

Co-op Requirements

- Each student is responsible for being aware of and adhering to all policies, procedures, and resources stated in the co-op manual. The manual can be found on the College of Technology, Architecture & Applied Engineering (CTAAE) website.*
- Students in the CTAAE are required to complete 2 or 3 co-op courses (depending on the student's major) that carry 4 credit hours each.
- A co-op course is directly related to the student's major AND is:
 - Full-time, 40 hours a week, paid, for one semester OR
 - Part-time, 20 hours a week, paid, for two consecutive semesters
- Co-op courses can be taken during the fall, spring, or summer semesters. Students should consult with their Academic Advisor to develop a graduation plan. See example co-op coursework alternation patterns in the co-op manual.
- The student can secure a co-op in any geographic location and are responsible for his or her own housing arrangements.
- Prior to beginning the first co-op, the student must complete an online co-op orientation, which can be found under "Course" on Canvas.
- Assistance is available through the Undergraduate Student Services office and the BGSU Career Center for the student's co-op search, but it is ultimately the responsibility of the student to secure an approved co-op position.
- The University's tuition and fee structure applies to the co-op course (4 credit hours) the same as all other credit courses. For most purposes, the student is classified as a full-time student at BGSU while enrolled in a co-op course.
- Once a possible co-op is found, a co-op registration application must be completed, submitted, and approved before the semester the co-op begins. The application is found in WorkNet in MyBGSU.
- Once the co-op is approved, the course will be added to the student's schedule by the Undergraduate Student Services office.
 - The student is to begin the process as stated above and have the co-op approved before co-op work begins. **Retroactive credit will not be granted.**
- Each co-op course requires participation in a site visit and a written co-op report due by the dates stipulated at the start of the semester.
- A co-op course is graded satisfactory or unsatisfactory (S/U).
- A student MAY qualify for a co-op exception if s/he has:
 - Earned an associate or bachelor's degree BEFORE entering BGSU (contingent on program requirements)
 - Military service
 - Worked at least 12 months, prior to entering the CTAAE, in a field related to his or her major.

Students should consult with their academic advisor to determine if they qualify for any of the above exceptions.

*Visit the website for more information: bgsu.edu/techcoop

By signing below, the student understands the requirements needed to receive credit for a co-op course.

Student Signature: _____ Date: _____