, the Student Code of Conduct, and standards that govern the Program. In general, when a student demonstrates unwillingness to obey the rules governing conduct for Cooperative Education Program participation, the individual will be treated the same as one who has failed in traditional classroom courses and may be suspended or dismissed from the Cooperative Education Program. The University of Cincinnati's Student Code of Conduct, which defines the behavior expected of students, is applicable to students while in co-op positions. Copies of this Code are available for review in the following locations: all Student Affairs and Services offices, student organization offices, College Deans' offices, and the Office of the University Ombuds.

Proven failure to meet these regulations and standards justify appropriate academic sanctions by the Professional Standards Review Committee of the College of Cooperative Education and Professional Studies (CCPS). The academic sanctions include Warning, Probation, Suspension and Dismissal. These sanctions are serious matters, especially so for students in programs where the satisfactory completion of the Cooperative Education Program is part of the degree requirements and may delay graduation.

The various sanctions are defined as follows:

- **Warning** is an official notification to the student that their behavior has been unacceptable. Any further misconduct may result in a more severe sanction.
- **Probation** is an official notification to the student that their behavior has been unacceptable. This action becomes a part of the student's record and could result in probation status in the student's academic unit. This sanction is in effect for a specified period as determined by the Professional Standards Review Committee. After receiving notice of probation, it is the responsibility of the student to confer with their Faculty Cooperative Education Advisor to discuss any questions concerning the probation and to plan an appropriate course of action to avoid further difficulties. Any further misconduct on the student's part during the period of probation may result in suspension or dismissal from the Cooperative Education Program.
- **Suspension** prohibits the student from participating in the Cooperative Education Program of the University of Cincinnati for a specified period of time. A suspension period does not typically exceed one calendar year. The Professional Standards Review Committee will determine the effective beginning and ending dates of the suspension. This Cooperative Education action could result in suspension from the student's College. Suspension requires that the student must petition for readmission. Suspended students will be notified in writing as to the rationale for the action and when they will be eligible to apply for readmission into the Cooperative Education Program. Once readmitted into the program, if the student then later fails to comply with Program policy, this will normally result in dismissal.
- **Dismissal** prohibits the student from ever participating in the Cooperative Education Program of the University of Cincinnati. In cases of serious misconduct, a student may be dismissed without any previous disciplinary action by the Professional Standards Review Committee. Dismissed students will be notified in writing as to the rationale for the action and the effective date of the dismissal. Dismissal actions are terminal and readmission to the Program is normally not permitted.

### **Petitioning**

In all cases, either or both the faculty co-op advisor and the student may present a petition and relevant information to the PSRC.

#### Student Petition

Prior to submitting a PSRC petition, the student should discuss their circumstances with both their Academic and Co-op Faculty Advisors. It is most advisable for the student to submit the initial petition to the Committee. The following steps should be followed by a student presenting a case to the Committee:

- 1) Submit the "Student Petition for Exception or Waiver" e-form on the CCPS website or through a link from the faculty co-op advisor.
- 2) Follow the instructions on the form to complete the petition form, including any supporting documentation. The student's faculty co-op advisor will be notified and invited to comment via the submission of a Faculty Response form.
- 3) The PSRC will meet (typically twice a month) to review submitted petitions.
- 4) After the Committee meets and reaches a decision, a copy of the decision of the Committee will be returned to the student.
- 5) The student should contact the faculty co-op advisor to confirm the impact of the Committee's decision on the schedule for future participation in the Cooperative Education Program.

#### Faculty Petition

In the event that a student does not submit a petition for their situation or the Faculty Cooperative Education Advisor deems it appropriate, the faculty co-op advisor may submit a petition for a student case without a Student Petition. In this situation, the faculty completes and submits the Faculty Referral e-form. The student will receive confirmation of the receipt of their faculty advisor's petition and notification of the date of the upcoming PSRC meeting.

After the Committee meets and reaches a decision, the written decision of the Committee will be communicated to the student. After receiving the decision, the student should contact the faculty advisor to confirm the impact of the Committee's decision on the schedule for future participation in the Cooperative Education Program.



### Appeals

In a few cases, the student or the Faculty Cooperative Education Advisors may feel that the decision of the Committee is inappropriate or that the case was not presented effectively in the petition. In such instances, the decision may be appealed. All appeals related to a Committee decision must be submitted in writing within 30 days of the receipt of the decision which is being appealed. Appeals are determined by the Unit Head of the CCPS CEAS Co-op Unit or their designee.

