

**BOWLING GREEN STATE UNIVERSITY - COLLEGE OF TECHNOLOGY  
COOPERATIVE EDUCATION PROGRAM POLICY & PROCEDURE STATEMENT**

NAME	LAST	FIRST	M.I.	BGSU ID#
MAJOR			ADVISOR	

**FIRM PRESSURE WITH A PEN IS REQUIRED. ALL COPIES MUST BE LEGIBLE.**  
Read the following College of Technology (COT) Cooperative Education Program directive statements carefully.

- Each student is responsible for being aware of and adhering to all policies, procedures and resources stated in the CO-OP Manual. The CO-OP Manual can be found on the College of Technology CO-OP website.
- Your CO-OP course is a full-time (40 hour/week), semester-long, paid work experience with job duties directly related to your major. Part-time CO-OP positions are an option/exception and consist of working 20 hours/week for two consecutive semesters.
- Multiple CO-OP courses are completed to fulfill the CO-OP requirement for all COT majors (your degree check sheet lists the correct number). To obtain a BGSU Bachelor degree from the College of Technology, you must complete your designated CO-OP course requirements.
- Each CO-OP course (TECH 2890, 3890 & 4890) awards four (4) semester hours of credit. Grades are assigned on an S/U (pass/fail) basis.
- BGSU's tuition and fee structure applies to CO-OP course credit (4 credit hours each), the same as all other credit-bearing courses offered at BGSU. You are responsible for paying the tuition for your registered CO-OP courses.
- If applicable, it is your responsibility to contact the Student Financial Aid and/or Bursar Office for CO-OP course tuition payment assistance.
- BGSU students are not automatically enrolled in the Student Insurance Plan, but are eligible on a voluntary basis. If you need health insurance through BGSU, please contact the Student Insurance Office.
- Semesters spent completing CO-OP courses and your remaining program courses must follow an alternating pattern (see planning guide at bottom of this document.). Your final semester must be spent completing non-CO-OP courses.
- You are encouraged to also complete your CO-OP courses during spring and fall semesters, not only summer, to diversify your experience.
- While assistance is available for your CO-OP search, it is ultimately your responsibility to secure an approved CO-OP position for course credit.
- The COT CO-OP Program provides resources to assist you with your CO-OP search to use in addition to your own resources.
- The BGSU Career Center is an additional resource for CO-OP job search assistance. NOTICE: Be sure positions advertised through this office meet the same qualifications as COT CO-OP courses. You will not receive CO-OP course credit for positions that do not qualify.
- All CO-OP positions are approved by your academic advisor and the COT CO-OP Program, using the CO-OP Application process.
- You may work in any geographic location and are responsible for making your own housing arrangements. Search assistance is available.
- Students enrolled in a COT CO-OP course are classified (during that semester they are registered) as having full-time student status at BGSU.
- Should you secure a CO-OP and need to have pre-registered classes, on-campus housing or a meal plan dropped and/or cancelled, you are responsible for contacting the COT CO-OP Program (preferably in writing) prior to starting your CO-OP course to assist in this process.
- You cannot register for your CO-OP course using the same method used for other courses taken at BGSU. To register your CO-OP course, you must complete the CO-OP Application prior to the start of your chosen semester and beginning work with a CO-OP employer. You are responsible for learning and completing the application process prior to completing your CO-OP course.
- The CO-OP Program will not grant retroactive CO-OP course credit. You are required to pre-register for your CO-OP course as stated above and must be supervised and evaluated during the CO-OP work semester(s).
- An Associate or Bachelor degree received prior to entering the College of Technology from an accredited institution waives your first CO-OP course requirement. This degree can not be part of a BGSU COT Bachelor degree Program.
- Some military activities are approved for CO-OP credit. Army, Navy, Air Force, Marine and Coast Guard Basic Training credit waives your first CO-OP course requirement. Applicable candidates must contact a CO-OP staff member prior to the start of any military activity to determine if said military activity is an eligible substitute for CO-OP course credit. If eligible, you must then complete a CO-OP course application.
- If you have had 12 continuous months of full-time (40 hours/week) work experience that is directly related to your major, occurring prior to entering the COT, you may qualify for CO-OP course credit through Credit-By-Examination (CBE). Contact the CO-OP Program for details.
- As a prerequisite of your first CO-OP course (TECH 2890 or 3890), you are required to complete the CO-OP workshop. This workshop is completed online, via your MyBGSU account. Contact the CO-OP Program for details.
- During your first semester at BGSU, you must schedule an appointment with a CO-OP staff member to discuss your CO-OP plans.

Below are examples of CO-OP/Coursework alternation patterns that use the entire calendar year: Fall (FA), Spring (SP) and Summer (SU). You can complete your degree in seven (7) semesters completing coursework (BGSU) and 3 (or 2) semesters spent completing CO-OPs (CO-OP).

**Example CO-OP/Coursework Alternation Patterns (Use for planning purposes only.)**

Year	FA	SP	SU	FA	SP	SU	FA	SP	SU	FA	SP	SU	FA	SP	SU	FA	SP	SU
1st Year	BGSU	BGSU	CO-OP	BGSU	BGSU	BGSU	BGSU	CO-OP	BGSU	CO-OP	BGSU	BGSU	BGSU	BGSU	CO-OP	BGSU	BGSU	CO-OP
2nd Year	BGSU	CO-OP	BGSU	BGSU	CO-OP	BGSU	BGSU	CO-OP	BGSU	BGSU	CO-OP	BGSU	BGSU	CO-OP	BGSU	BGSU	BGSU	CO-OP
3rd Year	CO-OP	BGSU	BGSU	CO-OP	BGSU	CO-OP	BGSU	BGSU	CO-OP	BGSU	CO-OP	BGSU	BGSU	BGSU	CO-OP	BGSU	BGSU	CO-OP
4th Year	BGSU			BGSU			BGSU			BGSU			BGSU			BGSU		

Please indicate the semester/year that you tentatively plan to participate in your first CO-OP using the example alternating patterns above.

\_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer Year: \_\_\_\_\_ Planned date of first meeting with CO-OP Staff: \_\_\_\_\_

By signing my name below, I acknowledge that I have read, understand and will adhere to the above stated policies and procedures listed on this document.

STUDENT SIGNATURE	DATE
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