Cooperative Education Manual

College of Technology, Architecture and Applied Engineering

Forward

This Cooperative Education Manual provides general information, policies and procedures related to the Bowling Green State University (BGSU), College of Technology, Architecture and Applied Engineering, Cooperative Education Program.

Established in 1968, the Cooperative Education Program provides students the opportunity to integrate academic coursework with work experiences in their chosen field of study. These experiences strengthen and enhance student's overall competencies and measurable benefits in academic and career development.

The Cooperative Education Program in the College of Technology, Architecture and Applied Engineering (CTAAE) at Bowling Green State University (BGSU) is a mandatory graduation requirement that integrates classroom academics with practical work experience. Students are encouraged to alternate semesters of traditional campus coursework with semester-long fulltime cooperative education experiences.

While all information, policies and procedures provided within this manual are the standard, we understand that every student is unique therefore, the Office of Cooperative Education is open to dialogue to establish and maintain the best possible outcome for every individual student and their individual situation.

<u>**Credits**</u>
Twenty Sixth Edition, 2024
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Note: All policies, procedures, and information within this document are subject to change.

Mission, Learning Outcomes and Goals

Mission

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

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.

Goals

- To assure the student's approved co-op is related to their 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 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.

Accreditations and Professional Affiliations

Program Accreditations
The Accreditation Council for Cooperative Education and Internships (ACCI)
The BGSU, CTAAE, Cooperative Education Program has been granted accredited by the Accreditation Council for Cooperative Education and Internships.

"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 **https://co-opaccreditation.org/?page_id=248**

Professional Affiliations
Cooperative Education & Internship Association, Inc.
The BGSU, CTAAE Co-op Program is a 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 Ohio Cooperative Education Association
The BGSU, CTAAE Co-op Program is a member of the Ohio Cooperative Education Association (OCEA).

The National Association of Cooperative Education
The BGSU, CTAAE Co-op Program is a member of the National Association of Cooperative Education (NACE) **https://www.naceweb.org/**.

The National Commission for Cooperative Education

The BGSU, CTAAE Co-op Program 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 **https://waceinc.org/vision-and-mission/**

Definition of Cooperative Education

There are variations in cooperative education programs throughout the nation, but the common threads are cooperation and coordination between the student, the educational institute, and the employer. Cooperative education has come to mean multiple work experiences alternated with coursework resulting in the fulfillment of a graduation requirement through course credit or transcript notation.

Definition below provided by the Cooperative Education and Internship Association (CEIA):

*"**Cooperative education** is a structured method of combining classroom-based education with practical work experience. A cooperative education experience, commonly known as a "co-op," provides academic credit for structured job experience. Co-op experiences are either full-time (40 hours per week) alternating periods (semester, quarter) of work and school or part-time (20 hours per week) combining work and school during the same time. Co-op experiences are paid, supervised by a professional who has followed the same career path of the student and students complete more than one assignment (2 or more) with progressive levels of responsibility."*

This operational definition includes a variety 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.ceia.org. CEIA History of Cooperative Education and Internships. (n.d.). Retrieved from **https://www.ceiainc.org/about/history/**

Benefits of Cooperative Education

Student Benefits

The Cooperative Education Program integrates classroom theory with practical, on-the-job experience in which students apply theory and skills learned in the classroom to a real work

experience and subsequently apply theories and skills learned during the work experience to the classroom. These alternating experiences increase knowledge, overall grade point average, retention and skills needed for career success.

The Cooperative Education Program benefits the student's career development as no other experience can by exposing the student to the process of navigating a job search, real world work experiences and diversity of opportunities in their industry, which contributes to assisting them with clarification of the academic and career goals. Each co-op experience further develops the students' ability to recognize the value of their coursework as it prepares them to gain fulltime employment and launch their career upon graduation.

In addition to gaining practical industry experience, students' gain important career development skills as they prepare their professional documents (resume, cover letter and portfolio), gain interviewing and networking skills, and develop personal and professional ethics.

Employer Benefits

Thousands of employer partners have participated in the cooperative education program since 1968. Employer partner involvement and mentorship are highly valued and crucial to the mission and goals of the cooperative education program.

The Cooperative Education Program is a cost-effective recruiting tool for mentoring and identifying future professionals with new and innovative ideas and skills to fill the pipeline of talent for short term projects, research and future workforce needs.

Interactions with students and faculty through the Cooperative Education Program may also offer the opportunity for faculty to collaborate with industry and lead to innovative industry research and development, consultations, seminars, workshops, or training programs. In addition, employers may share new developments in industry; potentially, influencing program curriculum that positively benefits industry workforce needs.

Many employer partners offer beneficial co-op experiences to contribute to a students' education and career development. Significantly, BGSU alumni who become employer partners often advise of the benefits of their own cooperative education experience in their career success, providing them the intrinsic ability to recognize the value from the student and the employer perspective and ultimately 'give back' by hiring a co-op student.

College of Technology, Architecture and Applied Engineering Benefits

The CTAAE continuously establishes industrial connections and partnerships in a variety of ways. Faculty and employer partner interactions through the Cooperative Education Program further enhances collaborations between higher education and industry.
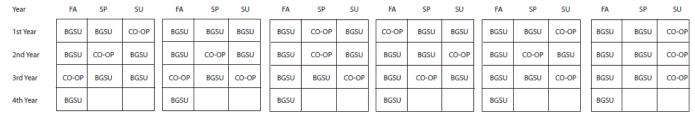
Faculty evaluate each student's co-op through a co-op site review, a co-op report, and a co-op photo. These interactions expose faculty to industry trends and technology, organization, management, and workforce needs. These interactions also assist faculty with keeping

curriculum and research development relevant. Additionally, the Cooperative Education Program serves as a vessel for interacting and collaborating with industry through networking (guest speakers, advisory board committee members), and physical resources (materials, samples, equipment, etc.).

Cooperative Education and Academic Planning

Academic Planning

To complete all requirements for a CTAAE degree in a four-year period, students should average fifteen semester hours of course work for each of the seven on-campus semesters and allow 1-3 (depending on major) semesters to complete their co-op courses. Programs requiring 3-co-ops require at least ten semesters. The number of required co-ops differs (one to three) depending on each student's catalog year and major and noted on their individual program check-sheet. Example 3-co-op academic plans included below to demonstrate 3-co-op semesters alternated with coursework semesters.

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		

Students should consult with their academic advisor regularly to design and modify their academic plan.

Cooperative Education Orientation

The Co-op Orientation is available via Canvas and provides students with an overall perspective of their co-op course requirements, benefits, policies, and procedures as well as resources and guidelines for securing a co-op. Students should complete the Co-op Orientation during the first few weeks as a CTAAE student and review as often as needed.

To complete Co-op 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 the modules (takes about 30 minutes).
5) Read weekly co-op prep tip announcements.
6) Review as needed.

The Office of Cooperative Education personnel monitors completion of this requirement

Student Checklist to Complete CTAAE Co-Op Course (Tech 2890, 3890, 4890)
☐ Complete the Co-op Orientation, modules 1-4, in Canvas and Sign the Co-op Understanding Adobe Sign Form contained in Module-1 during the first few weeks as a CTAAE student.

☐ Complete 1 - 3 (depending on major) semester-long, full-time (40 hours/week) or two semesters long part-time (20 hours/week) co-op courses, following all requirements associated with co-op course completion.

☐ Graduation plans should alternate course work with co-ops with their final semester designated to completing courses (whenever possible).

☐ Review co-op requirements and required documents at **www.bgsu.edu/techcoop**.

☐ Hired by company and company understands co-op requirements for BGSU course credit.

☐ Submit a Cooperative Education Registration Application prior to starting the work experience you wish to use for co-op credit.

☐ Be sure that the co-op registration process is complete and approved prior to beginning your experience.

☐ Check your Academic Schedule via your MyBGSU account to be sure your schedule lists your co-op course (TECH 2890, 3890 or 4890). If your schedule does not list your co-op course, you are not registered and will not receive credit for your co-op course. Students are responsible for taking appropriate action to resolve any registration issues.

☐ Each co-op course is credit bearing. Students must pay tuition for the number of credits registered for the co-op course.

☐ If needed, 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 changes to your co-op including location, supervisor, etc.

☐ Check your BGSU e-mail and Canvas regularly while registered for your co-op, as it is the formal means for BGSU communication.

☐ Complete and submit the required co-op assignments via Canvas by due dates. (Be sure to make a backup copy of your submitted report and check Canvas periodically for notices).

☐ Communicate frequently with your assigned CTAAE Faculty Representative, who will complete the site review, grade your co-op assignments, and serve as your mentor.

☐ Remind your employer to complete both the Mid-term and Final Student Performance Evaluations sent to them by the Office of Cooperative Education.

☐ Adhere to all deadlines set by the Office of Cooperative Education. Co-op courses are graded S/U based on the co-op report, co-op photo, co-op site review, co-op work hours. If the co-op requirements are not completed successfully, you will earn a grade of "U", meaning you have failed your co-op course 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. The Co-op Website contains a sample Thank You letter. Keep in mind co-op employers can be source for future job reference letters.

☐ Retroactive credit for a co-op that was not registered cannot be granted (see approved co-op credit by exam exceptions for work experience related to your major prior to entering CTAAE).

☐ *International students must consult with the International Programs and Partnerships Office for more information regarding the appropriate work authorization requirements.*

Co-op Credit Hours

The University approved reducing co-op credit hour requirements to 1-credit starting fall 2022.

- Students starting fall 2022 or after can only take their co-op as 1-credit.
- Students who started in the CTAAE before fall 2022 have the option of taking the co-op course as 1-credit or 4-credits.

All co-op requirements listed at www.bgsu.edu/techcoop remain the same for both options.

Some students who started before fall 2022 will benefit most from taking a 1-credit co-op while others will benefit most by taking a 4-credit co-op. Students must earn a minimum of 122 hours to graduate and forty of those credits must be 3000 and above level courses.

Resources to assist:
1) Run your degree audit via your MyBGSU.
2) Calculate total number of credits earned and in progress.
3) Calculate total number of 3000 and above level credits earned and in progress.
4) Consider total number of credits still needed.
5) Consider total number of 3000 and above credits still needed.
6) Analyze and update your graduation plan.
7) Compare your audit to the requirements listed on your check sheet.
8) Consult with your academic advisor.

Review cost of tuition information at: **https://www.bgsu.edu/bursar.html**

Co-op credits earned for each co-op varies as one or four depending on if the students entered the CTAAE before 2022 and the credit hours chosen by the student when they register their co-op. It is the student's responsibility to know their graduation requirements, use available resources and take appropriate action to complete these requirements.

Some students may benefit from registering and completing more than the minimum required co-ops by using a co-op as an elective and/or to meet credit hour requirements. Students should consult with their academic advisor to ensure they are meeting their co-op requirements and to determine if additional co-ops would benefit their graduation plan.

Fall, spring, summer, work and study in business, industry, service, or government agency in college-approved, paid, full-time position related to student's intended areas of concentration over the duration of one semester required. Prerequisites: consent of department and successful completion of Canvas Co-op Orientation. Graded S/U. 1 CH for students enrolling in programs requiring TECH 2890 starting Fall 2022. Students enrolled in programs requiring TECH 2890 prior to Fall 2022 may take the course for 1 or 4 CH. Retrieved from: **https://services.bgsu.edu/ClassSearch/search.htm?searchType=advanced&semester=2232&undergraduate=&campus=ALL&subject=TECH&courseNumberOperator=CONTAINS&courseNumber=2890**

Co-op Course Requirements

Each co-op course is sequential and a prerequisite of each other (TECH 2890, TECH 3890, and TECH 4890). Each experience should expand and increase in responsibilities and skills. When

registering for a TECH 3890 or TECH 4890 co-op, students must provide information related to their previously completed co-op, if further clarification is needed the student is contacted by the Office of Cooperative Education or their department.

Co-op Course Requirements (TECH 2890, 3890 and 4890

☐ Job duties must be related to student's major.
☐ Students must work (40 hours per week) for one semester to satisfy one co-op requirement (or PART-TIME) 20 hours/week for two consecutive semesters to satisfy one co-op requirement.
☐ Student must be supervised by employer/mentor (cannot be self-employed)
☐ Students should work at a professional location where business is conducted and can work remotely if approved by co-op employer and the Office of Cooperative Education.
☐ The student receives compensation for their employment as set forth by the United States Department of Labor

Co-op Registration Application

Students must complete a co-op registration application to register their co-op. Retroactive credit cannot be granted for a co-op that was not registered.

Students Complete the Co-Op Registration Application When

1) They have been hired by a company/organization for a job that meets the co-op requirements.
2) They have informed and shared information about the cooperative education program with the employer and informed them that they intend to register the position as a co-op.

To Register a TECH 2890, 3890, or 4890 Co-op

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 Office of Cooperative Education reviews each individual student form for the following requirements:
   a) Is the proposed co-op site and job duties related to the students major?
   b) Is the student working fulltime during one semester or part-time during two consecutive semesters during dates that correlate with the academic semester?
   c) Is the student being supervised by a professional from their co-op employer?
   d) Is the student working at a professional location or in an approved remote position?
   e) Is the student being compensated as required by the United States Department of Labor?

3) Upon Office of Cooperative Education approval, the students' department may review for final approval.
4) Upon final approval the Office of Cooperative Education, Undergraduate Student Services Administrative Assistant registers the student for their co-op course.

Co-op Faculty Representative:
A Co-op Faculty Representative from the student's major is assigned to each student during the semester they are enrolled in their co-op. The Co-op Faculty Representative is responsible for:
- Acting as a mentor to the student during their co-op.
- Ensuring the student is having a successful and beneficial cooperative education experience.
- Grading co-op assignments. (Which includes notifying student of needed report revisions and missing requirements, if necessary).
- Coordinating and completing the site review which will occur sometime during the co-op semester.
- Assessing the student's co-op site and ensuring it is a productive fit for the Cooperative Education Program.

Students are notified of who is assigned to them as their co-op faculty representative via email, early in the semester in which they are enrolled in their co-op.

Co-op Site Review
A co-op site review will be conducted with the student and their employer during the semester in which the student is enrolled in their co-op. Depending on the location of the co-op, the co-op site review may occur using one of various methods, including but not limited to, face to face, phone, 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 resources for support and funding for the CTAAE.
- 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 CTAAE representative.
- Participate in the scheduled site review meeting.
- The site review may include the following:
  - Meeting with the CCTAAE representative.
  - Meeting with the CTAAE representative and their employer.

- o Reviewing the Mid-Term Performance Evaluation with the CTAAE representative and your supervisor.
        - o Giving the CTAAE representative a work location tour (if applicable).
- If a live site review is conducted, make any special arrangements needed at the co-op location, including, but not limited to:
        - o Parking passes.
        - o Training/Safety videos for access to facility/area.
        - o Special permissions and/or directions.

Co-op Report

Students are provided a co-op report template via Canvas. Each report contains objectives that map to the co-op learning outcomes and goals. These objectives prompt the student to critically think and assess the relationship between theory and practice as observed in a professional setting and how they are linked to co-op and career success.

Each registered co-op course requires a unique co-op report. Co-op report templates vary depending on the semester and the co-op course level. Students must use the co-op report template provided for the semester and course of which they registered for their co-op. A suggested guideline is a minimum of one-page response per objective. The students assigned faculty representative evaluates the student's co-op report based on quality of content, complete answers with descriptive and related examples, proper grammar, correct spelling etc. Do not submit samples of confidential reports, forms, charts, or other information about the employer. If in doubt, check with the appropriate employer representative.

Students must upload their co-op report to Canvas. Emailed reports, not accepted. Late co-op reports not accepted.

The final objective of each co-op report is a student co-op evaluation which is used to improve and validate the cooperative education program. Faculty, Chairs, Directors, Deans, and the Office of Cooperative Education may review co-op reports.

Co-op Photo

Students must submit a photo of themselves working at their co-op to Canvas.

Completing the Co-op Report and Photo

1. Log on to your MyBGSU account.
2. Click on the "CANVAS" link.
3. Click on "Courses" link and the appropriate course (TECH 2890, 3890, or 4890) which you are currently enrolled.
4. Click on the "Assignments" link and follow the instructions.
5. Co-op report/photo are due on the deadline date listed during the semester in which the student is completing their co-op. (Dates found in Canvas)
6. No exceptions or extensions will be given for late reports/photos.

7. If all co-op assignments are not completed a grade of "U" (Unsatisfactory) is assigned to the student for the course, meaning they failed the course and will not receive credit for their co-op.

Methods (ways) which students can fail their co-op course (no credit)
- Students terminated (fired) by their employer from their co-op position.
- Students who quit their co-op prior of the co-op course end date.
- Students who fail to complete required course requirements or assignments.

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. Write a unique co-op report for each co-op course. 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 one for more detailed information. When drafting your report, adhere to all regulations listed in the Student Handbook as with any BGSU course assignment. **https://www.bgsu.edu/student-handbook.html**

Definitions of Academic Honesty Violations

This list is not exhaustive of 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.

5. 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.

6. Facilitating Academic Dishonesty

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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 **https://www.bgsu.edu/content/dam/BGSU/catalog/academic-honesty/official-policy.pdf**

Employer Partner Guidelines and Responsibilities

Co-op Employer Requirements

- The employer assigns the co-op student job duties related to their major.
- The employer offers the student full-time work (40 hours a week) lasting one semester or part-time work (20 hours per week) for two consecutive semesters. Please see academic calendar for specific dates.
- The employer assigns the student to an employee who can supervisor, teach and mentor them.
- The employer completes a Mid-term and Final evaluation on the student's performance. See Employer Evaluation section for more details.
- The employer meets with a BGSU representative sometime during the student's co-op semester.
- The student receives compensation for their employment as set forth by the **United States Fair Labor Standards Act. https://www.dol.gov/general/topic/wages**
- 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 must comply with laws enforced by the United States Equal Employment Opportunity Commission (EEOC).
- 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.

Co-op Student Performance Evaluation Surveys

The co-op student's supervisor is sent an email requesting they complete mid-term and final Co-op Student Performance Survey using the provided links to report how their co-op student is performing.

The assessment of skills and knowledge by an external evaluator is integral in identifying students' strengths and weakness and provide feedback for the student, employer, and CTAAE representative as well recommendations for program improvement.

Ethical Standards

Diversity and Inclusion

Bowling Green State University is committed to a culture of inclusion and respect. To promote and nurture diversity and inclusion the Division of Diversity and Belonging provides support, information and resources to students.

The CTAAE Office of Cooperative Education embraces this commitment with a dedication to breaking down barriers and to empathetically and equitably assisting every student with attaining a cooperative education experience.

Students with Disabilities
CTAAE will assist Students with disabilities through all means possible and for the best possible outcome for the individual student and as appropriate for their personal needs.

The Office of Disability Services at BGSU provides 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
https://www.bgsu.edu/accessibility-services.html
https://www.bgsu.edu/accessibility-services/OhioCollege2Careers.html

Accessibility Services provides support for students with disabilities. Ohio College2Careers offers co-op and career development support for students with disabilities. Ohio College2Careers Counselor at BGSU found at: https://www.bgsu.edu/accessibility-services/OhioCollege2Careers.html.

Students enrolled in a fulltime cooperative education experience have access to the resources and support listed above. Additionally, the federal government protects employees (including students) through various laws and policies including, but not limited to OSH Act, EEOC and FLSA.

Equal and equitable resources for all students include:

- Equal distribution of all co-op opportunities and resources to all students.
- Equal opportunity for co-op consultations offered to all students and providing resources and assistance each student's individual needs.
- Options for students to complete their co-op in any semester; fall, spring or summer and anywhere in the world.

Co-op courses and program functions published in the BGSU Student Handbook, stated here:
https://www.bgsu.edu/student-handbook.html
Student Handbook, Codes of Conduct. (n.d.). eGuides.
Retrieved from **http://www.bgsu.edu/student-handbook/code-of-conduct.html**

Student Rights
One of the concerns of BGSU 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.

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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.

Unpaid co-ops and internships

The CTAAE Office of Cooperative Education does not sanction unpaid co-ops. Students in the CTAAE who are participating in a co-op experience must receive a reasonable wage as set forth by the United States Department of Labor. Unpaid co-ops further disadvantage marginalized students therefore, the Office of Cooperative Education advocates for fair compensation the skills, talents, and contributions students offer.

Fair Labor Standards Act 1938 (From United States Department of Labor)

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.

*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/agencies/whd/fact-sheets/71-flsa-internships*)*

It is the student's 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 should consult with the Office of Cooperative Education prior to registering their co-op and must agree to the 'Student Co-op Wage Waiver Statement.'

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 positions available in my major that pay a reasonable wage for cooperative education work experiences are available. I am aware that the CTAAE, Office of Cooperative

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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."

Cooperative Education Services and Resources

The search for a co-op is a search for a job. The Office of Cooperative Education in partnership with the **Kuhlin Hub for Career Design and Connections** provides 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). Students should utilize the services and resources of the Office of Cooperative Education and the Kuhlin Hub for Career Design and Connections, faculty mentors and academic advisors to receive maximum advantage of the cooperative education program. Benefits of this process include, but not limited to:

- Develop valuable job-search skills such as career assessment, resume writing and interviewing techniques.
- Design the career path and co-op location that best suits individual career goals.
- Gain experience and develop a strong professional network through contact with potential future employers thereby improving post-graduation career opportunities.

The Office of Cooperative Education manages and facilitates the cooperative education program for the CTAAE and is the main source for information about co-op requirements, processes, and procedures. Functions include:

- Assisting with career fairs and employer events.
- Coordinating employer campus visits.
- Promoting co-op opportunities and connections.
- Co-op consultations with students and employers.
- Email notifications and direct communication with individual students and employers.
- Collaboration with academic advisors for co-op and course planning.
- Co-op approvals and registration.

The Office of Cooperative Education develops new co-op sites and develops existing sites through ongoing employer interactions. The Office of Cooperative Education encourages students to apply to positions advertised through various resources. If a student is interested in researching and securing a co-op position with a company that has not previously participated in the Cooperative Education Program, the student may contact the employer(s) on their own or with assistance from the Office of Cooperative Education. The Office of Cooperative Education is available to meet with the employer to answer any questions about the Cooperative Education Program.

The Office of Cooperative Education encourages students to meet with their faculty mentors and the Kuhlin Hub for Career Design and Connections 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 responsibility for securing an approved co-op rests with the student. The Office of Cooperative Education does not 'place' students in co-ops.

Office of Cooperative Education Student Services
- Generating job leads.
- Search strategy development.
- Co-op advising and correspondence.
- Co-op housing advising.
- Resume & cover letter writing.
- Course registration and processing.
- Interview preparation.
- Employer relations & development.

Co-op Search Tips & Strategies

Co-op success depends on effort and time invested. The University offers resources including The Kuhlin Hub for Career Design and Connections, the Office of Cooperative Education, faculty mentors, academic advisors and more to help you. 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. Any job that meets the requirements and is related to your major can count as a co-op.
- Notify the employer of the co-op requirements prior to registering a co-op.
- Start where you are. Take action. Do not give up.
- Ask questions and learn. Have confidence in yourself.
- Sending a resume is the first step. Follow-up periodically with an email or phone call. Ask the employer if they have received your resume, ask if they have any questions, ask for a tour, or informational interview. This can help to develop a conversation that could lead to an opportunity.
- Keep your options open. Avoid situations that limits your options.
- 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 full-time positions after graduation.

Resources to Find a Co-op
- Handshake (BGSU system)
- Phone Contact with Companies
- Company Career Page(s)
- Job Shadowing/Company Tour
- Student-Generated Resources
- Previous Co-op Position (referrals)
- Networking (friends, family, faculty, and others.
- Professional Associations/Organizations
- Online job Search Databases
- Chamber of Commerce
- Social Networking (Facebook, LinkedIn).
- Internet Search

Search Table Example

Example table to track employers you have contacted/connected with during your search.

Table 1: Example Co-op Search Tracking Sheet

Date	Company	Contact	Phone	Email	Result	Follow-Up

Example (contacting a minimum of 50-100 employers may be necessary).

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?
- What is the most important lesson you have learned in or outside of school?
- How have you changed personally since you started college?
- How have your courses helped you prepare for this position?
- What has been your favorite or least favorite course and why?
- Knowing what you know now about your college experience, would you make the same decisions?

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 has your education 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 you held why you committed 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 and what did you gain from those 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 critical thinking skills.
- Describe the project or situation that best demonstrates your analytical skills.
- Describe a conflict situation and how you managed it.
- Give an example of a problem you solved and the process you used to arrive at the solution.
- Describe a creative or innovative idea that you developed and implemented.
- 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 managed 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 your contributions to a team project of which you are proud.

Co-op Exceptions

- **Associate or Bachelor's Degree**
- **Military Experience**
- **Part-Time**
- **Credit by Exam (CBE) Qualifications**
- **Students with Disabilities**
- **Co-op Search Hardship Policy**

Associate or Bachelor's Degree

Any student entering the CTAAE who previously obtained an official associate or bachelor's degree from an approved and accredited institution MAY qualify for one co-op exception. Students must submit final transcripts documenting 'degree earned' to Registration and Records. Once submitted students must notify their academic advisor to request to waive one co-op. Registration and Records will verify official final transcripts and degree earned. One co-op is waived when all documents are received and verified. Students should consult with their academic advisor to determine if they qualify and to process the exception.

Military Experience Credits

The CTAAE Office of Cooperative Education recognizes the approved military activities listed below as appropriate experiences for co-op course exception. Documentation is required for final approval of all co-op exceptions. Students should consult with their academic advisors, in conjunction with the Office of Cooperative Education, and the **Nontraditional and Military Student Services** for questions and for assistance with submitting documentation.

Basic Military Training (BMT) - One Co-Op Course Credit
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, and request co-op substation for Basic Military Training. It is the student's responsibility to consult with their academic advisor to ensure the substitution is processed.

Tech School and On the Job Training (OJT) - One Co-Op Course Credit
Tech School and OJT periods vary but must consist of a combination of at least thirteen total weeks and the training must be 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 and consult with Nontraditional and Military Student Services in conjunction with their academic advisor. Co-op credit may be granted by substitution or Credit by Exam.

ROTC
ROTC Training – Individual ROTC programs approved by the student's chair/director may be considered for a co-op exception. Once completed, the student must submit documentation in the form of an official letter or certificate signed by their commanding officer to **coop@bgsu.edu** and cc' their academic advisor to request consideration for a co-op exception for ROTC training. If approved, the students' academic advisor will process the exception to waive one co-op.

*Of the trainings; field/cadet/leadership training programs, only one may be used as a co-op exception.

* Students who are pursuing commissioning through highly competitive training programs may request one co-op exemption. This exemption is subject to approval by the program director and the co-op coordinator.

AFROTC - Field Training Camp - One Co-Op Course Waiver
Summer: 2 – 6 weeks (includes two additional weeks of academic training (catch-up) for students that missed first-year student and sophomore Air Force ROTC coursework)

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 the summer before the junior year. If a student is a senior and plans to attend 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 to attend graduate school, their current academic program must extend by two more years.

AFROTC, Cadet Training Assistant (CTA) – One Co-op Course Waiver
Summer 5 weeks (24/7)

Cadet Training Assistant (CTA) is Air Force Reserve Officer Training Corps' (AFROTC) premier Professional Development Training opportunity for cadets in the Professional Officer Corps. CTAs work with active duty, reserve and national guard professionals in a challenging and high-ops tempo environment to provide purposeful and professional pressure to AFROTC cadets in the General Military Course during summer field training. Field Training is congressionally mandated transformational experience to evaluate cadets' preparedness to lead at their Detachments as they progress toward becoming a leader

of character in the Department of Air Force. CTAS specifically help develop the basic skills of a professional officer, including respect, attention to detail, urgency, and customs and courtesies.

Army ROTC - Advanced Training Program (ATP) - One Co-Op Course Waiver
Summer: ~ 7 weeks (24/7)

Highly competitive Advanced Training Programs may apply towards one co-op course exception for students who have completed a minimum of seven weeks of education and training for officer career field training.

Individual programs approved by the Chair of the students' program MAY be eligible for a co-op exception.

Army ROTC - Advanced Camp - One Co-Op Course Waiver
Of the two, only one will waive CO-OP credit:

Summer: 5-6 weeks (24/7)

Advanced Camp occurs between the student's junior and senior year for five-six weeks and may apply towards one co-op exception. Individual programs approved by the Chair of the students' program MAY be eligible for a co-op exception.

Army – ROTC Cadet Troop Leader Training/Leadership Development Assessment Course (LDAC) – One Co-op Course Waiver
The Leadership Development and Assessment Course (LDAC) is the centerpiece of the US Army's Reserve Officers' Training Corps (ROTC) program and conducted during the summer months (June, July, and August) at Fort Knox, Ky and 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. Individual programs approved by the Chair of the students' program MAY be eligible for a co-op exception.

Army ROTC - 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 3-4-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 to a unit mentor and are provided on-post lodging and meals via a Dining Facility and assigned to a unit. Designed exclusively for MS III Cadets before and after completion of the Leader Development and Assessment Course (LDAC). Individual programs approved by the Chair of the students' program MAY be eligible for a co-op exception.

Marines ROTC - Officer Candidates School
Of the two 6-week classes, only one will waive one co-op course credit: Platoon Leaders Class (Junior or Senior)
The 10-week class only one will waive one co-op course credit: 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. First-year student and sophomores attend

two 6-week training sessions and Juniors, seniors, and graduates attend a 10-week session during the summer at Officer Candidates School (OCS), Quantico, Virginia. Individual programs approved by the Chair of the students' program MAY be eligible for a co-op exception.

Credit by Examination (Co-op CBE)
The purpose of cooperative education 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 CTAAE student already has work experience related to their field of study prior to entering the college, it may equate to a co-op course(s) by way of Co-op Credit by Exam (Co-op CBE)

A "Credit by Examination" (CBE) as defined by the BGSU Undergraduate Catalog:
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. An 80$ CBE fee is assessed for each credit-by-exam course. Credits by Examination are graded on an "S/U" basis. Further information on procedures is available at www.bgsu.edu/techcoop >Students >Co-op Exception> Co-op Credit by Exam.

To qualify for a Co-op CBE, the student must be able to answer "YES" to all 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?
4   Did your work experience occur prior to entering the CTAAE?
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?

Students must submit the CBE Application Packet for approval to the Undergraduate Student Services Office (USS) during a semester when registered for at least two semester hours of credit at BGSU; If no, discuss Credit by Portfolio.

CBE Approval Process
- The approval process takes approximately five weeks.
- If the designated faculty member determines Co-op CBE may be applicable, student answers yes to all CBE qualifications, and has Co-op CBE work experience documentation,

the student submits the completed all (required documents listed below), to the Undergraduate Student Services Office (USS) **coop@bgsu.edu**. .

Co-op CBE Required Documents
1. Documentation of previous work experience:
    a. Letter(s) verifying 12-months work experience and the duties performed.
        i. Documentation must be on company letterhead from the company you are using for your Co-op CBE experience.
        ii. A Letter(s), 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.
2. Recommendation/Evaluation of Work Experience completed by the company using ONE of the three methods listed below:
    a. Formal company performance evaluation for the 12-month period, or
    b. Letter(s) of Reference (or an additional paragraph incorporated in the letter of documentation defined above), or
    c. Cooperative Education Evaluation form (contact the Office of Cooperative Education).
3. Co-op CBE Report (Co-op CBE Report Template found at **www.bgsu.edu/techcoop** >Students>Exception>Co-op CBE)
    a. Every objective requires a reflection response about your previous work experience.
        i. CBE Report Guidelines suggest one page response for each objective.
        ii. Students pursuing multiple CBE Co-op Exceptions for multiple years of experience must write a unique Co-op CBE report and must not self-plagiarize.

Co-op CBE Process
1   Submit Co-op CBE documents (Part A) to **coop@bgsu.edu** and complete in unison (Part B) Credit by Exam Application Form
2   The Undergraduate Student Services Office logs date received and forwards to assigned Co-op CBE to designated faculty member.
3   The designated faculty member assigns appropriate grade (S/U), signs the CBE Application form, and forwards the Associate/Assistant Dean for Undergraduate Affairs.
    a. CBE is graded on an S/U basis only.
4   Upon final approval, Registration and Records assigns credit to the student (at the end of the semester).
5   The student reviews his or her DARS and/or transcript for confirmation.
6   An $80 non-refundable service fee for each CBE course assessed to the student's bursar account.

Notice: All exceptions noted in this Co-op Manual are subject to approval and may change without notice. It is the student's responsibility to contact their academic advisor to verify processing of exceptions.

Part-time (Parallel) Co-ops

Students derive maximum benefits from multiple, full-time co-ops completed during alternating semesters however, a part-time two semester co-op that meets the co-op requirements is allowed.

A part-time co-op spanning two consecutive semesters only counts for one (1) course.
Your co-op registration will only show that you are registered for your co-op during the FIRST semester of a two-semester, part-time format. This is because students are not permitted to register for a course over multiple semesters. Tuition for the credit hours associated with the registered co-op course are charged during the first semester.

You will be completing your co-op hours (20 hours per week) over two-consecutive semesters, but all official paperwork is processed the first semester.

Part-time employment accepted when:
- A reasonable effort to find full-time employment has failed.
- The student's part-time experience benefits the students' academic and career development.
- The Office of Cooperative Education or Department Chair endorses the employer.
- The position is high quality and a good match for the student.
- Continuation of employment after completions of a previous co-op and potentially leading to a fulltime position.
- The student has a disability causing personal limitation.
- Periods of economic downturn.

During the First Semester
- Verify your co-op registration by checking your class schedule and Canvas.
- Pay the tuition for the credit hours associated with the co-op course.
- Submit all assignments and required revisions until a passing score is earned.
- Participate in the site review.
- Follow your employers' rules and regulations.
- Work at least 20 hours each week during the dates that correlate with the semester.
- At the end of the first semester students are assigned an incomplete grade (INC).

During the Second Semester
- Do NOT submit another registration application. You are already registered.
- Work at least 20 hours each week during the dates that correlate with the semester.
- Submit verification that you worked at least 20 hours per week for both semesters.
- A grade change request is submitted at the end of the second semester.

Co-op Search Hardship Policy
A co-op course (TECH 2890, 3890 or 4890) course substitution may be considered when an actual co-op cannot be completed due to extreme circumstances. The Dean, Associate, Assistant Dean, Directors, Chairs, Faculty academic advisors and the Office of Cooperative Education will consult to identify a resolution for the situation at hand.

Eligibility
An alternative co-op course completion may be considered if all the following conditions are met:

- The student must not have refused a reasonable and approved co-op offer.
- The student must demonstrate they conducted an extensive job search. Documentation must reflect a substantial effort has taken place by the student over multiple semesters and must include:
  - A written log of all co-op search activities.
  - A minimum of fifty rejection letters, written on company letterhead from the employers, addressed to 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 fifty employers who wrote the submitted rejection letters.
  - Documentation of an extensive job search effort utilizing the support services of the CTAAE Office of Cooperative Education, Kuhlin Hub for Career Design and Connection, faculty mentors and academic advisors.
  - At least four scheduled and attended meetings with a CTAAE Office of Cooperative Education member and the Kuhlin Hub for Career Design and Connections and a faculty mentor.
  - Documentation of resume and cover letter review, approval and interview skills review and guidance from the CTAAE Office of Cooperative Education and the Kuhlin Hub for Career Design and Connections.
  - Documentation of the student applying for positions advertised through the CTAAE Office of Cooperative Education and the Kuhlin Hub for Career Design and Connections. This is in addition to the fifty rejection letters mentioned above.

Assessment of student eligibility for a co-op substitution option is the responsibility and decision of the Office of Cooperative Education, the student's academic advisor, the Associate Dean for Undergraduate Studies, School Director, and the Dean of the CTAAE and will become part of the student's permanent academic file.

If eligible, the co-op substitution project consists of two parts:
1 Enrollment in course TECH 4950: Undergraduate Independent Study involving a field-based research project under the supervision of the student's faculty advisor and the Office of Cooperative Education.
2 Completion of a Co-op Research Report, due one week prior to the end of the semester in which the student is enrolled in TECH 4950 for this co-op substitution. The Co-op Research Report contents content details listed below:

Co-op Research Report Contents
As part of the total substitution package, the student must prepare a proposal that includes:

1. Justification for co-op Substitution: Professional statement from the student stating why they feel they are eligible to complete this substitution instead of the standard CTAAE co-op course (TECH 2890, 3890 or 4890).
2. Field-Based Research Project:

a. Student will research and identify fifteen different companies who produce goods and/or services related to that student's major field of study.
b. Site Review and Interview: Student will visit each company in-person and interview one employee who holds a position related to their academic program and career goals.
1) Required interview questions.
2) What is history of the company?
3) What products/services does the company provide?
4) What is the companies' mission and future goals?
5) How many employees are at the company?
6) Where is the company located? Are there multiple locations?
7) What are the employers hiring process?
8) Explain the Cooperative Education Program.
9) Inquire about co-op or internship opportunities.
10) Identify the individual responsible for making the hiring decisions.
11) Ask about supervisor's responsibilities.
12) Ask about the employer's supervision structure.
13) Request a tour and ask about company operations and practices.
14) Ask about strengths and areas of improvement for company.
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 and 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. Details about interview responses. How will you use this information to attain a position in your industry.
B. List of Companies and Resources
1. Company name, website, address, phone number, and email.
2. Contact person name, title, phone, email, and background information.
3. Company products and services rendered.

Frequently Asked Questions

1. Are co-op courses required?
Yes. All programs in CTAAE require co-ops. Review your program check sheet for the required co-ops. *E-campus programs including Management and Technology and Quality Systems follow a different protocol for fulfilling the co-op requirements. Students in these programs and must consult with their faculty advisor for information about fulfilling the co-op requirement for their specific program. Review the list of co-op exceptions and contact your academic advisor or the Office of Cooperative Education with questions.*

2. Who must complete the co-op courses?
All CTAAE students must complete the co-op requirements listed on their check-sheet.

3. How many co-op courses are required?

This depends on your major. Review your major check sheet, degree audit and/or consult with your academic advisor to confirm your course requirements.

4.   Can co-ops be completed during any semester?

Yes. Students can complete their co-op in any semester (summer, fall or spring). Students are encouraged to alternate semesters of classes with semesters at a co-op whenever possible. Completing a co-op in varying semesters exposes the student to the cyclical cycles of their industry and offers new and unique experiences, to further develop industry skills.

5.   When should a student complete their co-op?

To achieve successful integration of academic learning and practical experience students should alternate semesters taking classes with semesters at a co-op whenever possible. In some programs, the first co-op course (TECH 2890) is a matriculation requirement, meaning it must be completed before upper level (3000 and 4000 courses) can be taken. Review your program requirements and consult with your academic advisor for more information.

6.   When are students ready for a co-op?

Many students are ready for their co-op as a first-year student or during their first semester. Students are the pipeline of talent for industry and critical for workforce development therefore employers accept students at all levels of skill set.

7.   Can a student change their major after completing one or two co-ops?

Yes. The Cooperative Education Program helps students clarify their academic and career direction early in their career, rather than discovering they chose the wrong career path after graduating. If a student changes to a new major within the CTAAE, the completed co-op(s) will count towards graduation. Students who choose a major outside of CTAAE should consult with their academic advisor to determine if the co-op credits can benefit their new academic plan.

8.   Can co-ops occur outside of Ohio?

Yes, CTAAE students have completed co-ops in every state in the country and many continents around the world. Students are encouraged to explore the geographical options available to them. International co-op experiences can complement your resume. Some students explore co-op opportunities in locales where they think they may want to work and live after graduation for the chance to 'test out' the location before permanently relocating. This strategy will help familiarize you with the industrial context of the target city and will be an asset when searching for a permanent position 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 wherever is conducive for their co-op experience. Students are encouraged to explore their geographic options, and limit obstacles such as lengthy apartment leases that may limit them from co-op opportunities in other geographic regions.

10. Can students complete multiple co-ops at the same company?

Yes, Students can complete all co-ops at the same company. Responsibilities must increase and vary with each succeeding co-op position. The Office of Cooperative Education supports co-op positions that prepare students for eventual permanent employment that aligns with their career goals. An example scenario could be:

TECH 2890 - High supervision and mentoring needed, foundational skills developed.

TECH 3890 - Moderate supervision and mentoring needed, foundational skills applied, and new skills developed.

TECH 4890 - Low supervision and mentoring needed, developed skills applied and added responsibilities.

11. Can a student receive co-op credit if they are self-employed?
No. Learning and developing skills while working in coordination with others are aspects of professional development during the co-op experience. The College requires supervision, mentoring and evaluations during the student's co-op experience, which cannot occur when self-employed.

Additionally, current BGSU students cannot 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, CTAAE students who are participating in a co-op experience must receive a reasonable wage as set forth by the United States Department of Labor. The Office of Cooperative Education advocates for all students to be compensated for the skills, talents, and contributions they offer. Unpaid co-ops and internships further disadvantage marginalized students, therefore the CTAAE Office of Cooperative Education does not sanction unpaid co-ops.

13. How and when does a student register for a co-op course?
Students should register their co-op after they have accepted an employers offer. The student should inform the employer of their intention to register the position as a co-op. Once the co-op registration application is received and approved, the Office of Cooperative Education will register the student for the co-op.

To Register a Co-op:

Go to ***www.bgsu.edu/techcoop****.*

Locate and click the 'How to Register Your Co-op.'

Select the appropriate Co-op Registration link.

Complete the Form and Submit

14. Can a student earn retroactive credit for a co-op that was not registered?
No. As with other courses, the co-op course has assignments and due dates throughout the semester that relate to the co-op experience. Once a student secures a co-op position, they must submit a Co-op Registration Application for review and approval by the Office of Cooperative

Education and the students' department. Credit cannot be granted for a co-op that was never approved or registered.

15. I am not a CTAAE student, can I register a tech coop?
Students outside CTAAE should consult with their academic program to determine if registering a CTAAE tech co-op course is beneficial to their academic and career plan.

16. How many other courses can be registered during a semester in which I register a co-op?
As much as the student can manage without sacrificing quality work towards their co-op or their academic courses. Course work should not interfere with the co-op commitment and the co-op commitment should not interfere with academic course work.

17. Can a student earn co-op credit for part-time employment?
Yes, if two consecutive semesters, see the Part-Time co-op section of this Manual for details.

18. What is the cost of tuition for a co-op course?
A co-op course (TECH 2890, 3890 and 4890) is a credit bearing course. Tuition is charged based on credit hours and will be reflected based on the number of credit hours associated with the co-op course during the semester in which you are registered for the co-op. For current tuition rates, please consult the BGSU Bursar Office. It is the students' responsibility to ensure all account holds (Bursar, Advising, Financial Aid, etc.) are cleared before submitting their co-op registration application. Any holds preventing registration may delay or prevent the Office of Cooperative Education from registering the student for their co-op.

19. What co-op (job) searching resources exist?
Below is a brief list of resources, there are others and students should use all their resources when searching for a co-op.

- Kuhlin Hub for Career Design and Connections
- Career Fairs
- Handshake
- Networking: (Talking with friends, family, businesspersons, 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).
- 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).
- Company career pages.
- Email inquiries.
- The Office of Cooperative Education.
- Professional Associations/Organizations (related to your major).

20. What if a student cannot find a position to meet their co-op requirement?

If the student makes an admirable effort, they will be successful. The student should continuously search for positions and use all their resources including those listed throughout this manual.

21. Must a student with prior work experience complete the co-op requirements?

All CTAAE students must complete the co-op requirements. Students may qualify for a co-op exception for prior work experience. Refer to the Co-op Exceptions section of this Manual or contact the Office of Cooperative Education for more details.

22. In addition to meeting the employer's expectations, what is expected of a co-op student?

Apply/Register for your co-op course. Without this, credit cannot be earned.

Respond to any correspondence and phone calls from the Office of Cooperative Education.

Report any issues, changes in schedule or location as they occur.

Coordinate and schedule the required co-op site review.

Complete and submit the co-op assignments on or before the due date as well as any required revisions.

23. Does a student have to pay income tax on wages earned while on co-op?

Yes. Wages received by students on co-op jobs are subject to federal and, where applicable, state and/or local taxation. Consult with a tax expert to avoid legal and financial issues,

24. Can a student matriculate without completing the first co-op?

Programs may require students to complete their first co-op, have an accumulative 2.25 GPA before they can matriculate and take 3000/4000 level courses in their program. Consult with your academic advisor for more information.

25. What pre-employment screening policies do employers require?

These are varied. Some employers require drug screening, psychological testing, GPA/transcript review, driving record review and strength tests. Employers may have a smoke-free environment policy, others require adherence to strict dress codes. Contact your specific company for further details.

26. What should a student do if they experiencing harassment, discrimination, gender bias or has other concerns or problems during their co-op?

Contact your supervisor and the Human Resources office at your place of employment. Contact the Office of Cooperative Education immediately, both in writing and in person or by phone. These are serious issues that need 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 full-time students enrolled in a fulltime academic experience at BGSU. However, students receiving financial aid must check with the office of Financial Aid 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. 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?
The student should inform the Office of Cooperative Education. It may be possible to find a resolution. If you quit your co-op, you may not receive co-op credit(s).

29. Does a student have to be an expert to participate in their first co-op?
No. Students are preparing themselves for entry level positions in their industry. Employers who hire students for co-ops/internships understand you are entering your field with limited experience. The first co-op experience is designed to expose you to your 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 may receive credit for additional co-op courses. Consult with your academic advisor to evaluate your degree plan.

31. While completing a co-op, does the student observe the BGSU or employer calendar?
Follow your employers' calendar while employed as a co-op student. Note: BGSU's holiday schedule and breaks may not align with the employers' scheduled holidays. Follow your employers' policies and procedures regarding time off. Vacations should be planned around your co-op commitment.

32. Can a student use the University Recreational Center while registered for co-op?
Yes. With conditions. Contact the Student Recreation Center for details.

33. What if a student secures and accepts a co-op and needs to drop registered courses?
You can drop courses via your MyBGSU. Consult with your academic advisor to revise your academic plan accordingly. You are responsible for dropping and adding courses through your MyBGSU or with the assistance of your academic advisor.

34. **Can an on-campus housing contract be amended if a student obtains 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. If a student is fired from their co-op, will they fail their co-op?
Yes. Co-op course credit is earned when all course components are completed successfully. Satisfying employer requirements is one requirement. Additionally, they will not have completed

the required work hours requirements therefore, they would lose credit for their co-op course. Contact the Office of Cooperative Education.

37. Does a student lose their co-op course credit if they quit their co-op before the end of the semester?

Yes. Students earn co-op course credit by satisfactorily completing all course requirements. If a student quits before the semester ends co-op requirements cannot be met, therefore, credit cannot be earned. Contact the Office of Cooperative Education.

38. I want to co-op in another country, how do I search for housing?

The International Programs and Partnerships Office has many resources related to **Education Abroad** 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! Employers understand that your co-op is a learning experience and are willing to mentor and train you.

40. I have more questions, where do I find the answer?

Please contact the Office of Cooperative Education 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

Table 2: Testimonials from employer partners and alunni.

Marathon Oil Company (Employer):

"The Cooperative Education 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 Cooperative Education 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."