TO: Dr. Evelyn Benavides, APC Chair  
FROM: Rameen Mohammadi, Associate Provost  
RE: Co-Op policy and Procedures  
3/15/2017

Dear Evelyn,

Attached, please find proposed language for the college catalog that provides policies and procedures for Cooperative Education (Co-op). The college has been operating on pilot-basis providing Co-op placements for students for several years. This pilot has been useful in determining the appropriate process for students to prepare for Co-ops, find one, and be supported and reviewed while placed with a business or organization.

In the proposed language you will find that many of the standards already set for Internship placements are applied for Co-ops. These requirements include faculty oversight, learning agreements, minimum GPA, and supervision at the Co-op site that includes evaluation by the student's direct supervisor. The grading for Co-ops are the same as what we now have for internships with S, U, and H grades.

Co-ops and Internships do have significant differences. Students enrolled in full-time internship opportunities are categorically full-time as they carry twelve credits; they can get financial aid; they must pay tuition and fees; they can register for the following semester while away on internship. Students enroll in GST 498C while on a Co-op; this course carries zero credit and students pay no tuition or fees for this course; yet, they continue to be considered full-time students. Student enrolled in a Co-op, are not subject to readmission procedures or loss of their Financial Aid/scholarships/Grants as they would have been if they took a leave from campus to go and work. Co-ops can be as long as six months which spans beyond just a fall or spring term or summer session while internships are limited to one term. Students are required to enroll in a preparatory course such as GST 101- Professional Skills before being placed in a Co-op; we recommend for students who do an internship to enroll in such courses, but it is not required in their case.

Please feel free to invite Dr. Denise DiRienzo, Director of CEL and Ms. Sheila Cooley, Associate Director of CEL when the proposal is discussed.

CC: Dr. Denise DiRienzo, Director of CEL  
Ms. Sheila Cooley, Associate Director of CEL
Undergraduate Catalog Copy:

Co-op: Undergraduate Cooperative Education

Undergraduate Cooperative Education is a work-integrated learning experience and a mutually beneficial partnership involving a student, the institution, and an employer. At SUNY Oswego, Cooperative Education opportunities, Co-ops, are optional, full-time, paid, zero-credit, and zero-tuition work experiences. Employers offer college students opportunities for Co-op positions in many majors. Positions for students have various start and end dates throughout an academic calendar.

In order to be eligible for a Co-op placement, students must first complete and pass GST 101: Professional Skills Preparation, or an approved Co-op preparatory course offered by an academic department, as a prerequisite. Transfer students must have completed one semester at SUNY Oswego before participating in a Co-op. International students on an F-1 Visa must have written authorization from their international student advisor from the International Education office prior to participation in a Co-op.

Students will submit an offer letter from the employer and complete a learning agreement and other required Co-op forms before starting their Co-op. Students will complete an online learning agreement sent by the Center for Experiential Learning. The learning agreement, an agreement between the student, GST 498C instructor, and employer, requires the students to list student and company information, a list of position responsibilities, and a list of learning objectives.

Registration for Co-op includes either one summer term only, one fall term only, one spring term only, or a combination for two terms, either summer and fall or spring and summer. Students can get permission to take one academic course per term while on Co-op, if approved by their academic advisor and deemed part of a student’s academic pursuit of a degree. Upon accepting a Co-op offer, students will be required to drop their current registered courses through myOswego. The Center for Experiential Learning will register the student for a zero-credit Co-op, GST 498C, after completing a registration form through the Center for Experiential Learning. Upon completion of a Co-op, students will need to complete an updated resume and a reflection assignment and will also be required to turn in timesheets and a student evaluation. Employers will also be required to submit an evaluation.

While on Co-op, students are considered full-time students and work full-time hours. Full-time work hours are determined by federal law, typically forty hours per week. A Co-op minimum is twelve weeks and a maximum is twenty-six weeks. Co-ops are repeatable, and students can participate in a maximum of two Co-ops prior to graduation. Co-op participation must be approved by the Center for Experiential Learning and the student’s academic advisor.

After the completion of a Co-op, students will be given an “S” - Satisfactory, “U” - Unsatisfactory, “H” - Honors, “IP” - In Progress, or “I” - Incomplete grade. Students will receive an “IP” grade for the first term of a two term Co-op. The “IP” will convert to an “S”, “U”, or “H” at the completion of the full Co-op and when all grade requirements have been met. Students are given a grade of “I” when timesheets, and/or the reflection assignment, and/or evaluation forms, are not returned to the Center for Experiential Learning by the grading due dates for the term. A grade of “I” will be changed to “S”, “U”, or “H” upon turning in completed forms and assignments. An “I” becomes “U” if after six weeks the student hasn’t met the requirements for a grade. Students with a “U” from any Co-op experience at SUNY Oswego will not be able to participate in additional Co-op opportunities. The Co-op employer designation will appear on the student’s transcript.

Departments may have additional requirements. Consult your major program advisor. Any exceptions to the Co-op criteria will need to be approved by the Dean of the School of the student’s major.