

WHAT IS THE CO-OP PROGRAM?

Cooperative Education (Co-op) is an organized program integrating classroom work and practical industrial experience. Students in this program alternate terms of attendance at college with terms of employment in industry. These terms of employment constitute a regular, continuing, and essential element in the educational process. The work is related to some phase of the field of study in which the student is engaged and often is diversified in order to afford a wide range of experience. The main objective of the program is balanced training, the combination of the art and science of engineering, during the early years of professional development.

HISTORY OF THE CO-OP PROGRAM

Cooperative education was founded at the University of Cincinnati in 1906 by Prof. Herman Schneider. Its first period of growth from 1906 to 1942 was moderate but steady. Eight out of ten colleges and universities that began the program continued its operation, and by 1942 there were 30 successful programs in existence. Even the severe depression of the 1930's, when jobs were difficult to find, failed to halt the growth pattern. After the close of World War II, the second growth period in the cooperative education movement began in 1946. During the war years, most Co-op programs were discontinued in favor of the emergency acceleration of academic programs. This second period, continuing to the present time, has been characterized by an acceleration of growth, as the total participating colleges and universities rose from 29 in 1946 to approximately 200 colleges and universities by 1970.

Although the Co-op Program began in an engineering school and has enjoyed its greatest growth in technical education, in recent years (particularly since 1964) the growth in other areas such as business administration, liberal arts and education has been a large factor in the accelerated development of Co-op curricula in this country. At Marquette University, the Cooperative engineering training program had its origin in 1919. For many years, the participation of all engineering students was mandatory. In 1946, however, circumstances dictated the change to an optional program, thus permitting the conventional four-year program and the preferred Co-op Program to be conducted simultaneously.

PURPOSE OF THE CO-OP PROGRAM

Cooperative education is based on two observations regarding college students in the United States:

- 1) There are certain facets of every profession for which students are preparing that cannot be taught in the classroom. These facets can be learned only through direct, on-the-job experience working with professionals who are already successful in the field.
- 2) Most U.S. college students must find employment on a part-time basis while they are in school and during vacation periods, in order to earn part of the cost of their education. In many cases, these jobs have no relation to their ultimate professional career, and therefore do not contribute substantially to the education program of the students. Co-op jobs do.

Cooperative education more than satisfies the above two observations in a favorable manner.

ADVANTAGES TO THE STUDENTS

- (1) *Provides practical work experience:* Students gain practical, on-the-job work experience, related to their fields of study, prior to graduation from college.
- (2) *Gives reality to learning:* Studies have much greater meaning through coordinating work experience with classroom instruction.
- (3) *Increases educational motivation:* Integration of work and study usually increases student motivation by instilling a stronger desire to learn.
- (4) *Develops greater human understanding:* Students develop greater understanding of other people and learn varied techniques of human relations by their personal contact with their fellow workers and peers.
- (5) *Accelerates maturation:* Students mature more quickly by their association with professional people in their everyday work. They're given responsibilities to bear, and through these, learn to work efficiently under pressure. Success in a particular assignment provides the student with a higher degree of self-confidence for their future work. On the whole, industrial experience for Co-op students broadens their outlook and aids them in their social development toward that of the professional persons they hope to become.
- (6) *Provides orientation to the world of work:* The Co-op Program provides a solid foundation for career planning and career guidance in the following ways:
 - (A) Students have an excellent opportunity to test their interests and abilities in connection with real jobs.
 - (B) Students gain firsthand career information and guidance in their Co-op environment.
 - (C) Students discover their strong and weak points through Co-op employment.
- (7) *Provides financial aid:* Cooperative education, which provides students with regular income-producing jobs, to pay part of their college expenses, makes higher education possible and attractive to many qualified young people who could not otherwise afford to go to college.
- (8) *Provides useful employment contacts:* The Co-op Program gives the students contacts which are useful in later occupational placement. For many, it provides a head start in salary and positions after graduation.

ADVANTAGES TO EMPLOYERS

- (1) *Enhances recruitment and retention:* The Co-op Program provides the employer with an excellent recruiting tool. The employer can train and observe its Co-op students at work before making a commitment to permanently hire. A Co-op Program can also result in lower training costs and a lower turnover rate, as employees who began as Co-op students accept full-time employment offers based on an informed choice.
- (2) *Promotes college relations:* Serving as excellent campus ambassadors, Co-op students can enhance an employer's visibility and reputation when they return to campus and share their positive work experiences (conversely, however, an unsatisfactory work experience can lead to a negative image). A Co-op Program can also develop communication and understanding between the university and the employer, allowing for the employer's contribution to the educational process.
- (3) *Provides a good source of labor supply and better utilization of personnel:* The Co-op Program provides employers with motivated, productive and talented emerging professionals who provide enthusiastic assistance to the actual engineering environment. The fresh perspectives and new approaches brought by the students can help motivate the employer's staff, release highly trained employees from basic tasks, and can contribute to the growth of any organization.

A TRIPARTITE AGREEMENT

A successful Co-op Program is based upon strict adherence to an implied agreement among the three parties involved, namely the university, the participating company and the Co-op student—each party stands to gain benefits and consequently each bears responsibilities to help assure that these benefits are not jeopardized by unwarranted departure from time-proven principles.

The university accepts administrative responsibility for the program, including close supervision of each Co-op student's program and, in particular, the scheduling of classes to match the Co-op student's needs during his or her interrupted schedule of class attendance, processing and grading of reports, maintenance of files, counseling, etc.

The participating company provides its Co-op students with meaningful and progressively more responsible experiences in "real-world" engineering activities and actively supervises work assignments.

The Co-op student agrees to adhere to the rules necessary to the smooth functioning of such a cooperative venture. Primarily, he or she is, while on a work assignment, a special type of employee of the company and must accept the responsibility of adhering to company rules and policies in a professional manner. Also, even while at work, the Co-op student is considered to enjoy full-time student status by the university and is entitled to all implied privileges of non-Co-op students. When scheduled to be at school, he or she must be there and accept the schedule of courses provided for his or her Co-op section. This is particularly important in summer sessions when classes are scheduled almost entirely for the convenience of the Co-op student. Co-op work terms are formal, accredited segments of the Co-op student curriculum. Please read the *Co-op Agreement Form*, Appendix IV, in its entirety.

MECHANICS OF THE PROGRAM

In order that maximum benefit may be derived by the student from his or her Co-op experience, the College of Engineering has adopted the following guidelines for application to and participation in the Co-op Program.

I. INTRODUCTORY INFORMATION

- A. During fall semester, all sophomore engineering students (and those advanced standing/transfer students above the freshman level) are required to attend GEEN 2952, a Professional Development class which meets once a week throughout the semester. The objective of this class is to assist engineering students with their career discernment and to promote professional development. It focuses on the skills needed to secure a job and provides resources and tools to conduct a job search. Topics include: professional development; engineering options; cooperative education and internship opportunities; ethics as well as job search, resume writing interviewing, professional communication and networking techniques.
- B. At the completion of the GEEN 2952 class sessions, those students who are interested in being eligible to pursue Co-op positions will be asked to complete a Co-op application form.

Any students who wish to pursue placement in a Co-op position must have an application form on file in the Co-op Office.

II. ELIGIBILITY REQUIREMENTS FOR THE ENGINEERING CO-OP PROGRAM

- A. Full-time student status at Marquette University.
- B. Indication of satisfactory progress toward a degree (i.e., students must maintain a minimum GPA of 2.0).
- C. Sophomore standing and/or is eligible to work a minimum of three alternating Co-op work terms (four work terms preferred).
- D. Although all students meeting the above requirements are eligible to apply to the Co-op Program, a number of the recruiting employers may require U.S. Citizenship or Intending Citizen status.



**Eligibility does not guarantee placement.
Placement is competitive.**

III. WORK/SCHOOL SCHEDULE

- A. Students participating in the Co-op Program begin working at the completion of their sophomore year and are generally divided into three groups. These three groups (designated as Schedules "A," "B," and "C") alternate between school and work on a planned basis. Preferably, each student is paired with another student working for the same employer and alternates with him or her. The three Co-op schedules are illustrated by the following diagram.

NORMAL CO-OP SCHEDULE

Freshman		Sophomore			Co-op Section	Junior			Pre-Senior			Senior			Approximate Total Work
Fa	Sp	Su	Fa	Sp		Su	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	
S	S	V	S	S	A	S	W	S	W	S	W	S	W	S	16 months
S	S	V	S	S	B	W	S	W	S	W	S	W	S	S	15 months
					C	V	S	W	S	W	S	W	S	S	12 months

S = School

V = Vacation

W = Work Term

Please Note: Changes to the above work/school schedule must be *approved by the Director of the Co-op*

IV. RESUMES AND INTERVIEWS

- A. All Co-op candidates will be expected to research the employers to whom they submit resumes and with whom they interview. Co-op candidates should also check the companies' web sites.
- B. Job postings and interview schedules will be posted on *MU Career Manager* beginning in January of the spring semester. Job openings will continue to be posted throughout the year (i.e., spring semester of the sophomore year, the following summer, and fall semester of the junior year).
- C. On-campus job interviews will be arranged by the Co-op Director's office and scheduled at either the Career Services Center or other suitable locations. Only candidates who have completed their applications to the Co-op Program will be permitted to sign up for interviews. .

Students who fail to appear for a scheduled interview must show sufficient reason for such action to the Co-op Director before being permitted further interviews.

- D. Due to budget and time restrictions, many Co-op employers will not be able to interview on campus, but will instead request that resumes from interested candidates be electronically sent to them. These job openings will be posted throughout the school year and resumes (with accompanying cover letters) must be submitted to the Co-op Office *via MU Career Manager* by the posted deadline date. The Co-op Director will, in turn, forward the resumes to each specific employer.

After reviewing the resumes, the employer may then interview selected candidates on-campus, at their company location, or even over the phone.

- E. Job offers are handled through either the Co-op Office or students will receive them directly from the employer. **If a student receives and/or accepts a job offer from an employer, he or she must notify the Co-op Director immediately.**
 - 1. **Once a student accepts an offer, no other offers can be accepted.**
- F. Assignments of the students to either Schedule A, B or C, will normally be made by the employer, and these assignments are primarily based on the employer's needs in terms of start dates (i.e., *summer start date, fall semester start date, or January start date*).
- G. After accepting a job offer, the student must complete all required Co-op Agreement forms and "check-out" forms. These forms are available from the Co-op Director's Administrative Assistant.
 - 1. No candidate will be considered a Co-op student (nor be eligible to begin his or her first Co-op work term) until these forms are completed and returned to the Co-op Office.

V. CO-OP WORK TERMS

- A. Students must register for each Co-op work term.
 - 1. Academic credit for Co-op work experience.

Since the summer of 1976, Co-op students receive one (1) semester hour of credit, applicable toward their degree requirements, for each Co-op work term they satisfactorily complete and properly report. They may therefore earn a maximum of four (4) credits, three (3) of which can be used as a substitute for a technical elective course toward degree requirements. For proper grading and subsequent recording of grades, registration is required for every work term and each succeeding grading (school) term. For example, Electrical Engineering Co-op students would register for "EECE 3991" during their first Co-op work term; this registration is actually for zero credit and carries a \$30 registration fee. In the school term immediately following, the EECE Co-op student then registers for a companion "course" ("EECE 3992"—Co-op Grading Credit #1), which carries one (1) credit, and for which there is no fee. It is during this grading term that all necessary materials necessary for grading the one credit, on an S/U basis, are collected and evaluated for grading (i.e., *Employer Evaluation Form* and *Work Exit Report*). At the end of the school semester, the credit is added to the student's record, along with the other classes and grades earned during that semester. Subsequent work terms are numbered 3993, 4991, and 4993 (odd numbers) and respective grading terms are numbered 3994, 4992, and 4994 (even numbers). These numbers should be preceded by the student's departmental code (BIEN, CEEN, CEMA, EECE, COEN, or MEEN):

1st Co-op Work Term:	(BIEN) 3991
1st Co-op Grading Period:	(BIEN) 3992
2nd Co-op Work Term:	3993
2nd Co-op Grading Period:	3994
3rd Co-op Work Term:	4991
3rd Co-op Grading Period:	4992
4th Co-op Work Term	4993
4th Co-op Grading Period:	4994

The delay of the granting of the credit until after the work term allows the time needed to assemble the student's *Work Exit Report*, the *Employer Evaluation Form*, and any other materials deemed necessary for establishing the I/S grade. It also allows for frequently overlapping dates between work terms and school sessions. (See Work/School Calendar).

Beginning with each Co-op's first work term, he or she should then be continuously enrolled in one or the other type of "Co-op course" and be continuously maintained on the university rolls AS A CO-OP. Such identification will prove valuable to the Co-op, especially when away from campus on a work assignment.

Please Note: Since the cooperative education program is considered an integral part of a student's education, the Co-op student is a full-time student at Marquette University; whether he/she is in school or at work.

- B. Co-op work credits will NOT normally be counted toward satisfaction of degree requirements until, and unless, the Co-op student has completed a minimum of three (3) work terms, covering a total employment of 12 months or more.
1. Academic credit for Co-op work experience only represents four credits (three of which are useable) but should be appreciated by both the Co-op student and the Co-op employer as official recognition by the college and the university of the beneficial educational value of the Co-op program. While the credits thus earned can, and in many cases probably will, be used to avoid the need for carrying one technical elective course, it is the hope of the Co-op Office that the majority of Co-op students will use these credits, in effect, to allow them to carry additional elective credits rather than fewer. It would seem that the better students will usually want to optimize their undergraduate program by taking as many electives as they can in their area of specialization. In any event, the registration procedures outlined here provides for a permanent record, on any official university transcript, of the fact that the student was a Co-op while in school and that the university feels this is worth recording. (See also your departmental "Co-op Course Schedule" for clarification if needed).
 2. ALL Co-op students must register for their work terms through *CheckMarq*.

- C. **A student who is employed as a Co-op will be expected to remain with that employer throughout all scheduled three to four Co-op work terms, unless released for good reasons by both the employer and the Co-op Office (see Agreement Form, Appendix IV).**
- D. Any student remaining at a work assignment (without prior permission) when scheduled to be in school, will be considered withdrawn from school. Application for readmission must be made before he or she can return to school.
- E. Students may register for some courses during a work term, provided:
 - 1. Class schedules do NOT interfere with work.
 - 2. Courses do NOT constitute a full-time academic load.
 - 3. Courses are NOT regular summer Co-op courses (see Co-op course schedules for each curriculum).
- F. **While at work, the student is a special type of employee of the Co-op employer, subject to the employer's rules, regulations, work hours, and the orders of its supervisory personnel. He or she is employed on a voluntary, interrupted work schedule as part of a formal degree.**
- G. A cheerful observance of company rules, a willingness to assume personal responsibility, and an attitude of ethical professionalism are expected of a Co-op student during his or her work terms. These qualities not only establish a good reputation with the Co-op employer but are also essential if the Co-op student expects to profit fully from the experience of the Co-op Program.
- H. An *Employer Evaluation Form*, for each Co-op student, must be submitted to the college (via the Co-op web site) by the Co-op employer at the close of each work term to evaluate the student's work performance and how he or she is progressing. The evaluations are reviewed by the student's faculty Co-op advisor and the Co-op Director, and are then placed in the individual student's file. These evaluation reports are an essential part of the Engineering Co-op Program. It is strongly recommended that these evaluation reports be completed by the Co-op student's immediate supervisor AND be discussed with the student before he or she returns to school.
- I. The Engineering Co-op Program requires a completed *Work Exit Report* (via the Co-op web site) from each Co-op student at the completion of each work term. The Co-op employer is also urged to require similar reports and to carefully evaluate them and discuss them with the student. When such reports are required by the company, it's suggested that an extra copy be sent to the college for the student's file if it is not considered confidential.
- J. Co-op students must remember to update their current addresses on CheckMarq.

VI. CO-OP SCHOOL TERMS

- A. While Co-op students are in school, they are required to carry a full-time academic schedule (at least 12 credits during fall and spring semesters or 3-6 in the summer). In addition to the academic credits, Co-op students must also register for their proper Co-op grading credit in order to receive a credit for the preceding work term completed.
- B. Within two weeks after returning to school, the Co-op student is required to submit a *Work Exit Report* on the nature and progress of the Co-op training assignment. In addition, it is the Co-op student's responsibility to assure that the *Employer Evaluation Form* has been completed by his or her Co-op employer and submitted to the Co-op Office. In order to receive an S/U grade for the Co-op grading credit, both report forms must be completed and submitted to the Co-op Office before mid-semester of the school term. (*These forms are available on the Co-op web site*).
- C. Registration through CheckMarq is necessary for all Co-op students at regularly scheduled times. When in school, Co-op students will see their advisors during pre-registration and will be advised on their class schedules two semesters at a time—their upcoming work term and the following school term.
 1. When at work, the Co-ops will be e-mailed the needed registration instructions by the Co-op Office.
- D. Co-op students should not, at any time other than in Summer Sessions, schedule evening or day division courses which are normally and regularly scheduled for their attendance in Summer Session I. Students who take such courses elsewhere will not be excused from attending their regularly scheduled Summer Session. Failure to adhere to this agreement may be cause for a student being dropped from the Co-op Program.
- E. Check-out and Check-in Procedures.

In order for the Co-op Office to maintain contact with program participants, Co-op students are required to follow the following procedures upon returning for their school terms:

1. "Check-in" consists of completing and submitting to the Co-op Office their *Work Exit Reports*, making sure that their Co-op employer has also properly completed and sent their *Employer Evaluation Form*. Co-op students must also see their faculty Co-op advisors during pre-registration advising to register for their next work term and plan their classes for the following school term.
 - a. Students must also update their current/campus address on CheckMarq.
2. "Check-out" means that the student must update his/her "current" address on CheckMarq for that work term; additional instructions can be found on the Co-op web site..

All "Check-out" forms are also available on the Co-op web site:

http://www.marquette.edu/engineering/coop_eng/

VII. GENERAL

- A. In all matters of eligibility for extracurricular activities, all Co-op students are considered to be full-time students. However, certain varsity athletic teams have exceptions. Check these out with the Athletic Office if you are concerned.
- B. Fringe benefits, which may accrue to a Co-op student while at work, vary widely among Co-op employers. In order to avoid misunderstandings, the Co-op student should clarify his or her company's rules in this regard through discussion with the company Co-op coordinator during the recruitment interview or before accepting an offered position.
- C. **Unemployment Compensation:** As a special type of employee with the cooperating employer, and while working on a voluntary, accepted, prearranged, alternating work/school schedule for credits, the **Co-op student does NOT earn unemployment compensation** rights under Wisconsin statutes. In addition, federal laws exclude “employment of the individual.....in a full-time program taken for credits (at a higher educational institution).....if such service is an integral part of such program.....” as service which earns unemployment compensation rights.
- D. **Co-op Certificates:** All Co-op students who graduate after having satisfactorily completed at least three Co-op work terms receive, in addition to their regular diplomas, a “Co-op Certificate” testifying to their completion of the program.

VIII. With the possible exception of private scholarships, students do not receive financial aid during their Co-op work terms.

Co-op students with scholarships should also note the following:

Marquette Ignatius Scholarships.....

“B” (summer start date) and “C” (January start date) schedule Co-op students attend class 8 semesters and one summer session (i.e., ½ a semester); therefore, they are advised to use their scholarships during the 8 full semesters they attend school. *Since “B” and “C” schedule Co-op students have to attend school a total of 8 ½ semesters, these students are eligible – in their graduating senior spring semester – to pay by the credit hour regardless of credits taken.*

“A” schedule Co-op students attend class 7 semesters and two summer sessions. “A” schedule Co-op students receive a pro-rated amount of their 8th semester of scholarship for summer sessions. As tuition for summer is less than a full-time semester, the scholarship is pro-rated according to the following formula (these numbers are only for example purposes):

\$4,250/semester Ignatius Scholarship for 2008-09 academic year

\$13,860 tuition/semester for 2008-09 academic year

\$4,250

\$13,860 = 31%

6 credits for summer school @ estimated \$580.00 per credit = \$3,480

\$3,480 X 31% = \$1078

Students receive \$1078 of \$4,250 scholarship for their first scheduled session of summer classes. The same process is followed for their next scheduled session of summer classes.

Private Scholarships.....

Students receiving scholarships from “private” sources (i.e. foundations, corporations, etc.) should contact the Co-op Office. We will write a special letter to that source explaining the Co-op Program and why the scholarship will be extended over a 5-year period.

MU College of Engineering Scholarships.....

Most College of Engineering Scholarships can be used for summer sessions. Contact Dr. Jensen.

Other important reminders.....

All Co-op students must remember to complete their Federal Financial Aid forms **each year (as soon as possible after January 1)** even if they’re co-oping for a portion of the next academic year.

Students can apply for financial aid (loans) for their summer classes. Summer Financial Aid forms are available on the following website in March: www.mu.edu/financialaid/resources . **Marquette grants and state grants and scholarships are NOT available for summer sessions.**

IX. Tuition Policy for “B” and “C” Co-op Schedule Students.....

It has the policy of the College of Engineering to charge part-time tuition to “B” and “C” Schedule Co-op students for their last spring semester in school (the semester they graduate), provided they followed the “B” or “C” work/school Schedule in every sense.

The rationale behind this is that Schedule “A” Co-op students attend school and pay tuition for 4 semesters, whereas Schedule “B” and “C” Co-op students attend school for 4 ½ semesters (summer school is counted as a ½ semester).

To correct this inequity, the “*Schedules B and C Part-Time Tuition Policy*” was adopted. Co-op students are covered by this policy if they meet the following requirements:

- 1) they formally apply to the Co-op Program during their sophomore year and actively sought Co-op placement.....
- 2) they were not transfer students (those entering Marquette with more than 12 accepted credit hours).....
- 3) they followed the “B” or “C” Co-op schedule in every sense (i.e., they did not change their structured alternating schedule).

****Co-op students who meet these criteria will be eligible to pay tuition by the credit hour, regardless of credits taken, during the spring semester they graduate****

Each year, the Co-op Office will notify the Bursar’s Office as to which students are eligible to pay tuition by the credit hour (eligible students will also be notified). Eligible students’ tuition bills will not be adjusted until **after** the beginning of spring semester classes; therefore, the eligible Co-ops should submit their estimated tuition payment based on payment by the credit-hour.

** Please also note that the eligible students who elect to pay tuition by the credit hour **may** have their financial aid package reduced by the same amount that their tuition is decreased.

COOPERATIVE EDUCATION STAFF
Fall, 2011

	<u>Room No.</u>	<u>Univ. Phone</u>
Assistant Dean / Co-op Director Ms. Susan J. Michaelson <i>E-mail: susan.michaelson@marquette.edu</i>	Olin 201	8-7134
Co-op Administrative Associate Ms. Pamela Cromell <i>E-mail: pamelacromell@marquette.edu</i>	Olin 201	8-7134
Biomedical Engineering Co-op Advisor Ms. Laura Lindemann <i>E-mail: laura.lindemann@marquette.edu</i>	Olin 206	8-5698
Civil Engineering and Construction Engineering Management: Co-op students remain their same faculty advisors		
Computer Engineering Co-op Advisor Prof. Susan Riedel <i>E-mail: susan.riedel@marquette.edu</i>	Haggerty 221	8-3373
Electrical Engineering Co-op Advisor Prof. Susan Riedel <i>E-mail: susan.riedel@marquette.edu</i>	Haggerty 221	8-3373
Mechanical Engineering Co-op Advisor Dr. Raymond Fournelle <i>E-mail: raymond.fournelle@marquette.edu</i>	Haggerty 251	8-3541

**MARQUETTE UNIVERSITY
COLLEGE OF ENGINEERING
COOPERATIVE EDUCATION PROGRAM**

AGREEMENT

Read COMPLETELY before signing.

I. I accept assignment to the Cooperative Education Program with:

(Name of Co-op Employer) (Division if applicable)

located at _____
(City) (State) (Zip)

according to the following work/school schedule: (Circle A, B, or C, and complete dates)

	2011		2012			2013			2014
	SU	FA	SP	SU	FA	SP	SU	FA	SP
Section A	S	W	S	W	S	W	S	W	S
Section B	W	S	W	S	W	S	W	S	S
Section C	X	S	W	S	W	S	W	S	S

Name _____
(PRINT) Last First Middle Name

Curriculum: BioComp. BioElec. BioMech. Civil Environmental CEMA Electrical Computer Elect-Computer Mechanical (Circle One)

II. FURTHERMORE:

- a) I have read the Co-op Program Manual carefully and agree to observe ALL of the rules pertaining to the Program as prescribed by Marquette University, the College of Engineering, and the Co-op employer.
- b) I agree to cancel all other outstanding offers of Co-op employment and to discontinue my search for any other Co-op employment.
- c) I agree that any changes in this agreement will only be made for sufficiently compelling reasons as judged by the director of the Co-op Program when and if requested in writing, on the proper CHANGE REQUEST FORM. An ad hoc committee composed of the Co-op Director, the appropriate departmental Co-op Advisor, and one or more Co-op students selected by the Co-op Student Council MAY be formed to hear appeals if requested.
- d) I agree to strictly follow the requirements for the award of academic credit for each work term by personally assuring my correct registration: for every work term, and for every grading term succeeding each work term.
- e) I agree to promptly complete a Work Exit Report after each work term and turn it into the Co-op Office and remind my company Co-op coordinator to complete and promptly return an Employer Evaluation Form for every work term.
- f) I agree that academic credits awarded for Co-op work experience may be applied as partial fulfillment of degree requirements ONLY after the satisfactory completion of a MINIMUM of three (3) work terms, and I understand that normally only three (3) credits, MAXIMUM, may be so used.
- g) I recognize that my association with the Co-op firm is an integral part of my undergraduate curriculum in the Cooperative Education Program, and acknowledge that my involvement with the firm does not constitute employment for purposes of unemployment compensation.

Signed _____ Date _____

IMPORTANT PROCEDURES TO REMEMBER!!!!

1. All students must complete and submit a Co-op application form to the Co-op Office before being eligible to submit resumes and/or sign up for interviews with prospective Co-op employers.
2. When a student accepts a Co-op position with an employer, he or she must notify the Co-op Director IMMEDIATELY and also complete and submit the required forms to the Co-op Office.
3. A student accepting a Co-op position commits himself or herself to *a minimum of three alternating work terms* with the same employer. Please refer to the approved Work/School schedules.
4. After accepting a Co-op job offer, a student is **not** allowed to continue submitting resumes or interviewing with other potential Co-op employers.
5. All Co-op students should follow the approved work/school class schedule for the engineering program in which he/she is majoring; copies of these Co-op class schedules can be found on the Co-op Program web site.
6. Any student requesting a change in the Work/School schedule must inform the Marquette Co-op Director. No schedule changes will be honored unless fully approved by both the Co-op Director and Co-op employer.

PLEASE NOTE: Requests for schedule changes are approved only in rare instances and for exceptional reasons.

7. All Co-op students must properly "check-out" for their next work term prior to leaving school that semester (update their addresses on CheckMarq). This procedure is essential to the proper maintenance of Co-op records and files.
8. All Co-ops are responsible for registering for their Co-op work terms and grading credits through CheckMarq.

PLEASE NOTE: Any Co-ops owing money to MU must make suitable arrangements with the Bursar before their Co-op work term registration can become finalized. **The Bursar's Office will NOT allow a student to be registered for a work term if money is owed to MU, and this will result in the student NOT being enrolled during that semester.**

9. All Co-op students returning to school after a work term must remember to do two things:
 - 1) When registering for classes, also remember to register for the proper Co-op grading credit (although this is worth one credit, you are not charged for this credit – this is especially important to remember for summer classes)
 - 2) Make sure that both your *Employer Evaluation Form* and *Work Exit Report* are submitted to the Co-op Office, so you will receive an "S" for your Co-op grading credit. Both of these forms are available on the Co-op Office web site.