BGSU

Bowling Green State University

College of Technology, Architecture and Applied Engineering

Cooperative Education Manual

COLLEGE OF
TECHNOLOGY, ARCHITECTURE
AND APPLIED ENGINEERING

BGSU.

BOWLING GREEN STATE UNIVERSITY

50 YEARS
TECH CO-OP
1968 – 2018

FOREWORD

This College of Technology, Architecture and Applied Engineering Cooperative Education Manual contains all general information, policies and procedures needed to understand and become successfully involved in all cooperative education courses (TECH 2890, 3890 and 4890).

Established in 1968, the Cooperative Education Program provides students the opportunity to integrate academic coursework with actual work experience at companies in the United States and throughout the world in their chosen field of study. These experiences strengthen and enhance student's overall competencies, increasing the possibility of attaining, and often placing them directly into, a successful and fulfilling position upon graduation.

While all information, rules and regulations provided within this manual are the standard, we also understand that each student's personal situations differ. The Cooperative Education Program is open to dialogue with students, their families and representatives to establish and maintain the best possible outcome for that student, negotiated on a case-by-case basis, should this course of action be warranted.

CREDITS

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Note: All policies, procedures, and information within this document are subject to change.

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CONCEPT, MISSION & GOALS, LEARNING OUTCOMES

The Cooperative Education Program in the College of Technology, Architecture and Applied Engineering at Bowling Green State University is a mandatory program and a graduation requirement that integrates classroom academics with practical work experience. Students alternate semesters of traditional campus coursework with semester-long periods of full-time employment in industry, business, organizations or government.

MISSION

The Cooperative Education Program facilitates student's cooperative education experiences with the purpose of augmenting academic learning through experiential education.

GOALS

- To assure the students approved co-op is directly related to the student's field of study.
- To assure each student receives supervision from an experienced mentor from their industry while completing their co-op.
- To assure each student receives compensation during their co-op.
- To assure each student receives feedback from their co-op employer and assigned faculty representative through an evaluation and site review.
- To assure each student completes a written report to assess their co-op experience.
- To assure that students are encouraged to complete their co-ops in multiple, alternating and rotating cooperative education experiences.
- To assure that each student receives industry-related, experience in the field of their major prior to graduation.

LEARNING OUTCOMES

- Students will assess the relationships between theory and practice as observed in a professional setting.
- Students will develop interpersonal and communication skills through networking and collaborating with diverse personnel.
- Students will demonstrate the ability to effectively interact in varied industry environments.
- Students will demonstrate professional ethics as it relates to industry.
- Students will assess industry standards related to quality and productivity.
- Student will assess how the co-op experience relates to education and career success.
- Students will apply critical thinking skills as it relates to their profession.

PROGRAM ACCREDITATION

The College of Technology, Architecture and Applied Engineering CO-OP Program at Bowling Green State University has been granted full accreditation from The Accreditation Council for Cooperative Education (ACCI).

"Mission: The Accreditation Council for Co-op and Internship (ACCI) is an association dedicated to encouraging and recognizing excellence in programs of cooperative education and academic internships. Purpose: The purpose of this organization is to serve the public through the establishment and maintenance of criteria and procedures for accrediting academic internship and cooperative education programs.

Objectives: The specific objectives are to establish and maintain an accreditation process, to effectively review programs seeking accreditation, to provide mentoring and training to raise standards, to promote the significance of student participation, and recognize and promote excellence in cooperative education and academic internship programs."

Accreditation Council for Co-op and Internship. (n.d.). Mission and Objectives. Retrieved from
http://www.co-opaccreditation.org/about-us.html

PROFESSIONAL AFFILIATIONS

Cooperative Education & Internship Association, Inc.

The College of Technology, Architecture and Applied Engineering CO-OP Program at Bowling Green State University is a proud member of the Cooperative Education & Internship Association, Inc. (CEIA).

"CEIA was founded in September 1963. The original mission: To provide professional development and resources to the field of cooperative education.

CEIA is a not-for-profit 501C (3) organization, incorporated in the State of Indiana. At the first annual business meeting in 1963, the constitution and bylaws were adopted. The first annual conference was held in September, 1963 at the Ford Motor Company in Detroit, Michigan. Dr. Donald Hunt of the University of Detroit was elected the association's first president.

CEIA remains the leader in providing professional development and resources to practitioners in the fields of cooperative education and internship program management. The original mission of the organization as envisioned by its founders in 1963 is carried out through an expanding number of training activities, an annual national conference, and support and encouragement for on-going research and publications."

Cooperative Education & Internship Association. (n.d.). About. Retrieved from
http://www.ceiainc.org/about/

The National Commission for Cooperative Education

The College of Technology, Architecture and Applied Engineering CO-OP Program at Bowling Green State University is a proud affiliate of World Association for Cooperative Education (WACE) formerly The National Commission for Cooperative Education (NCCE).

"Effective July 1, 2010, The National Commission (NCCE) has joined with The World Association for Cooperative Education (WACE) to "globally advance high quality cooperative & work-integrated education."

Vision: The organizations vision is to be the premier international organization linking the world's leading higher education institutions, employers and public authorities, all of whom share a profound commitment to preparing new generations for a lifetime of professional success in today's global and diverse workforce. Our vision will be achieved through research, programs & services designed to globally advance all forms of learning where education is integrated with professional work experience."

WACE advancing cooperative & work-integrated education. (n.d.). Mission and Vision. Retrieved from *http://www.waceinc.org/mission.html*

DEFINITION of COOPERATIVE EDUCATION (CO-OP)

There are many kinds of cooperative education programs throughout the nation which operate at several levels. It is called "cooperative" because such programs usually require the close cooperation and coordination of the student, the University and the employer, resulting in multiple experiences, rather than one-time occurrences. Cooperative education has come to mean an alternation of on-campus coursework and work experiences on multiple occasions. Cooperative education courses are not internships. By definition, cooperative education courses and programs grant university course credit for work experiences. Using industry standards and university practices across the United States and the world, a work experience cannot be designated a "CO-OP" if it does not grant university course credit.

Definition below provided by the World Association for Cooperative Education (WACE):

"College cooperative education is formally recognized as an academic program integrating classroom learning and productive work experiences in a field related to a student's academic and career goals. Co-op provides students with progressive learning experiences integrating theory and practice. As an academic program, co-op serves as a partnership among students, educational institutions and employers."

This operational definition includes a number of responsibilities and agreements among the educational institution, employer, and the co-op student. Those agreements focus on academic credit, learning assessments, on-going advising and work supervision. For a full description of these responsibilities, please visit: www.WACEINC.org

WACE advancing cooperative & work-integrated education. (n.d.). eGuides. Retrieved from http://www.waceinc.org/eGuides/eGuide2016/WACEEGuide2015-16.html#p=8

PROGRAM BENEFITS

The CO-OP program, when properly utilized, has important benefits for the student, employer and College of Technology, Architecture and Applied Engineering. Each participant can derive special and significant benefits.

Benefits to the Student

Each semester, approximately, 70-90% of CTAAE students are hired into a full-time position, after graduation from BGSU, in their chosen career as a result of their CO-OP positions and/or networking. The CO-OP program allows students to integrate classroom theory with practical, on-the-job experience. It

enables the student to apply theory and skills learned in the formal classroom to the demands of a real job situation. The reverse sequence is also true, providing a base of job-acquired experience to support subsequently learned classroom theory, increasing knowledge retention and student GPAs.

CO-OP employment enables students to earn wages while learning. This helps students support themselves and places them in situations where they have real responsibility. In this context, the student is forced to develop sound, professional work habits. Another benefit of the cooperative education program is to provide those students who have 3 CO-OP courses required for their degree with the equivalent of one year's industrial work experience upon graduation.

The CO-OP program can facilitate the student's career development as can no other experience. Work environments can be chosen to test academic and career goals. The first CO-OP is usually taken during the freshman year when there is still much uncertainty in the student's mind regarding the selection of their field of study and career goals. The CO-OP experience provides an understanding of a target work environment and its diversity of work roles. This process of career clarification and commitment can be developed more in CO-OPs taken than at later times in the student's career path. With each work experience, students are able to recognize the need for additional course work that would better prepare them for permanent employment after graduation.

In addition, the CO-OP work experiences and search process provides opportunities to network within the industry, leading to potential post-graduation employment. While students search for CO-OPs, they are gradually building a very useful list of contacts and future job references. When careful and continuous follow-up is applied, the contacts made in this process can lead the student to a future CO-OP or job opportunity.

Benefits to the Employer

Thousands of companies and agencies have participated in the cooperative education program since 1968. The College of Technology, Architecture and Applied Engineering needs and appreciates these participating employers, for without them, the college could not produce as well prepared graduates as it currently does.

CO-OP students can help employers meet specific and/or short term needs. CO-OP students can be used to free, or assist, regular employees for projects and tasks which they seem unable to start or complete under the pursuit of their regular duties.

Many employers view the CO-OP program as their most cost-effective recruiting tool. They can identify strong candidates for permanent job positions and mentor students throughout the duration of the work experience so they are well-suited to their specific needs. Since many CO-OP students and employers also see the benefits of working for different employers, thus gaining a more diversified background, employers should be willing to help develop CO-OP students at all levels whether or not they are earmarked for eventual permanent employment with their particular company.

Employer interaction with CO-OP students and the faculty representative, who conduct the co-op site reivew, helps employers become exposed to new ideas, research and developments in higher education. Employers can also use this opportunity to express any needs and issues they might have with the College

or BGSU as a whole. In so doing, they may learn of University resources which can be made available to them (e.g., seminars, workshops, consultants and specially designed on-site training programs).

There are many employers who, apart from the benefits mentioned, take pleasure from the fact that they are making a positive contribution to the educational process and the career development of University students. This is also a wonderful opportunity for employers to *give back* to BGSU and their community, as many previous BGSU alumni and employers have chosen to do.

Benefits to the College of Technology, Architecture and Applied Engineering

The CO-OP program keeps College of Technology, Architecture and Applied Engineering programs, curriculum and faculty up-to-date and relevant with current trends and technologies in industry, from locations around the United States and the world. The College of Technology, Architecture and Applied Engineering University's representative (administrative staff or faculty member) who conduct a co-op site review for each student completing a CO-OP course, each semester, observes changes and trends in technology, organization, management, job content and demand for jobs.

In addition, the University representative evaluates the student's required CO-OP report, which asks the students to respond to questions within the report that have curriculum enhancement implications. With the University representative experiencing contact in the field, this motivates faculty to become attracted to several other industrial resources. Networking (guest speakers, possible advisory committee members, etc.), physical resources (materials, samples, equipment, etc.) and additional CO-OP stations are the most common (among many others) resources sought and found.

The College of Technology, Architecture and Applied Engineering is anxious to continuously establish industrial connections and contacts. The CO-OP site review helps identify the training needs of industrial personnel, communicate the availability of scheduled technical workshops, seminars and degree programs, and possibly establishing a process that would identify a customized solution to a corporate training or education problem.

CO-OP COURSE REQUIREMENTS* (TECH 2890, TECH 3890 & TECH 4890)

- Job duties must be related to student's academic program field of study.
- CO-OP employment cannot be self-employed or performing job duties from student's personal residence. Student must work at a professional location where business is conducted, at all times.
- Student must work (40 hours per week) for 1 semester to attain 1 co-op course credit (or PART-TIME format: 20 hours/week for 2 consecutive semesters for 1 co-op course credit).
- The student receives compensation for their employment as set forth by the United States Department of Labor.

* These courses can be taken by any BGSU student, from any College or program.

FAILURE TO COMPLETE CO-OP COURSE REQUIREMENTS

Methods (ways) which students can lose their CO-OP course credit (fail the course):
- Student is terminated (fired) by their employer from their CO-OP position.
- Student quits their job (employment) premature of the CO-OP course's completion date.
- Student fails to complete required course requirements, tasks, and/or assignments.

ETHICAL STANDARDS

We ensure that no preferential treatment is given to one student over another regarding CO-OP positions or program policies and opportunities in students' pursuit of successfully achieving our program mission and goals. We do this by offering our students equally distributed and advertised resources such as:

- CO-OP position recruitment and application system through which all students have a personal account provided them, with equal opportunity to apply for CO-OP positions posted within the system.   Positions are available continuously, every spring, summer and fall semester.
- Advising opportunities are offered by appointment, walk-in, email and via phone/internet to all students, providing resources and assistance specific to their personal needs at any time.

CO-OP courses and program functions are published in the BGSU Student Handbook, stated here: http://www.bgsu.edu/student-handbook/code-of-conduct.html

Student Rights
One of the concerns of Bowling Green State University is to provide each student with the opportunity to learn. Some personal freedoms and rights of students include, but are not limited to:

1. Freedom of inquiry, speech and assembly.
2. Freedom from threats.
3. Freedom from acts of violence.
4. Freedom from unfair or obscene treatment from others.
5. Freedom from interference from others in an unreasonable and unauthorized manner while in class, activities and public events.
6. Freedom from theft and willful destruction of personal property.
7. Right to study and to learn in an atmosphere of academic freedom.
8. Right to procedural due process in University conduct action.
9. Right to be governed by justifiable academic regulations.
10. Right to be informed of the regulations for academic and social conduct, and graduation requirements of the University.
11. Right to petition for redress of grievances, academic and nonacademic.
12. Right to be informed in writing of alleged violations of the Code of Student Conduct.

Student Handbook, Codes of Conduct. (n.d.). eGuides. Retrieved from http://www.bgsu.edu/student-handbook/code-of-conduct.html

EMPLOYER RESPONSIBILITIES

Employers are required to meet the following requirements when employing students:

- The CO-OP student is assigned job duties related to their major.
- The employer offers the student full-time work (40 hours a week) lasting one semester. Please see the CO-OP Calendar for specific dates.
  - The part-time option employs a student 20 hours/week for 2 consecutive semesters (equaling 1 CO-OP course credit).
- The student should be supervised by an employee who can act as a mentor for the student, someone that student can learn from.

- Employer provides a professional business location where the student is to complete their work. No CO-OP credit work duties can be performed from the student's personal residence.
- The student receives compensation for their employment as set forth by the United States Fair Labor Standards Act. https://www.dol.gov/whd/regs/compliance/whdfs71.pdf
- The employer completes a Mid-term and Final evaluation on the student's performance. Details on this are included in Employer Evaluations section.
- The employer meets with a BGSU representative sometime during the student's CO-OP semester.
- Essentially, there should be no major difference between a CO-OP employee and a full-time/entry-level employee; this is the essence of CO-OP.
- The employer should practice ethical standards that follow the Occupational Safety and Health Act of 1970 (OSH Act) as directed by the United States Department of Labor.
- All employers are expected to comply with laws enforced by the United States Equal Employment Opportunity Commission (EEOC).

STUDENT RESPONSIBILITIES

I. Read and sign the Cooperative Education Policy and Procedure Statement form. (via Orientation)

II. Complete the College of Technology, Architecture and Applied Engineering CO-OP Orientation, via their Canvas online account.

III. Complete 1 - 3 (depending on the major) semester-long, full-time (40 hours/week), CO-OP courses, following all regulations associated with CO-OP course completion. If a full-time position cannot be secured, the part-time method can be used.

IV. To receive CO-OP course credit, the student must register their CO-OP course with the College of Technology, Architecture and Applied Engineering CO-OP Office via the Co-op Registration link located at www.bgsu.edu/techcoop prior to beginning their employment.

V. Each CO-OP course is worth 4 university credit hours.

VI. CO-OP employment cannot be self-employed or performing job duties from your personal residence. You must work at a professional location where business is conducted.

VII. Students must make financial arrangements to pay the 4 credit hour CO-OP course tuition prior to their submitting an application for CO-OP course registration.

VIII. Retroactive work experience will not be considered for CO-OP course credit, except through approved methods and consultation with the CO-OP Program. (See Credit by Exam Option)

IX. Semesters spent completing a CO-OP should alternate with semesters spent on campus.

X. The student's final semester should be spent completing on-campus courses, not completing a CO-OP course.

XI. The student's CO-OP position job duties must be directly related to their major.

Students receive four (4) student credit hours for each CO-OP course successfully completed. The total number of CO-OP's required for graduation differs depending on each student's major and is noted on their individual program check-sheet. It is the student's responsibility to know their requirements and to use available resources and take appropriate action to complete these requirements.

If a student completes more than their required CO-OP courses, the CO-OP credit hours accumulated could reduce the number of hours within their major concentration or electives. These substitutions must be approved by the student's academic advisor, prior to the onset of additional CO-OP courses.

COMPREHENSIVE LIST OF STEPS TO COMPLETE REQUIRED CO-OP COURSES:
1. Enter College of Technology, Architecture and Applied Engineering, consult with your academic advisor to develop a graduation plan (see example co-op coursework alternation patters in the Co-op Manual.
2. Enroll in courses.
3. Complete CO-OP Orientation, prerequisite prior to completing first CO-OP.
4. Prepare/update resume, prerequisite for TECH 2890, and subsequent CO-OP.
5. Continue coursework.
6. Begin your CO-OP search.
7. Interview with company for CO-OP position.
8. Accept CO-OP position offer.
9. Submit CO-OP registration form via www.bgsu.edu/techcoop > Semester Co-op Registration link.
10. Approved/denied by Chair, CO-OP Office, upon approval, enrolled in appropriate (TECH 2890, 3890 or 4890) CO-OP.
11. International students should also consult with the International Programs and Partnership Office for more information regarding the appropriate work authorization requirements.
12. Complete CO-OP requirements: perform work duties, submit CO-OP Report, participate in Site Review.
13. Matriculate into the College of Technology, Architecture and Applied Engineering after completing matriculation requirements for the student's major including TECH2890.
14. Continue coursework and CO-OPs, complete last CO-OP prior to last semester of courses.
15. Complete final semester of on-campus coursework.
16. Graduate from BGSU!

STUDENT CHECKLIST TO COMPLETE CO-OP COURSE (TECH 2890, 3890, 4890)

❑ Prerequisites completed: CO-OP Orientation, hired by company and company understands you are using employment for BGSU course credit.

❑ Submit a Cooperative Education application/registration prior to starting the work experience you wish to use for CO-OP credit. (Use instructions presented in this manual.)

❑ Be sure that the CO-OP registration process is complete and approved prior to beginning your work experience.

❑ Check your Academic Schedule via your MyBGSU account to be sure the CO-OP course (TECH 2890, 3890 or 4890) is listed on your schedule. If the CO-OP course is not listed, you are not registered and will not receive credit for your CO-OP course. If this is the case, you must take appropriate action to resolve this before beginning work that semester.

❑ Secure housing, transportation and necessary living arrangements at your CO-OP work location prior to departure for CO-OP site.

❑ Notify the Office of Cooperative Education of your correct address while on CO-OP.

❑ Communicate frequently with your assigned College of Technology, Architecture and Applied Engineering assigned Faculty Representative, who will complete the site review, grade your CO-OP assignments and act as a mentor for you to learn from. Be sure to check your BGSU e-mail regularly while working at your CO-OP site as it is the formal means for BGSU communication and you may have your cell phone blocked during working hours.

❑ Ensure that your employer completes both the Mid-term and Final Student Performance Evaluations.

❑ Complete and submit the required CO-OP Assignments via Canvas. (Be sure to make a backup copy of the report which you submit).

❑ Adhere to all deadlines set by the CO-OP Office. You will be graded S/U based on the material submitted at the time of grading. If the CO-OP requirements are not completed, you will receive a grade of "U", meaning you will not receive credit for the CO-OP course.

❑ Write a thank you letter to your CO-OP employer following the completion of your work experience. A sample letter can also be found on the CO-OP website. Keep in mind CO-OP employers can be a good source for future job reference letters.

NOTE: Assistance is provided by the CO-OP Office for all of the requirements listed above.

International students should also consult with the International Programs and Partnership Office for more information regarding the appropriate work authorization requirements.

COURSE COMPLETION: METHODS & PLANNING

FULL-TIME & PART-TIME CO-OP COURSE COMPLETION METHODS

At the national level, there are two types of CO-OP programs. BGSU students have the option of using either of these methods to complete their CO-OP course credit.

1 – FULL-TIME Alternating Program (1 semester, 40 hours/week) = 1 CO-OP course credit:
The type of cooperative program where the student leaves the campus altogether for a period of full-time employment. These are alternated with semesters of full-time, on campus course study.

2 – PART-TIME (parallel) Program (2 consecutive semesters, 20 hours/week) = 1 CO-OP course credit:
This method can only be used by students if they legitimately cannot secure a Full-time CO-OP. See the "Exceptions" section included in this Manual for all details and requirements. The type of cooperative program where the student is employed part-time and the employment is accommodated by a job which is less than full time.

ACADEMIC PLAN

To complete all requirements for a College of Technology, Architecture and Applied Engineering degree in a four-year period, students must plan ahead when scheduling semesters completing their CO-OP courses. Students must average 15 semester hours of course work taken for each of the seven on-campus semesters and allow 2-3 (depending on major) semesters to complete their CO-OP courses. An example of this plan is below (showing the 3 CO-OP model), showing semesters of CO-OP course completion (CO-OP)

and on-campus courses completed (BGSU) and the alternation patterns that use the entire calendar year: Fall (FA), Spring (SP) and Summer (SU). Students can complete their degree in 10 semesters: 7 spent completing on-campus coursework and 3 (or 2, depending on major) semesters spent completing CO-OP courses, if students plan ahead. Students should consult with their academic advisor regularly to develop and modify their academic plan as needed.

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	BGSU	CO-OP	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		

CONTINUOUS APPLICATION POLICY

Students can complete their CO-OP registration application during registration for the semester (spring, summer, and/or fall) and are encouraged to plan for their CO-OPs early in their programs, and to always be networking and searching. The CO-OP Office requires all College of Technology, Architecture and Applied Engineering students, from the time they declare their major until they finish all of their CO-OPs, to complete the following:

1. Complete and sign the Cooperative Education Policy and Procedure Statement, prior to beginning their first semester as a BGSU College of Technology, Architecture and Applied Engineering student.
2. Consult with their Academic Advisor to develop a graduation plan alternating coursework with co-op (see example co-op Coursework Alternation Patterns on the CTAAE Website for examples).
3. Receive approval of their CO-OP prior to starting work for an approved CO-OP employer.
4. Successfully adhere to all CO-OP policies and regulations.

CO-OP PREREQUISITES

Of the required CO-OP courses within each College of Technology, Architecture and Applied Engineering major (TECH 2890, TECH 3890 and TECH 4890), each of these courses are prerequisites of each other. Before a student begins working for any employer, they must register their co-op experience by completing the CO-OP registration application found via the co-op website at www.bgsu.edu/techcoop. If the student indicates they are applying for a TECH 3890 or TECH 4890 CO-OP, they must provide a justification stating why they feel their job duties and responsibilities have increased when compared to their previous CO-OP completed. If further clarification is needed by the chair of their program or CO-OP office, the employer and/or student are contacted.

If the CO-OP employer is contacted to verify progressive responsibility is being promoted and documented for that student, they can provide documentation from previous evaluations completed or job description adjustments, assigning more duties. Future evaluations completed by the employer document the differences and progression when compared to previous evaluations. These evaluations are discussed with the student and College of Technology, Architecture and Applied Engineering representative during the site review.

COOPERATIVE EDUCATION ORIENTATION

The CO-OP Orientation is an internet-based, on-demand, multimedia presentation that provides students with an overall perspective of their CO-OP course requirement, its benefits, rules and regulations, and resources available to secure positions used for CO-OP course completion. Prior to enrolling in the first CO-OP course, each student is required to complete this CO-OP Orientation. This is a one-time assignment and is accessed through student's secured Canvas account.

TO COMPLETE THE ORIENTATION:
1. Accept the email invitation, sent to your BGSU email account.
2. Log-in to your MyBGSU account, then access Canvas.
3. Mouse-over your "Courses" link, then click the "CO-OP Orientation" link.
4. Read the instructions and complete. (takes about 20-30 minutes)

- The Office of Cooperative Education personnel will be checking to see who has completed this task.
- Once you have done so, you can apply for your first CO-OP course.

CO-OP APPLICATION & APPROVAL PROCESS

To register for their CO-OP course (TECH 2890, 3890 or 4890) and PRIOR to beginning work for any employer for CO-OP course credit, students must complete and submit the College of Technology, Architecture and Applied Engineering CO-OP Registration Application. A student should only be completing this process if:
1. They have been hired by a company/organization for a job that meets the CO-OP requirements.
2. The employer knows they are to receive BGSU college credit for their work and understand the College of Technology, Architecture and Applied Engineering CO-OP Program and its requirements.

STEPS TO COMPLETE THE COLLEGE OF TECHNOLOGY, ARCHITECTURE AND APPLIED ENGINEERING CO-OP REGISTRATION APPLICATION
1. Go to www.bgsu.edu/techcoop
2. Select, How to Register Your Co-op
3. Select appropriate semester
4. Complete and submit the form

CO-OP COURSE APPROVAL PROCESS
1. Student submits application
2. The application is sent to the Co-op Office who ask these approval questions:
   - Is the proposed CO-OP site and job duties related to their major?
   - Is student working for an entire semester, 40 hours per week? (20 hours per week for two semester if part-time)
   - Is student being supervised at all times at their proposed CO-OP site?
   - Is student working at a professional location at all times? (not their residence)
   - Is the student being compensated as required by the United States Department of Labor?
3. Once approved by the Co-op Office, the application is sent to the Chair of the students program for approval.
4. Once approved by the chair of the student's program the CO-OP office registers the student for the appropriate CO-OP course level.

COLLEGE OF TECHNOLOGY, ARCHITECTURE AND APPLIED ENGINEERING CO-OP REPRESENTATIVE

PURPOSE OF REPRESENTATIVE:
The student's College of Technology, Architecture and Applied Engineering Representative is a faculty or staff member who has been assigned them during the semester they complete their CO-OP and is responsible for:

- Ensuring that you are having a successful and beneficial cooperative education experience.
- Coordinating and completing the site review which will occur sometime during the CO-OP semester.
- Grading the CO-OP assignments. (Which includes notifying student of needed report revisions and missing requirements, if necessary)
- Acting as a mentor for the student during their CO-OP.
- Assessing the student's CO-OP site, ensuring it is a productive fit for the Cooperative Education Program.

The student is highly encouraged to use the knowledge their College of Technology, Architecture and Applied Engineering Representative has to offer them, taking full advantage of their knowledge and experience. The student will receive notification and contact information about who their Representative is via email early in the semester they are completing their CO-OP.

CO-OP SITE REVIEW

A Representative from the College of Technology, Architecture and Applied Engineering will conduct a co-op site review with the student and their employer during the semester that students are completing their CO-OP. Depending on the location of the CO-OP, this co-op site review may occur using one of various methods, including but not limited to; face to face, phone conversations, email, video-conferencing, internet chat sessions, or virtual meeting technologies.

BENEFITS OF THE SITE REVIEW:
- Ensures that students are having a successful and beneficial cooperative education experience.
- Assessment of the CO-OP site, ensuring it is a productive fit for the cooperative education program.
- Develop possible scholarly research initiatives/relationships for faculty and students.
- Develop possible resources for funding, etc. for the College of Technology, Architecture and Applied Engineering.
- Develop positions and opportunities for future CO-OP students.

STUDENT SITE REVIEW REQUIREMENTS:
- Assist in planning and coordinating the site review with your employer and the College of Technology, Architecture and Applied Engineering representative.
- Participate in the scheduled site review meeting.
- During the Site Review:
  - Meet with the College of Technology, Architecture and Applied Engineering representative.
  - Meet with the College of Technology, Architecture and Applied Engineering representative and your employer.

- Review your Mid-Term Performance Evaluation with the College of Technology, Architecture and Applied Engineering representative and your employer.
- Give the College of Technology, Architecture and Applied Engineering representative a tour of your work location (if applicable).
- Make any special arrangements needed at your location, including, but not limited to:
  - Parking passes.
  - Training/Safety videos for access to facility/area.
  - Special permissions and/or directions.

CO-OP REPORT GUIDELINES

The purpose of the CO-OP report is to assure that the student is getting the greatest possible educational value from their CO-OP experience. In preparation for the report, the student must properly evaluate their job, must be alert to see applications of principles learned in school and in general and must think clearly and objectively about their work experience.

Sections within the CO-OP report may vary in length. A suggested guideline is a minimum of one page per section. The grader is evaluating the report for complete answers with descriptive and related examples. CO-OP reports are evaluated by University representatives based on quality of content, spelling, punctuation, grammar and complete and appropriate responses to all objectives. The CO-OP report is not reviewed and graded by weight; it is merit that counts.

A CO-OP report is required for each cooperative education course. The written requirements vary depending on the level of CO-OP that is taken. Each semester, a report template is provided for you to use through your Canvas account. You must use the provided template and submit your report via your MyBGSU account using the Canvas course shell created each semester when completing your report. Each semester you will be given instructions similar to these stated below:

INSTRUCTIONS TO COMPLETE THE CO-OP REPORT
1. Log on to your MyBGSU account.
2. Click on the "CANVAS" link.
3. Click on "Courses" link. Click the appropriate course (TECH 2890, 3890, or 4890) which you are currently enrolled.
4. On the next screen, click on the "Assignments" link and follow the instructions.
5. Your CO-OP report DUE DATE: By 11:59pm, on the deadline date listed during the semester in which you are completing your CO-OP. (Dates found in Canvas)
6. No exceptions or extensions will be given for late reports. If you do not successfully complete your co-op assignments including the required co-op report and photo, you will receive a grade of "U" (Unsatisfactory) for the course, meaning that you have failed the course and will not receive credit for your CO-OP.

Do not submit samples of confidential reports, forms, charts, or other information about the employer. If in doubt, check with the appropriate employer representative.

AVOID Plagiarism

Plagiarism: Representing the words or ideas of another as one's own in any academic exercise. Do not use a previously submitted report even if it is your own. Each co-op report must be written for the co-op experience and co-op course you are submitting it for. Site Your Sources. If you include information from another source in your report, other than what you have written yourself, you must site these additional resources. Please refer to the BGSU Student Handbook, Academic Codes of Conduct Page 1 for more detailed information. When writing your report, you must adhere to all regulations listed in the Student Handbook as with any BGSU course assignment. http://www.bgsu.edu/content/dam/BGSU/student-handbook/documents/Academic%20Code%20of%20Conduct%20Chapter.pdf

Definitions of Academic Honesty Violations
This list is not exhaustive of possible violations of this policy. These definitions are based on Gehring, Nuss, Pavela, "Issues and Perspectives on Academic Integrity," published in 1986 by the National Association of Student Personnel Administrators Inc., and on the Code of Student Rights, Responsibilities, and Conduct, 1998, the Trustees of Indiana University. Lack of intent shall not be a defense against a charge of violating this policy. That is, it shall not be necessary to prove intent for a person to be in violation of this policy. Unawareness of the policy is not a defense.

1. Cheating
Using or attempting to use unauthorized assistance, materials, information, or study aids in any academic exercise. Submitting substantial portions of the same academic work more than once without permission, or using another person as a substitute to take an examination or quiz.

2. Forgery
Altering a score, grade, schedule change form or academic record; forging an instructor's or another student's signature.

3. Bribery/Threats
Offering a bribe or making a threat or coercion related to a grade or an academic exercise.

4. Fabrication
Falsification or invention of any information, data, research or citation in any academic exercise.

Plagiarism
Representing as one's own in any academic exercise the words or ideas of another, including but not limited to, quoting or paraphrasing without proper citation.

5. Facilitating Academic Dishonesty
Helping or attempting to help another commit an act of academic dishonesty

Bowling Green State University. (n.d.). Code of Academic Conduct (Academic Honesty Policy). Retrieved from http://www.bgsu.edu/content/dam/BGSU/student-handbook/documents/Academic%20Code%20of%20Conduct%20Chapter.pdf

Sections within the CO-OP report may vary in length. A suggested guideline is a minimum of one page per section. CO-OP reports are evaluated by University Representatives based on quality of content, spelling, punctuation, grammar and complete and appropriate responses to all objectives. The CO-OP report is not reviewed and graded by weight; it is merit that counts.

WAGE & COMPENSATION INFORMATION

POLICY FOR CO-OP WAGE WAIVER

The College of Technology, Architecture and Applied Engineering CO-OP Program does not sanction unpaid CO-OP positions; however, we do not wish to limit a student's personal goals if they have financial resources allowing them to pursue an unpaid opportunity. Therefore, we will consider on a case by case basis.

Students should be aware that it is in their best interest to receive a reasonable wage for their cooperative education work experience. A student requesting to participate in a CO-OP experience without financial remuneration is required to do the following prior to applying for the position.

STUDENT CO-OP WAGE WAIVER STATEMENT:
"I am requesting to participate in a cooperative education work experience without financial remuneration at the company listed in this CO-OP application. I am aware that CO-OP students are required to receive a reasonable wage for their cooperative education work experience.

I am aware that the College of Technology, Architecture and Applied Engineering, Office of Cooperative Education has CO-OP positions available in my major that pay a reasonable wage for cooperative education work experiences. I am aware that the College of Technology, Architecture and Applied Engineering, Office of Cooperative Education does not sanction unpaid CO-OPs. I understand that I am required to obtain approval from my program chair prior to applying for an unpaid CO-OP position and have taken the proper steps in doing so."

CO-OP POLICY ON FAIR LABOR STANDARDS ACT 1938 (*from United States Department of Labor*)

"Background
The Fair Labor Standards Act (FLSA) defines the term "employ" very broadly as including "to suffer or permit to work." Covered and non-exempt individuals who are "suffered or permitted" to work must be compensated under the law for the services they perform for an employer. Internships in the "for profit" private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the "for-profit" private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek.

The Test for Unpaid Interns
There are some circumstances under which individuals who participate in "for-profit" private sector internships or training programs may do so without compensation. The Supreme Court has held that the term "suffer or permit to work" cannot be interpreted as to make a person whose work serves only his or her own interest an employee of another who provides aid or instruction. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all the facts and circumstances of each such program.

The following six criteria must be applied when making this determination:

1. *The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;*
2. *The internship experience is for the benefit of the intern;*

3. *The intern does not displace regular employees, but works under close supervision of existing staff;*

4. *The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;*

5. *The intern is not necessarily entitled to a job at the conclusion of the internship; and*

6. *The employer and the intern understand that the intern is not entitled to wages for the time spend in the internship.*

If all of the factors listed above are met, an employment relationship does not exist under FLSA, and the Act's minimum wage and overtime provisions do not apply to the intern. "

U.S. Department of Labor Wage and Hour Division. Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act. (April 2010). Retrieved from:
https://www.dol.gov/whd/regs/compliance/whdfs71.pdf)

EVALUATIONS

EMPLOYER EVALUATIONS ON STUDENT PERFORMANCE

Employer recommendations are welcomed and encouraged at any time by contacting our office. This open door policy is communicated to our employers via email messages, over the phone and during the site review conducted by a College of Technology, Architecture and Applied Engineering Representative. Many employers take advantage of these methods on a regular basis.

In our effort to solicit this information willingly, a student's CO-OP employer/direct supervisor is required to complete 2 Student Performance Evaluations, one at the mid-term point of the CO-OP course, and another final evaluation submitted at the end. Employers are provided these instructions to electronically submit their evaluations:

As part of the CO-OP student's evaluation process, we ask that you please complete 2 online student performance evaluations. The individual in the best position to evaluate the student's performance should complete this survey. This is a 2-part survey (mid-term and final evaluations) to be completed:

1. *MID-TERM STUDENT EVALUATION accessed at this link: (LINK PROVIDED) and completed by (DATE) OR prior to the site review. IMPORTANT: Please have a printed copy available for discussion for the site review.*

2. *FINAL STUDENT EVALUATION accessed at this link: (LINK PROVIDED) and completed by (DATE).*

These evaluations provide feedback for the student, employer, and College of Technology, Architecture and Applied Engineering representative on that student's current CO-OP strengths and weaknesses.   This evaluation provides an assessment of skills and knowledge by an external evaluator and acts as a direct form of evaluation, used as an integral part of the CO-OP site review interview conducted by a BGSU representative assigned to that student's CO-OP site. Information provided includes recommendations for program improvement to be considered and implemented.

STUDENT CO-OP COURSE EVALUATIONS

EVALUATION via CO-OP REPORT:

This student evaluation of our program is delivered via Objectives 11 and 12 in the student's TECH 2890 report, Objectives 7 and 11 in the TECH 3890 report and Objectives 9, 11 and 12 in the TECH 4890 report. These documented student accounts are compiled and shared with the Dean, department chairs, and faculty each semester. The information provided by the students is used to validate and adjust the curriculum. Several of the reports will be available for review during the on-site review.

CO-OP SEARCH SERVICES & RESOURCES

The search for a CO-OP is essentially a search for a job. The responsibility for securing an approved CO-OP rests with the student. The CO-OP Office is not responsible for securing CO-OPs for students. However, the CO-OP Office in partnership with the Career Center does provide a multitude of resources to facilitate the CO-OP job search process (assisting students to develop appropriate job search techniques and to identify potential CO-OP employers, etc.).   Students should utilize the services and resources of the CO-OP Office and the Career Center to receive maximum advantage of the cooperative education program. Benefits of this process include, but are not limited to:

1. Teaches valuable job-search skills such as career assessment, resume writing and interviewing techniques.
2. No assigned CO-OPs, the student chooses their CO-OP location, motivating them to select a career path that best suits their personal goals and ideals.
3. Improves job opportunities after graduation by giving students valuable contact with many potential future employers, building a strong professional network.

The Office of Cooperative Education develops new placement sites and maintains existing sites. The CO-OP Office also functions as the main source for CO-OP information, including, but not limited to:

1. Helps administer career fairs for programs in the College.
2. Dates that employers plan to visit campus to interview students.
3. Advertising of CO-OP positions through Handshake.
4. Student consultations to encourage and improve student's CO-OP searching skills.
5. Mass emails and direct communication with individual students.
6. Assistance on interviewing and writing effective letters of inquiry and resumes.
7. Assistance regarding the timing and sequencing between CO-OPs and campus coursework.
8. Registration and approval of CO-OPs.

The CO-OP Office also encourages students to meet with faculty members and advisors, who frequently have first-hand information about companies, contact persons and job opportunities which can be helpful to the student seeking CO-OP employment.

The CO-OP Office encourages students to apply to positions advertised via Handshake. If a student is interested in researching and securing a CO-OP position with a company that has not previously participated in the CO-OP program, the student must identify and directly contact the employer(s) on their own or with CO-OP Office assistance, if desired. After the initial contact, and as an option, the student may request the CO-OP Office to send support letters/CO-OP materials to the prospective employer(s). Consult with the CO-OP Office for appropriate procedures.

CO-OP OFFICE SERVICES TO STUDENTS (*listed below are some, there are more)*

- Generating Job Leads
- CO-OP Advising & Correspondence
- Resume & Letter Writing
- Interview Preparation

- Search Strategy Development
- CO-OP Housing Resources
- Course Registration and Processing
- Employer Relations & Development

CO-OP SEACHING TIPS & STRATEGIES

- 100% of the success of your CO-OP search depends on the effort YOU put into your search. If you do not invest the time, you will not secure a position. The Co-op Office has MANY tips and strategies to offer, please use them ALL.
- When communicating with employers about a potential position, do not restrict yourself to using the terms "CO-OP" and/or "internship" in your query. You can find a "normal" job for the semester that meets the requirements and is related to your major to use for CO-OP credit, but be sure to notify the employer of the CO-OP course requirements prior to starting work and completing the required CO-OP application through our office.
- Do not give up. Do not make excuses. Do not stop searching because it gets hard. Those that keep motivated ALWAYS find a CO-OP.
- Do not be afraid to ask questions. This is how you learn, this is how you grow. Have confidence in yourself.
- Start Searching EARLY. Plan at least 2 semesters ahead.
- Sending a resume is the FIRST step. You should follow-up with a phone call asking the employer if they have received your resume, asking them if they have any questions. This can help to develop a conversation that could lead to an interview invitation.
- Follow-up with companies ASAP. The longer you wait to answer the call of an employer, the greater you increase the chances of your NOT securing a CO-OP with that company.
- Keep CO-OP Office informed of your search status so we can assist you if you should need help.
- Keep your options open. Try not to get trapped in a lengthy lease at an apartment that will limit your ability to travel to your favorite CO-OP locations.
- Stay in touch with employers who did not have a position for you during a previous semester. This can lead to future CO-OPs or even full-time positions after graduation.

SOME METHODS USED TO FIND A JOB FOR CO-OP

- ☐ Handshake (a BGSU system-)
- ☐ Networking (friends, family, faculty, etc.)
- ☐ Social Networking (Facebook, Linked-In, etc.)
- ☐ Job Shadowing
- ☐ Internet Search (Google, etc.)
- ☐ Online job Search Databases

- ☐ Chamber of Commerce (E.g. Chicago, Toledo, etc.)
- ☐ Phone Contact with Companies
- ☐ Company Tour
- ☐ Student-Generated Resources
- ☐ Previous Co-op Position (referrals, leads)
- ☐ Professional Associations/Organizations

SEARCH TABLE *EXAMPLE*

Below is a table that could be used to keep track of who you have contacted during your CO-OP search. Use this to organize company information resulting in a more productive CO-OP search.

Date	Company	Contact	Phone	Email	Result	Follow-Up

Example (contacting a minimum of 50 – 100 employers is not unusual)

Common Interview Questions

Personal
- Tell me about yourself.
- What short term and long term goals have you set for yourself?
- How are you planning to achieve them?
- Who or what has had the greatest influence on the development of your career interests?
- What two or three things are most important to you in a position?
- What two or three accomplishments have given you the most satisfaction?
- What are your strengths and weaknesses?
- What has been your greatest challenge?
- Are you willing to relocate or travel as part of your job?

Education
- Why did you choose this major?
- Do you feel your GPA reflects your academic ability?
- How has your major helped you prepare for this position?
- What is the most important lesson you have learned in or outside of school?
- How do you think you have changed personally since you started college?
- Knowing what you know now about your college experience, would you make the same decisions?
- What has been your favorite or least favorite course and why?

Company
- What expectations do you have for your future employer?
- Why are you interested in this organization?
- Why are you the best person for this position?
- What can you contribute to this company?
- What challenges are you looking for in a position?
- How have your educational and work experiences prepared you for this position?
- What do you expect from a supervisor?

Experience
- What are your team-player qualities? Give examples.
- Describe your leadership style.
- What is your approach to handling conflict? Solving problems?
- How do you motivate others?
- Describe a leadership role of yours and tell why you've committed time to it.
- What work experience has been the most valuable to you?
- What was the most useful criticism you received and who provided it?
- How did you decide which extracurricular activities to join? What did you gain from these experiences?
- What contributions have you made to a group project?
- What types of situations put you under pressure? How do you deal with the pressure?
- What have you found most frustrating in your work experience?

Behavioral
- Take me through a project where you applied _____ skills.

- Describe a situation when you displayed your critical thinking skills.
- Describe the project or situation that best demonstrates your analytical skills.
- Describe a situation where you had a conflict with another individual and how you handled it.
- Give an example of a problem you solved and the process you used to arrive at the solution.
- Describe an idea that you developed and implemented that you felt was particularly creative or innovative.
- Tell me about a difficult decision you have made.
- Tell me about a time you set a goal and failed to reach it.
- Give an example of a situation in which you failed and how you handled it.
- Tell me about a time when you had to persuade another person to your point of view.
- Tell me about a project you initiated.
- Tell me about a team project that you are particularly proud of and what your contribution was to the project.

Northwestern. (n.d.). Northwestern Career Advancement Common Interview Questions. Retrieved from http://www.northwestern.edu/careers/job-intern-prep/interviewing/common-interview-questions/index.html

EXCEPTIONS

CATEGORIES (*Detail for each below)*
1. **Associate or Bachelor's Degree**
2. **Military Experience**
3. **Part-Time**
4. **Credit By Exam (CBE) Qualifications**
5. **Students with Disabilities**
6. **CO-OP Search Hardship Policy**

NOTICE: All experiences noted in this CO-OP Manual are subject to approval and may change without notice. It is the student's responsibility to contact the College of Technology, Architecture and Applied Engineering, Undergraduate Student Services Office to ensure proper registration and substitution is in order.

1. Associate or Bachelor's Degree Credit

Any student entering the College of Technology, Architecture and Applied Engineering who has previously obtained an official Associate's degree from an approved and accredited institution MAY receive credit for one (1) CO-OP course. CO-OP course credit is only granted once the Associate's degree appears on the student's BGSU transcripts and is officially verified by BGSU's Office of Registration & Records. Students should consult with their academic advisor to determine if they qualify.

2. Military Experience Credits

The College of Technology, Architecture and Applied Engineering, Office of Cooperative Education recognizes some military activities as appropriate experiences for CO-OP course credit. Student's should consult with their academic advisor, in conjunction with the co-op office, and the Nontraditional and Military Student Services office to determine if their military experience is applicable, and to ensure proper documentation and registration requirements have been submitted.

The following are approved military activities, *(all subject to change)*:

ACTIVE MILITARY AND VETERANS

Basic Military Training (BMT): ONE CO-OP COURSE CREDIT (4 Credit Hours)
Once completed, the student must submit documentation (DD214) to BGSU's Office of Registration & Records. Students should notify their academic advisor when they have submitted the forms to Registration and Records. It is the student's responsibility to consult with their academic advisor to ensure the substitution has been made.

Tech School and On the Job Training (OJT): ONE CO-OP COURSE CREDIT
Tech School and OJT periods vary but must consist of at least 13 total weeks combination. Must be directly related to student's major. Example: Aircraft Maintenance for Aviation. Once completed, the student must submit documentation (VMET) to BGSU's Office of Registration and Records. Students should consult with Nontraditional and Military Student Services in conjunction with their academic advisor regarding co-op credit. Co-op credit may be approved via Credit by Exam or substitution.

ROTC

Once completed, the student must submit documentation to the student's academic advisor. It is the student's responsibility to consult with their academic advisor to ensure the waiver has been made.

Field Training Camp: ONE CO-OP COURSE Waiver
Summer: 4 weeks
Summer: 6 weeks (includes two additional weeks of academic training (catch-up) for students that missed freshman and possibly sophomore Air Force ROTC coursework) (Prior to 2014).

Student must have two years of course work remaining (program requires students for two years following camp to fulfill program requirements). For the traditional four year student, camp occurs before the junior year. However, if a student is a senior and plans on attending graduate school, they may attend camp during the summer prior to graduate program start date. If a student is a senior and is not planning on attending graduate school, their current academic program must be extended by two years.

Advanced Training Assistant/Advanced Training Program (ATP): ONE CO-OP COURSE Waiver
Summer: ~ 7 weeks

Highly competitive training programs will apply towards credit for one CO-OP course credit for AFROTC students who have completed Field Training. A minimum of 7 weeks of education and training for Air Force officer career fields is required. Only individual programs approved by the Chair of the students program will be eligible for CO-OP course credit.

Advanced Camp: ONE CO-OP COURSE Waiver
Of the two, only one will waive CO-OP credit:
Summer: 5-6 weeks
Advanced Camp occurs between the student's junior and senior year.

Cadet Troop Leader Training/Leadership Development Assessment Course (LDAC) Waiver
The Leadership Development and Assessment Course (LDAC) is the centerpiece of the US Army's Reserve Officers' Training Corps (ROTC) program. It is conducted only during the summer months (June, July, and August) at Fort Lewis, WA. LDAC is normally attended by cadets between their junior and senior years of college although the last rotation consists of soldiers in the OCS (Officer Candidate School) program.

Cadet Troop Leader Training (CTLT) One Co-op Course Waiver
The Cadet Troop Leader Training (CTLT) provides Cadets the opportunity to experience leadership in Army Table of Organization and equipment (TO&E) units over a three to four week period. Cadets serve in lieutenant-level leadership positions in active-duty units. Platoon Leader positions have a 3-4 week duration depending on the hosting unit and location. Assignments include units that are located CONUS and OCONUS. Cadets are assigned a unit mentor, and are provided on-post lodging and meals via a Dining Facility. This program is exclusively designed for MS III Cadets before and after completion of the Leader Development and Assessment Course (LDAC).

Officer Candidates School:
Of the two 6 week classes, only one will waive CO-OP credit:
Platoon Leaders Class (Junior or Senior):

The 10 week class will waive one CO-OP course:
Platoon Leaders Class (Combined):

The Platoon Leaders Class is a physically and mentally challenging summer program leading to a commission as a Second Lieutenant in the U.S. Marine Corps. The training is conducted only during the summer. Freshman and sophomores attend two 6 week training sessions. Juniors, seniors and graduates attend a 10 week session. All training is conducted at Officer Candidates School (OCS), Quantico, Virginia.

3. Part-time (Parallel) CO-OPs

Only if a student cannot secure full-time CO-OP employment (40 hours per week) that is related to the student's academic program, they apply for part-time CO-OP credit. Full-time work is a context that is frequently quite different from part-time work assignments. The College of Technology, Architecture and Applied Engineering believes that maximum benefit is derived from CO-OPs that are completed on a full-time, alternating basis.

Method for Part-Time CO-OP Course Completion:
Even though this part-time method spans 2 consecutive semesters, this format only counts for one (1) CO-OP course credit. Your CO-OP registration will only show that you are registered for your CO-OP during the FIRST semester of this 2 semester, part-time format. This is because students are not permitted to register for a course over multiple semesters. You can only register for courses on a per semester basis. Also be aware that you must pay the 4 credit hours' worth of tuition this first semester as well.

You will be completing your CO-OP hours (20 hours per week) over 2 consecutive semesters, but all official paper work, etc. is processed the 1st semester. Below is a break-down of what is to be completed when, to receive credit for your CO-OP course, using this format:

DURING THE 1st SEMESTER:
- Apply/Register for your CO-OP course.
- Complete and turn in your CO-OP report.
- Participate in the site review.
- Pay the 4 credit hours of tuition for the CO-OP course.
- Follow all rules and regulations given to you by your employer, work at least 20 hours each week.
- At the end of this semester, you will temporarily receive a grade of "IP" which will then be changed to an "S", pending successful completion of your 2nd semester CO-OP requirements noted below.

DURING THE 2nd SEMESTER:
- Do NOT submit another application as you did the 1st semester, you are already registered.
- Continue working at least 20 hours per week.
- At the end of this semester, you must have your employer issue a letter to our office, verifying that you have worked at least 20 hours per week for this 2nd consecutive semester.

Part-time employment is possible only if one or more of the following circumstances apply:
1. A reasonable effort to find full-time employment has failed.
2. The CO-OP employer is pre-endorsed (certified appropriate) by the CO-OP Office or the chair of the department for the academic program. These CO-OP employers are of known high quality and expect cooperation in the form of receiving students able to perform the technical skills needed for the position.
3. The student's part-time experience is in the best interest from a career development point of view. Rationales include:
    - Continuation of employment after the CO-OP is completed, leading to full-time permanent employment.
    - The student has a physical problem which makes part-time work the only option.
    - The station is of known high quality and a good match for the student.
4. Periods of economic downturn. If the economy or industry is in recession or depression, students must still seek employment and document their efforts.
5. The CO-OP Office, chair or advisor realizes it may be the only way to get a new company involved in the program.

If the employer is within commuting distance of BGSU, some University course work can be done concurrently.

4. Credit by Examination (CBE)

An undergraduate student currently registered for at least two semester hours may gain credit by examination with the approval of the student's dean and the department involved. The minimum registration level must be maintained for the entire term. The student wishing credit in a course must not have enrolled in the course previously and must present sufficient evidence of prior study or experience. The course cannot be a prerequisite for any course the student has completed.

The purpose of your cooperative education courses is to provide students the opportunity to integrate academic coursework with work experience related to their field of study. These work experiences

strengthen and enhance student's overall competencies, increasing the possibility for attaining a successful and fulfilling position upon graduation. If a College of Technology, Architecture and Applied Engineering student already has completed work experience related to their field of study prior to entering the college, it may equate to a CO-OP course(s). The CBE instead of a CO-OP course MAY be an option if it meets the CO-OP-CBE requirements.

A "Credit by Examination" (CBE) as defined by the BGSU Undergraduate Catalog is defined by:
An undergraduate student currently registered for at least two semester hours may gain credit by examination with the approval of the student's dean and the department (CO-OP) involved. The minimum registration level (two semester hours) must be maintained for the entire term. The student wishing credit in a course (TECH 2890, 3890 or 4890) must not have enrolled in the course previously and must present sufficient evidence of prior study or experience (your previous work experience). Once approved, the examination must be completed within five weeks of the approval. This option may not be repeated. A credit by exam fee is assessed for a credit-by-exam course. Credits by Examination are graded on an "S/U" basis. Further information on procedures is available at the student's college office (CO-OP).

CBE Qualifications
To qualify for a CBE, the student must be able to answer "YES" to all of the following questions:
1. Was your work experience related to your current major?
2. Did you work full-time (working at least 40 hours per week) and continuous (with no breaks in between) for at least 12 months?
3. Did your work experience occur after high school graduation and preferably related to your associates degree?
4. Did your work experience (which must be related to your current major) occur prior to entering the College of Technology?
5. Can your previous employer provide documentation of employment? (see CBE Packet Requirements for list of approved documents)
6. Have you consulted with a designated faculty member from your major (via, email, face to face or by phone), to determine if your work experience may be applicable for a CBE?

The CBE Application packet must be submitted for approval to the Undergraduate Student Services Office (USS) during a semester in which you are already registered for at least two semester hours of credit at Bowling Green State University; If no, discuss possible Credit by Portfolio.

CBE Approval Process

1. The approval process takes approximately five weeks.
2. Prior to completing the CBE Packet you must be able to answer yes to all CBE qualifications, (listed above),
3. If the designated faculty member determines CBE may be applicable, student answers yes to all CBE qualifications, and has CBE work experience documentation, the student submits the completed CBE Packet (required documents listed below), to the Undergraduate Student Services Office (USS).

CBE Packet Requirements

4. The CBE packet must contain and be arranged (in order) with the information outlined below:

a. Completed CBE Application (Part A) and CBE Packet Coversheet (Part B) for Course Credit by Examination (CBE), (found on the Co-op Web Site).
b. Documentation of Previous Work Experience
   i. Letter (s) verifying 12 month work experience and the duties performed.
   ii. Documentation must be on company letterhead from the company (ies) you are using for your CBE experience.
   iii. Letter(s) must be signed and dated by a human resource manager, supervisor or other appropriate person.
       1. The letter should include:
           a. Starting and ending (if applicable) dates of employment.
           b. Job title(s) during the listed dates of employment.
   iv. Recommendation/Evaluation of Work Experience-To be completed by the company using ONE of the three methods listed below:
       1. Formal company performance evaluation for the 12 month period, or
       2. Letter(s) of Reference (this can be incorporated as an additional paragraph in the letter of documentation defined above), or
       3. Cooperative Education Evaluation form (contact the co-op office).
c. CBE Cooperative Education Report (Found on the Co-op Web Page)
   i. All objectives must be completed to reflect your previous work experience. CBE Report Guidelines can be found at: *http://www.bgsu.edu/technology-architecture-and-applied-engineering/cooperative-education-program/students/credit-by-examination.html*

CBE Submission Requirements

5. The completed CBE packet (Part A and B) must be submitted to: coop@bgsu.edu.
   a. For more information, contact the Cooperative Education Office 419-372-7581 or coop@bgsu.edu.
6. The CBE Packet is logged in with the Undergraduate Student Services Office.
7. The CBE Packet is sent to the chair of the students major who may delegate to designated faculty member.
8. The CBE Packet/Report is reviewed by the designated faculty member, and the faculty member works with the student to make required revisions if needed.
9. An $80 non-refundable service fee is assessed to the students bursar account for each CBE course
   a. A CBE cannot be applied to a course which the student has previously been enrolled.
   b. The CBE is not applicable to a course that is a prerequisite for a course the student has already completed.
   c. The CBE cannot be repeated for the same course.
10. Upon approval the designated faculty member assigns appropriate grade (S/U), signs the CBE Application form, and forwards the CBE Packet to the Associate Dean for Undergraduate Affairs.
11. Upon approval, the Associate Dean for Undergraduate Affairs signs the CBE Application form and forwards the CBE Packet to the USS Office.
12. Upon approval, the USS office emails the CBE Application form to registration@bgsu.edu
13. A copy of the CBE packet is filed with the students' record.

14. Upon approval, the Associate Dean for Undergraduate Affairs assigns a grade and submits the grade form to Registration and Records.
    a. CBE is graded on an S/U basis only.
15. Upon approval, Registration and Records assigns credit to the student.
16. The student reviews his or her DARS and/or transcript for confirmation.

CBE Report Template

Cooperative Education Report
   a. All objectives must be completed to reflect your previous work experience. CBE Report Guidelines can be found at*: http://www.bgsu.edu/technology-architecture-and-applied-engineering/cooperative-education-program/students/credit-by-examination.html*

   b. The report template can be found at this link: http://www.bgsu.edu/technology-architecture-and-applied-engineering/cooperative-education-program/students/credit-by-examination.html

If you are completing a Credit by Exam (CBE) you must use the "CBE Report Template" found at the link listed above. Even though your CBE may be counting toward credit for a TECH 2890, 3890 or 4890 CO-OP, you are required to use the CBE Guidelines link above when completing the report portion of your CBE, not the TECH 2890, 3890 or 4890 guidelines.

5. Students with Disabilities

Options do exist for students who are prevented from undertaking a CO-OP in the normal manner by reason of personal disability. Such cases will be dealt with on an individual basis, by consultation with the student, the Assistant Director of Cooperative Education, the student's academic advisor and the Associate Dean of Undergraduate Student Services in the College of Technology, Architecture and Applied Engineering.

The Office of Disability Services at BGSU provides many resources for students with disabilities.

"In compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and applicable rules of the Department of Education, the mission of Disability Services (DS) is to provide equal access and opportunity to qualified students, faculty and staff with disabilities. Our goal is to increase awareness of disability issues and support the success of students with disabilities by providing opportunities for full integration into the BGSU community."

Bowling Green State University. (n.d.). Disability Services. Retrieved from http://www.bgsu.edu/disability-services.html

6. CO-OP Search Hardship Policy

This Policy for the substitution of a CO-OP course (TECH 2890, 3890 or 4890) exists for students who are prevented from completing a CO-OP in the standard method due to extreme difficulty. Such cases will be

dealt with on an individual basis, by consultation with the student, faculty member, the Department Chair, the Assistant Director of Cooperative Education, the student's academic advisor, the Associate Dean for Undergraduate Student Services and the Dean of the College of Technology, Architecture and Applied Engineering.

ELIGIBILITY:
The following conditions must be met for this alternative to CO-OP course completion to be considered:
- The student must not have refused a CO-OP assignment for which they received an offer or were considered qualified. This will be investigated and verified by the CO-OP Office.
- The student must be able to demonstrate an extensive job search effort has already been conducted and failed. This documentation must reflect that a substantial effort has taken place by the student over several semesters. Required documentation includes:
  - A written log of all CO-OP searching activity.
  - A minimum of 50 rejection letters, written on company letterhead from the employers addressing and reason for rejection, naming the student being rejected and the date the letter was written.
  - Documentation of the student's independent, individual job search activity, including, but not limited to, the 50 employers who wrote the submitted rejection letters.
  - Documentation of an extensive job search effort utilizing the support services of the College of Technology, Architecture and Applied Engineering CO-OP Office and Career Center. This is defined by:
    - At least 4 scheduled and attended meetings with a College of Technology, Architecture and Applied Engineering CO-OP Office member and the Career Center.
    - Documentation of resume and letter of introduction review, approval and interview skills review and guidance from a member of the College of Technology, Architecture and Applied Engineering CO-OP Office and the Career Center.
    - Documentation of the student applying for a minimum of 30 positions advertised through the College of Technology, Architecture and Applied Engineering CO-OP Office and Career Center. This is in addition to the 50 rejection letters mentioned above.

Assessment of student eligibility for a CO-OP substitution option is the responsibility and decision of the Assistant Director of Cooperative Education, the student's academic advisor, the Associate Dean for Undergraduate Studies and the Dean of the College of Technology, Architecture and Applied Engineering and will become part of the student's permanent academic file.

If eligible, the CO-OP substitution project consists of two parts:
I. Enrollment in course TECH 4900: Undergraduate Independent Study. This is a Field-Based Research Project of 4 semester hours under the supervision of the student's faculty advisor and the CO-OP Office.
II. Completion of a CO-OP Research Report, due 1 week (7 calendar days) prior to the end of the semester in which the student is enrolled in TECH 4900 for this CO-OP substitution. The CO-OP Research Report contents are detailed below:

CO-OP RESEARCH REPORT CONTENTS:
As part of the total substitution package, the student is required to prepare a proposal that includes the following items:

1. Justification for CO-OP Substitution: Professional statement from the student stating why they feel they are eligible to complete this CO-OP substitution instead of the standard College of Technology, Architecture and Applied Engineering CO-OP course (TECH 2890, 3890 or 4890).
2. Field-Based Research Project:
    a. Student will research and identify 15 different companies who produce goods and/or services related to that student's major field of study.
    b. Site Review & Interview: Student will visit each company in-person and interview 1 employee who holds a position in harmony with their own personal career goals and aspirations. Interview questions will include, but are not limited to:
        1) Ask about the company: history, products/services, number of employees, locations, future goals, etc.
        2) Ask about supervisor's responsibilities, other's responsibilities, structure of department, etc.
        3) Review the processes through which employees use to obtain employment.
        4) Review strengths and areas of improvement for company.
        5) Review/Explain the CO-OP Program with employers.
        6) Explore CO-OP needs. If interviewee is not the hiring decision-maker, make contact with the individual responsible for determining human resource needs and for making the hiring decisions.
        7) Take a facility tour and ask questions specific to your surroundings that are applicable to company operations and practices.
    c. REPORT: The capstone of this research will be a report submitted that includes their findings on these companies. Report contents are to include:
        A. OBJECTIVES & FINDINGS:
            1. Statement and discussion of what the student wants to achieve, identification of the type of industry and the relationship of this research to the student's major and career.
            2. Report and details on interview questions, answers and information found. Also should include what the student plans to do with this information and the importance of said information and data.
        B. LIST OF COMPANIES & RESOURCES:
            1. Company name, address, phone number, email address.
            2. Contact person, Title and background information.
            3. Company products and services rendered.

QUESTIONS & ANSWERS

This section contains some of the most frequently asked questions about the cooperative education program. Should you have additional questions, please contact the Cooperative Education Office.

1. Are CO-OP courses required?
Yes. All technology majors are required to complete CO-OP courses. Consult your degree check sheet for specific details and how many you are required to complete.

2. Who must take CO-OP courses?

All College of Technology, Architecture and Applied Engineering students. Learning Design students should consult with their academic advisor regarding their specific program requirements.

3. How many CO-OP courses are required?
This depends on your major. Consult your course check sheet and/or academic advisor to confirm the actual number you are required to complete. Some exceptions apply. For these, see the "Exceptions" section of this manual.

4. Can CO-OPs be taken during any semester?
Yes. Students are strongly encouraged to CO-OP in all semesters, including the fall and spring -- not just in the summer. The student's chance of securing a CO-OP during the fall and spring increase and the experience is more satisfying because the work-load is not split between so many competing students. CO-OP students compete with many other applicants in the summer job market, sometimes making it more difficult to secure a CO-OP position. It is important to remember that employers generally have staffing needs the entire year, not just during the summer. Students should consult with their academic advisor to plan for their co-ops and their degree completion plan.

5. Should CO-OP courses be taken late in one's program?
No. CO-OPs should be appropriately spaced. Your first CO-OP course (TECH 2890) is a matriculation requirement, meaning that you cannot take any upper-level courses (3000 and 4000 level) until you have completed your TECH 2890 course. This is the best way to achieve successful integration of academic learning and practical experience. See the "Academic Plan" section of this manual for more information.

6. Are students ready to CO-OP, only after their freshman year?
Not always, they can be ready before that too. Most students are even ready *during* their freshman year or complete a CO-OP course their first semester at BGSU. Students present themselves to employers as students with professional aspirations, good learners and hard workers who want to find entry-level employment in a particular career. A student is allowed to begin their CO-OP courses their first semester if they wish, and many have in the past. Employers accept students of all skill-sets, depending on their specific needs.

7. Can a student change their major after the first or second CO-OP course has been completed?
Yes. This is one of the effects that CO-OPs should have on some students who are still not entirely sure of their career choice. Hopefully, those students will find a more appropriate major, if they so choose. If the new major is another College of Technology, Architecture and Applied Engineering major, the second or third CO-OP can be used to further test that decision. The first CO-OP(s) will count towards graduation even if the student changes technology majors. The CO-OPs provide a wonderful opportunity for student's to discover this early in their career, rather than graduating, beginning work in their chosen career, then discovering they chose the wrong career field.

8. Can CO-OP courses be completed outside of Ohio?
Yes, and this is strongly encouraged. Students have found positions in all 50 states and 6 of the 7 continents. Students are strongly encouraged to explore the many geographical options available to them and have many resources ready to help them in their search. International CO-OP experiences can help build a resume. Students should explore CO-OP opportunities in locales where they think they may want to work and live after graduation. This offers a test to that location before an expensive relocation is

necessary. This strategy also helps one become familiar with the industrial context of the target city, which will prove to be an asset when job hunting after graduation. Tech Works Scholarship recipients are the exception regarding scholarship requirements that require the students co-op must be in the state of Ohio.

9. Are students able to live at home while completing a CO-OP course?

Yes. Students can live with family, relatives, friends, etc. anywhere in the United States and world, and are encouraged to think outside the box. This adds financial incentive/relief when searching for a CO-OP position. Students should prepare themselves to go where the CO-OP positions are located and are advised not to lock themselves into a lengthy apartment lease in the Bowling Green area during the semester they plan to CO-OP, when CO-OP positions exist outside commuting distances. In many industries, students will need to go where the jobs are upon graduation anyway, this component of CO-OP helps prepare them for this reality.

10. Can all CO-OP courses be completed at the same company?

Yes. As long as the job/position responsibilities increase in responsibility with each succeeding CO-OP position, the student can complete all CO-OPs at one company. Also, if the employer has an obvious interest in the student and is preparing the student for eventual permanent employment in a responsible position (and this reflects the student's career goals), the situation is encouraged. An example scenario could be:

   1st TECH 2890 – Student employed in entry-level position. Low skill-sets, high supervision.
   2nd TECH 3890 – Student employed in mid-level position. Medium skill-sets, moderate supervision.
   3rd TECH 4890 – Student employed in high-level position. High skill-sets, low supervision.

11. Can a student receive CO-OP credit if they are self-employed?

No. Such arrangements are not allowed. Most self-employment proposals sound good at first, but they do not involve elements needed for successful development. Working for a supervisor, acting as a mentor, learning to complete tasks the way others want them completed and working in coordination and harmony with other workers are important elements that are not associated with self-employment. The College requires that the student be directly supervised and evaluated, not self-employed.

Additionally, current BGSU students are not allowed to serve or function as the employer/supervisor for any current BGSU student seeking CO-OP course credit.

12. Does a student need to receive pay for work while completing a CO-OP?

Yes, with an exception. Getting paid is not only good or essential from the vantage point of personal economics, but it also indicates responsibility and accountability. Please see the Wage information section of this manual for more details.

The Co-op Office in the College of Technology, Architecture and Applied Engineering does not sanction unpaid co-ops. Students in the CTAAE who are participating in a co-op experience are required to receive a reasonable wage for their cooperative education experience as set forth by the United States Department of Labor. The Co-op Office advocates for students to be compensated for the skills, talents and contributions they offer. The Co-op office follows the six criteria as set forth by the United States Department of Labor and The Fair Labor Standards Act, when making a determination regarding an exception for an unpaid co-op. See Wage and Compensation Information above.

13. How and when does a student register for a CO-OP course?
Only when they have secured a job. Only after an employer has made an offer to hire a student and the student accepts, and the employer understands the student is to receive academic credit for their work, should the student apply for the CO-OP course. Once the application is received and approved, the Office of Cooperative Education will complete the registration process. Students are advised to keep their academic advisor informed of their potential CO-OP work experience.

STEPS TO COMPLETE THE COLLEGE OF TECHNOLOGY, ARCHITECTURE AND APPLIED ENGINEERING CO-OP APPLICATION:
1. Students go to www.bgsu.edu/techcoop
2. Locate and click the 'How to Register Your Co-op' link
3. Select the appropriate Co-op Registration link
4. Complete the Form and Submit

14. How much regular course work can be taken during a CO-OP?
As much as the student can handle without sacrificing quality work towards their CO-OP or courses. The College of Technology, Architecture and Applied Engineering Cooperative Education Program does not encourage regular course work to be taken during a CO-OP semester, but does allow the practice, with the previously mentioned caveat. The student is expected to adjust, learn and produce in their employed position during a CO-OP. During the student's CO-OP semester, the CO-OP is that student's priority. Course work should not interfere with the CO-OP course. The exception to this policy would be a non-traditional student who is permanently employed in an industry directly related to their major. Other exceptions may apply and can be discussed on a case-by-case basis.

15. Can CO-OP credit be earned for part-time employment?
Yes, but only if the student cannot secure a Full-Time CO-OP. Please see the Part-Time requirement section of this Manual for additional details and requirements.

16. How much tuition is charged for a CO-OP course?
A CO-OP course (TECH 2890, 3890 and 4890) is a 4 credit hour course. One CO-OP course costs the same as any other 4 credit hour course offered at BGSU. For current tuition rates, please consult the BGSU Bursar Office. Tuition for the course must be received by BGSU during the semester the CO-OP is completed. The student is responsible to have all account holds (Bursar, Advising, Financial Aid, etc.) removed from their account prior to their applying for CO-OP course credit. Failure to do so will result in their not being registered for the CO-OP course.

17. What CO-OP (job) searching resources exist?
Many. Students should be consulting with the College of Technology, Architecture and Applied Engineering Cooperative Education Office to learn of these options. Below is a short list of resources, there are others and students should use multiple methods, not only one.
- Networking: (Talking with friends, family, business persons, instructors, advisors or anyone in your field, asking if they know of any positions available anywhere...)
- Social Networking: (Facebook, LinkedIn and other internet-based resources)
- Handshake: (BGSU Career Service Office based, online CO-OP position search engine)
- Internet: (e.g. Hotjobs.com, Monster.com, Ohio Means Internships, Career Builder, etc.)

- Chamber of Commerce Offices: (http://www.uschamber.com/chambers/directory)
- Cold-calling Companies: (See the co-op website for calling tips)
- CO-OP Office follow-up: (Keep in touch with the co-op office so we can help, let us know how you are progressing)
- Professional Associations/Organizations (related to your major)

18. What if CO-OP employment cannot be found?
It can be found. If the student makes an admirable effort, a CO-OP is always found. The student should continuously search for positions, using the CO-OP office and career center as resources, until they secure employment.

19. Must a student complete a CO-OP course if they have a previous history of related experience?
No. If a student's work experience is extensive, and related to the student's major, a "Credit by Examination" (CBE) may be an option. Please read the "Credit by Examination Policy" in the "Exceptions" section of this Manual or contact the CO-OP Office for more details.

20. When a student is employed and working during their CO-OP, what do they need to do in addition to meeting the employer's expectations?
1) Apply/Register for their CO-OP course. Without this, they will not receive course credit.
2) Respond to any correspondence and phone calls from the Office of Cooperative Education.
3) Report any issues, changes in schedule or location, etc. immediately, as they occur.
4) Complete and submit the CO-OP assignments including the co-op report and co-op photo on or before the designated deadline date.
5) Coordinate and schedule the required CO-OP Site Review.

21. Does a student have to pay income tax on wages earned while on CO-OP?
Yes. Consult your employer for specific details. Wages received by students on CO-OP jobs are subject to federal and, where applicable, state and/or local taxation. To avoid legal and financial issues, students should be sure that appropriate taxes are withheld by their employer.

22. Can a student matriculate without completing TECH 2890?
No. A student must have completed their required courses TECH 2890 and have an accumulative 2.25 GPA before the matriculation hold is removed. The Student Services Office and the student's academic advisor must be consulted concerning matriculation exceptions.

23. Can a student enroll in TECH 3890 without completing their matriculation requirements?
No. All matriculation requirements must be fulfilled before enrolling in TECH 3890 or TECH 4890. Any exceptions must be discussed with the student's academic advisor.

24. Can a student receive retroactive CO-OP credit for a semester long work experience they did not register for during the semester they worked?
No. This is considered after-the-fact and retroactive registrations will not be permitted. Students are required to pre-register before they begin any work. When a student secures a CO-OP position, the student is required to submit an application form, as described within this Manual, with the College of Technology, Architecture and Applied Engineering CO-OP Office for approval. Failure to do so results in that student not receiving CO-OP course credit for their work performed.

25. What are some examples of employers' pre-employment screening policies and procedures?
These are varied. Some employers require successful results from substance abuse screening, psychological testing, GPA/transcript review, driving record review and strength tests. Some companies adhere to a smoke-free environment policy, others require adherence to strict dress codes. Contact your specific company for further details.

26. What if a student feels they are experiencing harassment, discrimination, gender bias or has other concerns or problems during their CO-OP?
Contact the CO-OP Office immediately, both in writing and in person or on the phone. These are very serious issues that need to be addressed without delay.

27. While completing a CO-OP course, is the CO-OP student considered a full-time student?
Yes. The University undergraduate catalog states that based on institutional policy, students registered for TECH 2890, TECH 3890 and TECH 4890 are involved in a full-time academic experience at BGSU. However, students receiving financial aid are required to check with the office of Financial Aid and Student Employment to confirm the varied impacts CO-OP may have on their financial aid. Since there are multiple types of financial aid, students should not assume that each recognizes CO-OP as a full-time academic load. Also, students eligible for veteran's affairs educational benefits must check with the Veteran's Affairs Office to determine the effects of CO-OP coursework on veteran's benefits.

28. If a student is not satisfied with their CO-OP position, should they quit?
No. The student must inform the CO-OP Office of their concerns, problems, etc. immediately, in writing and in person/via phone, so their issues can be addressed accordingly. Addressing potential concerns to resolve the situation before a student feels forced to resign may consist of the employer upgrading job responsibilities, increasing projects or assigning the student work in a different area. In most cases, a situation such as this can be resolved. If, unfortunately, the student quits without notifying the CO-OP Office, that student will lose their CO-OP course credit and all fees associated with said credit.

29. Does a student have to be an expert to participate in their first CO-OP?
No. Students are presenting themselves to employers as learners and hard workers who want to gain entry employment in a particular technology. The first CO-OP experience is designed to test the student's field and gain exposure in a specific industry which either reconfirms the student's major and degree program decision or indicates this career may not be ideal for their career aspirations and goals.

30. Can a student participate in more than their required CO-OPs?
Yes. Students can receive credit for additional CO-OP courses. Where the credits fit with that student's degree depends on their degree program requirements. Students should discuss this option with their academic advisor beforehand.

31. While completing a CO-OP, does the student observe the BGSU or employer calendar?
Employer calendar. During the student's CO-OP, they adhere to all holidays observed by the company only, not BGSU. BGSU's holiday schedule and breaks are not applicable to students on CO-OP. The student can, however, discuss scheduling options with their employer, asking permission for certain days off if they wish. This is the student's responsibility, not BGSU or their employer. The student should not take more than 1 week of vacation while completing a CO-OP course.

32. Can a student use the University Recreational Center while registered for CO-OP?
Yes. With conditions. Please contact the Student Recreation Center for complete details.

33. What if a student secures and accepts a CO-OP and needs to drop pre-registered courses?
The student should consult with their academic advisor to revise their academic plan accordingly. The student is ultimately responsible for dropping and adding courses through their MyBGSU or with the assistance of their academic advisor.

34. Can a student be released from an on-campus housing contract if they obtain a CO-OP?
Yes. Specific information is subject to change, all requests must be made in writing. Contact the BGSU Office of Residence Life for complete details and requirements.

35. Can a student be released from an on-campus meal plan during a CO-OP semester?
Yes. Specific information is subject to change, all requests must be made in writing. Contact the BGSU Dining Office for complete details and requirements.

36. Does a student lose their CO-OP credit if they are fired from their position during the semester they are completing the CO-OP?
Yes. CO-OP course credit is granted only when all course components are completed successfully. Satisfying employer requirements is obviously one of these. Additionally, if a student is fired prior to completion, they will not be able to work the required number of hours, therefore, they would lose credit for their CO-OP course.

37. Does a student lose their CO-OP course credit if they quit their position during the semester they are completing the CO-OP, before they finish working until the end of the required semester?
Yes. CO-OP course credit is granted only when all course components are completed successfully during the semester they are registered for their CO-OP course. If a student quits prior to completion of the CO-OP course that semester, in addition to the unprofessional manner of such action, the student would not be able to work the required number of hours, therefore, they would lose credit for their CO-OP course.

38. I want to CO-OP in another state or country, but I have no idea where I would live or how to search for housing?
Yes. The study abroad office has many resources and expertise to help with this.

39. I have no work experience related to my major, will I be able to secure a CO-OP?
Yes! Many employers seek responsible students with any work experience or activities that show some form of responsibility you have attained. Employers understand that your CO-OP is a learning experience and are willing to work with students as a mentor when they hire one of our talented students for a CO-OP work experience.

40. I have a question that was not included in this list, where do I find the answer?
Please contact the College of Technology, Architecture and Applied Engineering CO-OP Office in person, via email or phone and we will happily answer any questions you might have! If you have a CO-OP related question, please be sure to contact our office for this information, ensuring you are receiving the most up-to-date and accurate answers.

TESTIMONIALS

Marathon Oil Company (Employer):
"The CO-OP program has benefited Marathon Oil Company in the following ways: It gives us an economical means of addressing cyclic manpower needs. It allows MOC to evaluate students for potential long-term employment. The CO-OP program benefits the students in the following ways: The students are able to take their classroom training and apply it in business situations. It allows the student to demonstrate their abilities above and beyond a resume for future employment."

Julie Callens (Alumni):
"The CO-OP requirement not only provided me with more practical experience than I could have received in a classroom but allowed me to meet individuals who would later hire me for jobs in the "real world." Through these CO-OPs, I am now performing a job most Aerotech students dream of having some day. As an airline pilot, I put to use daily many of the skills I learned at BGSU."

Rudolph-Libbe (Employer):
"We view the CO-OP program at BGSU as not only a way to fill short-term project needs with qualified individuals but also as a recruiting tool. We look at our involvement in this program as a two-way street. We get the opportunity to see a student's capability and work habits first-hand to see if it meshes with our needs. The student in turn gets a realistic view of our company and can determine if our work environment could meet their permanent employment needs after graduation."

SFC Graphics (Employer):
"It is difficult for students to get jobs without experience and CO-OP gives them that experience--it helps them plan for their futures. CO-OP is good for both the students and the employer--it is a sharing of knowledge. Students help us keep up to date on new technology which they bring from other CO-OP experiences. We have found great employees and contacts through the CO-OP program."

Jim Ronski (Alumni):
"The cooperative education experiences required of all technology students gave me a realistic hands-on opportunity to examine my chosen profession. The progressive CO-OP experience also provided me with a knowledge of the different technology fields and an understanding of workplace ethics. As a result, I was able to select the career that most interested me and offered the greatest growth potential."

Reynaldo Carrion (Alumni):
"I was able to gain valuable experience in my related field through the CO-OP positions available through the Office of Cooperative Education. The CO-OP program is a very vital component of the academic program which enables students to gain valuable experience while continuing their education. Students learn "hands-on" experience by working with professionals in their respected areas."