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 programs of study and are available throughout the academic calendar year.

Graduate students must obtain approval from their academic department and graduate program 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 office of EXCEL: Experiential Course and Engaged 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. EXCEL: Experiential Course and Engaged 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 graduate program 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.