To: Dr. Sandy Bargainnier and Graduate Council  
From: Dr. Laura Spenceley, Associate Dean of Graduate Studies  
Date: April 3, 2019  
Subject: Modification to 2019-202 Graduate Catalog

Dear Dr. Bargainnier and Graduate Council:

I propose the 2019-2020 Graduate Catalog include specific language, consistent with the Undergraduate Catalog, which summarizes the Cooperative Education opportunities available for graduate students who may wish to pursue the opportunity (Appendix A).

While a parallel Cooperative Education description is not currently listed in the 2018-2019 Graduate Catalog, two Cooperative Education courses are currently offered: GST 598C, Cooperative Education and GST 691, Graduate Professional Internship (Appendix B). I have included proposed language as Appendix C for your consideration.

By including the Cooperative Education opportunities and parameters of the experience within the Graduate Catalog, we believe students will be better informed of the options available and better positioned to take advantage of the educational opportunity.

Laura Spenceley, Ph.D.  
Associate Dean: Division of Graduate Studies  
Assistant Professor
Appendix A

2018-2019 Excerpt from SUNY Oswego Undergraduate Catalog

Curriculum Information

Undergraduate Cooperative Education is a work-integrated learning experience and a mutually beneficial partnership between a student, the institution, and an employer. At SUNY Oswego, Cooperative Education opportunities, co-ops, are full-time paid, work experiences that are transcripted but do not earn credit or have tuition liability. The co-op employer designation will appear on the student’s transcript. Employers offer college students opportunities for co-op positions for many majors and are available throughout the academic calendar year.

Students must successfully complete GST 101: Professional Skills Preparation or an approved co-op preparatory course offered through an academic department to be eligible for a co-op placement. Transfer students must additionally 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. Individual departments may have additional requirements. Students should consult their 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.

Students will submit an offer letter from the employer, complete a learning agreement and other required co-op forms before starting their co-op. Students complete the learning agreement through the Center for Experiential Learning. The learning agreement, an agreement between the student, GST 498C instructor and employer, requires student and company information, a list of position responsibilities, and a list of learning objectives. The Center for Experiential Learning will process the registration for the student for their co-op, GST 498C, when all required forms have been submitted.

Registration for co-op includes 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. 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. Students can participate in a maximum of two co-ops prior to graduation. Students who do not successfully complete the co-op experience through SUNY Oswego will not be able to participate in additional co-op opportunities.

Students may obtain permission to take one academic course per term while participating in a co-op if approved by their academic advisor and the course is deemed part of a student’s academic pursuit of a degree. Upon completion of the co-op students will submit an updated resume, a reflection assignment and will also be required to turn in time sheets and a student evaluation. Employers will also be required to submit an evaluation.
Appendix B

GST 598C: Cooperative Education and GST 691: Graduate Professional Internship

Graduate Professional Internship

GST 691 - Graduate Professional Internship
Catalog Year: 2018-2019

Must be accepted into graduate program at Oswego. Approved learning agreement is required and students must register through Experience-Based Education Office.

NOTE: Variable credit 2 to 6.

Cooperative Education

GST 598C - Cooperative Education
Catalog Year: 2018-2019

This course provides work experience with a college approved employer in an area related to the student’s program of study. Emphasis is on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills and satisfactorily perform work-related competencies. This course represents the actual Co-op placement. It is not a classroom or online based course.

Prerequisite: Meet any college or major specific requirements as determined by the academic advisor prior to Co-op. Under the advisement of the academic advisor, determine if a Cooperative Education preparatory class is required based on individual student circumstance. If the course is required, the student must complete and pass the course with a Satisfactory (S) grade, maintain good academic standing as defined by SUNY Oswego’s policies, obtain approval of the Co-op placement by the Cooperative Education coordinator and comply with any pre-employment expectations required by the employer.
Advisor Note: a Co-op placement is not guaranteed.
Offered: Not on a regular basis.
Appendix C

Proposed Language to Include in the 2019-2020 Graduate Catalog

Cooperative Education is a work-integrated learning experience and a mutually beneficial partnership among a student, the institution, and an employer. At SUNY Oswego, Cooperative Education opportunities, co-ops, are full-time paid, work experiences that are transcripted but do not earn credit or have tuition liability. The co-op employer designation will appear on the student’s transcript. Employers offer college students opportunities for co-op positions for many majors and are available throughout the academic calendar year.

Graduate students must obtain approval from their academic department and academic advisor to be eligible for a co-op placement. 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. Individual departments may have additional requirements; students should consult their major program advisor. Any exception to the co-op criteria will need to be approved by the Dean of Graduate Studies.

Students will submit an offer letter from the employer, complete a learning agreement, and complete other required co-op forms before starting their co-op. Students complete the learning agreement through the Center for Experiential Learning. The learning agreement, an agreement among the student, GST 598C instructor and employer, requires student and company information, a list of position responsibilities, and a list of learning objectives. The Center for Experiential Learning will process the registration for the student for their co-op course, GST 598C, when all required forms have been submitted.

Registration for co-op includes 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. 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 maximum is twenty-six weeks. Students can participate in a maximum of two co-ops prior to graduation. Students who do not successfully complete the co-op experience through SUNY Oswego will not be able to participate in additional co-op opportunities.

Students may obtain permission to take one academic course per term while participating in a co-op if approved by their academic advisor and the course is deemed part of a student’s academic pursuit of a degree. Upon completion of the co-op, students will submit an updated resume, a reflection assignment and will also be required to turn in time sheets and a student evaluation. Employers will also be required to submit an evaluation.