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APPENDIX I
I. How to Use This Handbook

The Cooperative Education Program Student Handbook covers the policies and procedures of the Cooperative Education Program. If you have questions about the Cooperative Education Program anytime throughout your participation, you should refer to this handbook or talk to your Cooperative Education Faculty Advisor to seek clarification.

Delineation is made between mandatory and optional programs. Mandatory co-op programs are considered to be those majors that require Cooperative Education participation to meet graduation requirements. These include several majors in the College of Design, Architecture, Art, and Planning, the College of Engineering and Applied Science, and the College of Education, Criminal Justice and Human Services. Optional co-op programs are considered to be those majors that offer a curricular option to participate in the Cooperative Education program. For an updated listing of majors which offer Cooperative Education participation as a mandatory or optional requirement, please view the ELCE website: http://www.uc.edu/careereducation.

The following key terms will aid in understanding and implementation of the policies and procedures contained in this Handbook.
**Key Terms**

**Academic Program**: The program in which a student is enrolled, (i.e. Aerospace Engineering, Marketing).

**Academic Semester**: The semester(s) during which the student is enrolled and participating in academic courses on campus.

**Advanced Standing**: Status given to a student by the Professional Standards Review Committee for qualifying previous work experiences.

**Co-op Assignments**: The Learning Objectives, Student Project, and Student Report administered through the PAL website which are required to be completed during each co-op semester.

**Co-op Employer**: The organization or corporation employing the student for the duration of the term the student is working in a co-op position.

**Co-op Position**: The position a student is filling with an employer as a part of the Cooperative Education Program, i.e. the co-op job.

**Co-op Semester**: The semester(s) during which the student is actively working in a position (i.e. “on co-op”).

**Cooperative Education (Co-op)**: The academic program which alternates terms of full-time academic course work with terms of full-time work experience which is paid, properly supervised and evaluated, and discipline related.

**Cooperative Education Faculty Adviser**: The faculty member in the Division of Experience-Based Learning & Career Education (ELCE) who is responsible for administering the Cooperative Education Program for the student’s major of study.

**Mandatory Programs**: Those academic programs for which participation in the Cooperative Education Program is a requirement for graduation. Most undergraduate programs in the College of Engineering and Applied Science and those in the College of Design, Architecture, Art, and Planning require participation in co-op, as well as the Information Technology program in the College of Education, Criminal Justice, and Human Services.

**Matriculated**: Officially enrolled in an academic college and/or major.

**Post Co-op Reflection**: A required meeting between the student and the faculty adviser following a co-op semester.

**Professional Assessment and Learning (PAL)**: The online tool that is used for individual student assessment, assignment completion, and programmatic assessment. The tool is accessible via [https://www.uc.edu/pal](https://www.uc.edu/pal).

**Professional Standards Review Committee (PSRC)**: A committee composed of faculty and student members for the purpose of reviewing all matters pertaining to program and student relations or irregularities.

**Referral process**: The process by which Faculty Advisers distribute student resumes and/or portfolios (i.e. refer students) to potential co-op employers.

**The Division of Experience-Based Learning & Career Education (ELCE)**: The academic unit at the University of Cincinnati which administers the Cooperative Education Program.

**Transfer Students**: Students who enter the University of Cincinnati from another University.

**Transition Students**: Students who change majors, or change colleges within the University of Cincinnati.
II. Introduction to the Division of Experience-Based Learning & Career Education (ELCE) and the Cooperative Education Program

A. The Division of Experience-Based Learning & Career Education (ELCE)

1. Mission of Cooperative Education
   The mission of the Division of Experience-Based Learning & Career Education is to provide a premier global academic program of cooperative education. This pedagogic innovation had its founding at the University of Cincinnati in 1906. Through cooperative education, the professional world partners with the university to integrate theory and practice. Supporting the university's mission, cooperative education extends student learning beyond the classroom providing an enhanced educational experience which includes paid, discipline-related work experience to further students' career preparation. While students are gaining practical experience in their chosen field, they acquire an understanding of the world of work, integrate theory and practice, and have the opportunity to further develop professional and interpersonal skills.

2. Faculty
   Upon acceptance into the Cooperative Education Program, students are assigned to a Faculty Adviser who is responsible for specific phases of the program. Faculty in the Division of Experience-Based Learning & Career Education (ELCE) assist more than 3500 students each year in developing, implementing and verifying their professional interests through classes, and through national and international co-op positions. The Faculty Advisers are responsible for all communication between the Cooperative Education Program and employers participating in the program and conduct regular individual mentoring sessions with the students. The Faculty Adviser acts as a catalyst between the student and the employer. The adviser assists each student in integrating practice and classroom theory and in realizing the fullest potential on a discipline-related practice assignment.

3. Location, Hours, Contact Information
   The Division of Experience-Based Learning & Career Education (ELCE) is located in the Steger Student Life Center. The reception desk is located on the 7th floor.

   NOTE: The handicap accessible entrance is accessed by entering the SWIFT building, taking the elevator to the 8th floor, and crossing over the external walkway from Swift to Steger.

   Division hours: 8:00 AM - 5:00 PM M-F
   (including breaks but not university holidays)
   E-mail: coop@uc.edu
   Web Address: www.uc.edu/careereducation
   Office Phone Number: 513-556-COOP (2667)
   For individual faculty adviser contact information please visit www.uc.edu/careereducation

B. The Cooperative Education Program
   The Cooperative Education (Co-op) Program of the University of Cincinnati is designed to provide eligible students the most comprehensive education and professional preparation available. Participating undergraduate students alternate semesters of paid, career-related experiences with semesters of classroom study starting in their sophomore year and extending into their senior year. Students in graduate co-op programs also follow an alternating schedule according to the approved academic plan. The extension of classroom, laboratory, and studio teaching through practice in a chosen profession adds a unique dimension to student learning and preparation for entering a chosen career area.
The co-op experience related to the field of study, acquired while earning a degree, assists the student in developing an understanding of human relationships and in learning to work with others as a member of a team. Individual growth is enhanced by the realization that, in addition to demonstrating theoretical knowledge, one is also learning to become an integral part of the working community and developing an awareness of the interrelationship between the academic and professional worlds. Thus during the college years, the student obtains first-hand knowledge of professional practices, expectations and opportunities. At the same time, a student is offered a realistic test of career interests and aptitudes. Work experiences make the student more valuable to employers, increase qualifications for career opportunities, and provide an excellent background for pursuit of graduate programs.

The co-op program is either mandatory, meaning the program is a degree requirement for graduation in a major, or optional, the program is an option students can take as part of their degree program in their major. Visit www.uc.edu/careereducation to view a list of the degrees that require mandatory or offer optional programs.

C. The International Co-op Program (ICP)

The International Co-operative Program (ICP) at the University of Cincinnati was originally developed by the College of Engineering and Applied Science to provide graduates with second language proficiency, an understanding of foreign cultures, and to better prepare them for engineering careers in the global market. Please note that not all students who co-op internationally are part of this highly selective program. At present, the focus languages are German, Japanese, and French. A course, Orientation to International Cooperative Education, is required for all ICP students to create realistic expectations of what it will be like to live and work in a foreign country and help them decide their specific focus.

Admission is competitive, with a 3.0 GPA requirement. Students are encouraged to apply to the ICP at the first opportunity, which is spring semester of the freshman year. Applications will be accepted as late as spring semester of the sophomore year, but early application is preferable to enable students to make choices that fit ICP courses into existing curriculum requirements. Late applications (pre-junior year) will be considered only if space is available and with approval of the student’s co-op faculty advisor.

Otherwise, the ICP maintains the same requirements as the standard Cooperative Education Program but incorporates in a series of language and culture courses to support the international co-op positions. The co-op component includes a capstone eight-month overseas practice assignment. The ICP allows each student to acquire a unique combination of skills which will give him/her a competitive edge in the global job market. For more information, visit http://www.uc.edu/careereducation/experience-based-learning/international-experiences/international-co-op--icp-.html.

D. Experiential Explorations Program (EEP)

The Experiential Explorations Program (EEP) is designed to give students enrolled in the Cooperative Education Program the opportunity to have a one-time educational alternative to the traditional, paid co-op positions and to provide students and co-op faculty with additional educational employment alternatives to better prepare students to qualify for future co-op and career opportunities.

Each of the EEP alternatives requires prior notification to and approval from the Faculty Adviser. Approval forms may be obtained in the Division of Experience-Based Learning & Career Education (ELCE) Office or on the Division website. It is highly recommended that students seek approval no later than the end of the third week of the semester prior to beginning the EEP. Dependent upon which EEP alternative is used; students may be required to complete the co-op assignments as typically prescribed by the Division of Experience-Based Learning & Career Education (ELCE) and the faculty adviser.

Co-op students may choose from the following EEP alternatives:
1. **Study Abroad. The following conditions are required:**
   a) If the study abroad experience is at least 12 credit hours, it will qualify as an EEP. If less than 12 credit hours, students will need to petition to the PSRC.
   b) The student must meet eligibility requirements and follow all procedures for study abroad as determined by UC International Programs [http://www.uc.edu/global/](http://www.uc.edu/global/).
   c) The program must be documented on the student transcript.
   d) This will serve as a substitute for one co-op term and will count towards certification.

2. **Community Service and Volunteer Positions. The following conditions are required:**
   a) Community service or volunteer experience must be a minimum of 450 hours/semester, and must be verified by an organization representative.
   b) Work is preferably for a not-for-profit organization.
   c) Experience is structured and formalized.
   d) Student has a mentor/supervisor who can assess their experience.
   e) Position must be obtained by the student and must be approved by the faculty adviser.

3. **Research Position. The following conditions are required:**
   a) Research experience must be a minimum of 450 hours/semester, and must be verified by a supervisor.
   b) Work is preferably for a professor or research institute/program.
   c) Experience is discipline-related.
   d) Experience is structured and formalized.
   e) Student has a mentor/supervisor who can assess their experience.

4. **Travel Semester. The following conditions are required:**
   a) Travel time should approximate the duration of the practice semester as shown on the ELCE Calendar.
   b) Travel must be related to the student’s discipline or career goals.
   c) A period not exceeding three weeks of the semester may be utilized for preparation, scheduling and other necessary administrative arrangements.
   d) If a student’s proposed travel is to be of less than twelve week’s duration, the student must submit the petition form along with a copy of the Career-Related Travel Form attached to the Professional Standards Review Committee for special consideration.
III. Eligibility

A. General Application Criteria for All Programs

In order to complete the program application and receive continuing program services, students must meet the following criteria:

1. A student must be a full-time, matriculated student carrying a minimum of twelve (12) academic credit hours per semester and be majoring in a discipline which includes cooperative education in the curriculum.

2. A student must be able to complete a minimum of three co-op semesters on a bachelor’s level or two co-op semesters on a graduate level to be eligible for the program. It should be emphasized that this minimum requirement of two or three co-op semesters only relates to initial program eligibility. The actual number of required co-op semesters is the number available on a regular alternating basis from the time of acceptance into the Cooperative Education Program, up to and including the last scheduled co-op semester in the senior year. This is to ensure the effective curriculum contribution of the co-op assignments and to meet accreditation standards.

3. A student must complete the appropriate Introduction to Cooperative Education course with a passing grade.

4. A student must be willing to accept a co-op position in any geographic location within the continental United States.

5. A student must be willing to accept a co-op position in either a Section I or Section II schedule (if applicable).

6. A student must be free of any academic deficiencies or other restrictions that would interfere with program participation.

7. If a student certifies at the time of acceptance into the Cooperative Education Program that there are no restrictions as to geographic location or section assignment (if applicable) and later insists upon imposing restrictions on the co-op position, acceptance for participation in the program shall be revoked until a time when the student can fulfill the participation requirements.

B. Application Criteria for International Students

Students on permanent resident status (green card), F-1 or J-1 visas, or other non-immigrant visas with an Employment Authorization Document from the Department of Homeland Security, are eligible to participate in the program. Most F-1 or J-1 visa holders must complete one full-year of classes in the US before they are eligible for participation in a co-op position. However, there are exceptions for F-1 students in graduate programs that require co-op participation during the first year of study and for J-1 exchange visitors participating in formal exchange programs.

All international students are required to complete documentation with the International Student Services Office (ISSO) following acceptance of a co-op position and prior to the beginning of their co-op term. This will enable students to work without jeopardizing their visa status in the United States.

C. Criteria for Students Matriculated into the Lindner Lindner College of Business

In addition to the general application criteria, when considering application to the Cooperative Education Program, the following criteria apply:

1. Students must have a cumulative grade point grade average of 2.5 or greater.

2. Students must certify that there is a reasonable expectation that at least 45 semester hours will be completed prior to the earliest semester during which the student will be eligible for their first co-op
position. Students who have completed more than 75 semester hours prior to the semester during which the student would be eligible for the first co-op position will not be accepted into the Cooperative Education Program.

1. The Timing of Introduction to Cooperative Education

Students are strongly encouraged to take the Introduction to Cooperative Education course and apply to the Cooperative Education Program during the spring semester of the freshman year. Students who apply to the program by the third week of the spring semester and are accepted, may begin their job search in the summer (provided student is full-time taking a minimum of 15 academic credits) or fall semester and have their first co-op semester in the following fall or spring semester. Students electing not to attend school in the summer semester can begin their job search in the fall semester for placement in the spring or summer semester.

Applications received after the deadline will not be assessed until the following semester.

It is critical that all students who wish to participate in cooperative education take Introduction to Cooperative Education and apply to the Co-op Program no later than the fall of the third year.

<table>
<thead>
<tr>
<th>Apply to the Co-op Program</th>
<th>Acceptance</th>
<th>Job Search</th>
<th>Earliest Work Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>By the end of Spring Semester</td>
<td>Conclusion of Spring Semester</td>
<td>Summer or Fall</td>
<td>Fall or Spring</td>
</tr>
<tr>
<td>By the end of Summer Semester</td>
<td>Conclusion of Summer Semester</td>
<td>Fall</td>
<td>Spring</td>
</tr>
<tr>
<td>By the end of Fall Semester</td>
<td>Conclusion of Fall Semester</td>
<td>Spring</td>
<td>Summer*</td>
</tr>
</tbody>
</table>

*Historically, summer placement is extremely difficult, so students must be ready to work fall semester in the event positions are limited.

D. Criteria for Transition/Transfer Students in the Lindner College of Business

Transition/transfer students entering the Lindner College of Business who plan to participate in the Cooperative Education Program must meet the previously stated eligibility criteria for Lindner College of Business students and adhere to the transition/transfer application process outlined in Section IV of this Handbook.

Students who are transitioning from one University of Cincinnati college which participates in the Cooperative Education Program into the Lindner College of Business and who have previously taken Introduction to Cooperative Education are urged to reapply to the Cooperative Education Program as soon as they are admitted to the Lindner College of Business.
1. **The Timing of Introduction to Cooperative Education for Transition/Transfer**

Students who have successfully completed the Introduction to Cooperative Education course prior to transition do not need to repeat the course.

Students transferring into the Lindner College of Business are urged to take the *Introduction to Cooperative Education* as soon as possible. Students entering the Lindner College of Business as a junior should take the course in the fall of the junior year and complete the application at that time. The following schedule outlines when a student applies to the Cooperative Education Program and the earliest semester he/she are eligible to complete his/her first work assignment:

<table>
<thead>
<tr>
<th>Apply to the Co-op Program</th>
<th>Acceptance</th>
<th>Job Search</th>
<th>Earliest Work Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>By the end of Fall Semester</td>
<td>Conclusion of Fall Semester</td>
<td>Spring</td>
<td>Summer*</td>
</tr>
<tr>
<td>By the end of Spring Semester</td>
<td>Conclusion of Spring Semester</td>
<td>Summer or Fall</td>
<td>Fall or Spring</td>
</tr>
<tr>
<td>By the end of Summer Semester</td>
<td>Conclusion of Summer Semester</td>
<td>Fall</td>
<td>Spring</td>
</tr>
</tbody>
</table>

*Historically, summer placement is extremely difficult, so students must be ready to work fall semester in the event positions are limited.

Applications received after the deadline will not be assessed until the following semester.

For any transfer application to be approved, the student must meet all of the requirements outlined in the "Eligibility" section, including the requirement to complete at least three co-op semesters.
IV. Application Process
All students, regardless of their participation in an optional or mandatory Cooperative Education Program must officially apply to the program. Students who apply must meet the eligibility requirements as discussed in the previous section.

A. Process
The application to the Cooperative Education Program is available online at http://www.uc.edu/pal/ Login information and instructions are provided in the Introduction to Cooperative Education course.

B. Timeline
For mandatory programs, applications must be submitted no later than Friday of the third week of the semester in which students are enrolled in the Introduction to Cooperative Education course and will be processed as they are submitted.

For optional programs in the Lindner College of Business, applications should be submitted by in the semester students are taking Introduction to Cooperative Education. Applications submitted by students in the Lindner College of Business will be processed at the end of the semester of submission.

C. Notification
Students will be notified by email when their application has been approved or denied. This communication will also inform the student of the next steps necessary to begin participation in the program.

D. Transition, Transfer Student, or Change of Major Application Process

1. From one University of Cincinnati college to another University of Cincinnati college after applying to the Cooperative Education Program.

For example: A change in major from industrial design (DAAP) to mechanical engineering (CEAS).

If a student is changing majors, and the new major is in a different University of Cincinnati college, the student must reapply to the Cooperative Education Program once accepted into the new college and major in order to continue participation in the Cooperative Education Program. The student must meet the appropriate eligibility criteria.

If the student has begun participation in the Cooperative Education Program, the student should meet with the current Faculty Adviser to inform the adviser of the change and to be advised of further necessary action. A change in major will likely result in a change in Faculty Advisers for the student. This meeting should occur as soon as the student is certain of the major change.

2. From one University of Cincinnati college to another without having previously applied or participated in the Cooperative Education Program.

For example: A change in major from psychology (A&S) to finance (COB).

If a student is changing majors to a major which offers mandatory or optional participation in the Cooperative Education Program, and the student has not previously applied or participated in the Cooperative Education Program, the student must apply to the program. Please refer to the Eligibility and Application Process sections of this Handbook for further instruction, referencing the information relevant to the new major or program.
3. From another educational institution.

*For example: Entering the University of Cincinnati after completing credit hours at a different two or four-year institution.*

A student transferring to the University of Cincinnati into a program which offers mandatory or optional participation in the Cooperative Education Program must apply to the Cooperative Education Program. Please refer to the Eligibility and Application Process sections of this Handbook for further instruction, referencing the information relevant to the new major or program.

4. From one major to another major in the same University of Cincinnati college

*For example: A change in major from architecture (DAAP) to urban planning (DAAP).*

If a student is changing majors and the new major is in the same University of Cincinnati college, the student does not need to reapply to the Cooperative Education Program.

If the student has begun participation in the Cooperative Education Program, the student should meet with the current Faculty Adviser to inform the adviser of the change and to be advised of further necessary action. A change in major may result in a change in Faculty Advisers for the student. Should this occur, the student should schedule a meeting with the new faculty adviser. This meeting should occur as soon as the student is certain of the major change.

E. Re-admission

After a withdrawal from the University, students desiring re-entry to the Cooperative Education Program must request re-admittance. Students should come to the ELCE office as early as possible after their return to campus, but no later than one semester before they will be available for placement in either section to receive instructions. In order for re-admittance to be considered, the student must have followed the proper withdrawal procedure, have had a satisfactory professional practice record, meet all of the eligibility requirements, and apply at the appropriate time.

F. Advanced Standing

Advanced standing may be granted for a co-op semester under either of following criteria:

Co-op experience from another academic program or educational institution that has a Cooperative Education Program with similar standards. Experience must be noted on a transcript.

-OR-

Full-time work of six consecutive months or more in a career-related job

A student must indicate prior experience when initially applying to the Cooperative Education Program. After acceptance in the Cooperative Education Program the student must complete the proper Advanced Standing request form and submit it to the Professional Standards Review Committee.

If granted, the advanced standing would apply to the first co-op semester(s). Note that advanced standing is typically used by those students who transfer to UC from other institutions, who meet the advanced standing criteria, and need advanced standing to meet the minimum required co-op semesters for their degree program. Details of the process can be discussed with the student’s Faculty Adviser during the initial meeting.
V. Introduction to Cooperative Education Courses

The Division of Experience-Based Learning & Career Education (ELCE) offers two classroom-based introductory Cooperative Education courses: Introduction to Cooperative Education and Orientation to International Cooperative Education. These courses are taught by the faculty of the Division of Experience-Based Learning & Career Education.

A. Introduction to Cooperative Education

The Division of Experience-Based Learning & Career Education (ELCE) offers an academic course required for students who wish to participate in the Cooperative Education Program. This course is designed to introduce students to the cooperative education learning model and how it is executed through the Cooperative Education Program. It will prepare students to maximize learning, and assist in the development of strategies and necessary skills for effective participation in the Cooperative Education Program. The courses are graded on the standard A - F scale, and carry one hour of academic credit per course.

B. Orientation to International Cooperative Education

Students who are interested in participating in the International Cooperative Education Program (ICP) are required to take the Orientation to International Co-op course in addition to the Introduction to Cooperative Education course. It should be taken at the beginning of a student’s participation in the ICP in the sophomore year. The course is designed to introduce students to cultural differences and to the challenges and opportunities involved in living and working abroad as well as reinforce the policies and procedures of the ICP. The course helps students develop an awareness of how to adjust to a new environment, and creates realistic expectations about an international work experience. Information is provided about the four cultures (German, Japanese, Spanish and French) available through the ICP and will assist undecided students in choosing a language focus. Each student must have satisfactorily completed the required Orientation to International Co-op class in order to be eligible for an international assignment through the ICP. Orientation to International Co-op is normally offered once each year. Students can be accepted into the ICP after spring semester of the freshman year, and should register for this course at the earliest possible time. Orientation to International Co-op is not required for students who will work abroad through independent efforts and are not a part of the ICP.
VI. Participating in the Cooperative Education Program

After successful completion of the *Introduction to Cooperative Education* course and acceptance into the Cooperative Education Program, the student will receive correspondence from the Faculty Adviser instructing the student on appropriate time frames and necessary actions. Due to the varying nature of discipline-specific job markets and preferences, certain procedures used during participation in the Cooperative Education Program and the search for a cooperative education position will vary based on student major and/or adviser. However, all disciplines adhere to the same basic tenets of the job search, interviews, acceptance, and registration.

A. Search for a Cooperative Education Position

The student must first meet with their Faculty Adviser in the first three weeks of the semester before the student is eligible to work their first co-op semester. The agenda of this meeting is set by the faculty adviser.

All decisions with respect to co-op positions must be made in the light of their effect on the student, the employer, and the University's program objectives. While the student's interests are paramount, sufficient resources are not available to tailor the program to meet highly specialized or narrowly defined experience preferences. Positions related to a student's long range career interests are often possible, provided those interests are consistent with the student's academic studies and such opportunities are available. The educational value of the experience available from a co-op position, not the pay rate, section or location, is the controlling factor in determining the appropriateness of a student's co-op position. The Faculty Adviser refers a student's credentials to potential discipline-related employment opportunities.

While the University cannot guarantee employment for any student, due to fluctuations in the labor market, the placement rate for UC co-op students has consistently been higher than the national average.

There is no way to compel an employer to hire when there is no need for a student's services. Past experience has shown that most employers are not receptive to the employment of a student with a poor academic standing or one whose previous employment record is unsatisfactory. It is therefore important not only to maintain satisfactory academic progress but also to provide employers with acceptable job performance.

Students are required to complete a minimum of 2 semesters with an employer prior to requesting a change of employer. Experience has shown that, in most cases, it is more advantageous for the student to try to progress within the organization of one employer than to change continually from one employer to another. Each time a student starts with a new employer, there is usually a period during which the student is being tested and the employer may be hesitant to give much responsibility. In addition, co-op positions often increase in interest and responsibility after the student has been with the same organization for several co-op semesters.

While every effort is made to serve all students equally in job referral activities, limitations in individual capabilities, medical or other areas, might on occasion, limit the options and even the opportunities for discipline-related co-op positions for some program participants since, ultimately, employers make the hiring decisions. In line with general University policy, the Division is committed to assisting students who are physically challenged in gaining full benefit from their participation in the Cooperative Education Program.

1. Rules that Apply to the Search for a Cooperative Education Position

   a) Section Assignment & Geographic Preference

   Students must be willing to accept a position in either co-op section (when applicable) and in any geographic location within the continental United States.

   While students may indicate preferences as to section (Section I or Section II if applicable) or geographic location, final decisions are based upon the actual opportunities available for discipline-related learning.
b) Students Contacting Employers
Students are not permitted to directly contact employers prior to receiving permission from
the Faculty Adviser.
A student should not approach an employer concerning employment possibilities unless prior
approval has been obtained from the Faculty Adviser.

c) Equal Opportunity
In compliance with federal mandates, University policy, and in the spirit of equal opportunity
the Division of Experience-Based Learning & Career Education (ELCE) endeavors to refer
students to available and potential cooperative education positions based on their expressed
career interests, academic performance and the relationship of available positions to their
progression in their academic studies.

"The University of Cincinnati reaffirms its policy that discrimination on the basis of race, color,
religion, national origin, sex, sex orientation, disability, status as disabled veteran or veteran of
the Vietnam era, or age shall not be practiced in any of its activities. Furthermore, where past
or present discrimination continues to have an adverse impact upon protected class members
such as minority groups, women, disabled, Vietnam era veterans, or disabled veterans, the
University will take affirmative action in carrying out its policy of non-discrimination and equal
opportunity for all."

Employers of co-op students, whose policies and practices are not found to be consistent with
the institution's policy, will be advised of their need to comply if they are to continue their
working relationships with the Division of Experience-Based Learning & Career Education
(ELCE).

B. Interviews
Employers are encouraged to contact students directly to hold interviews for open positions. The interview
process is at the discretion of the employer and may include an interview(s) on-site, on-campus, or over the
phone. It is the student’s responsibility to maintain professional decorum when communicating with employers.
If questions arise during this communication, the student should contact his or her adviser.

C. Accepting a Co-op Position

1. Verbal Acceptance and Notification
   The co-op position is an agreement between the student and the employer. When the student
   verbally accepts a co-op position, s/he has committed to the position and is no longer in the job
   search. The student must immediately notify the faculty adviser to begin the placement and
   registration process.

2. Dates and Duration
   Students are required to work the dates of University Co-op Calendar.
   This calendar dictates the official start and end dates for the co-op semester. Any proposed deviation
   should be addressed with the faculty adviser prior to approaching the employer. The calendar is

3. Compensation
   The employer determines the rate of pay and the student is directly compensated by the employer for
   work performed.
   One of the tenants of the Cooperative Education Program is paid experience. While positions are paid,
   the primary consideration in the Cooperative Education Program is the learning and experience a
   student receives from the opportunity an employer affords rather than monetary
compensation. Variances in pay rates exist among students and positions for numerous reasons such as student ability, tenure with firm, geographic location, employer pay scales, and economic conditions.

D. **Relocation**

Transportation, relocation, and housing are the responsibility of the student, not the University, or employer, and must be handled in such a way as not to interfere with starting and completing an assignment.

E. **Registering for Co-op**

Cooperative Education is a full-time academic program at the University of Cincinnati. In order to maintain full-time student status, a student must register for each co-op semester. It should be noted that this registration process, outlined below, is different from traditional course registration as students do **not** use the One Stop website.

If a student participates in an approved co-op position working two consecutive semesters, the student must register for EACH semester. (Note: working two consecutive semesters is not an option in all academic programs, and is only permissible per the approved schedules permitting this combination.) Students may not work in a co-op position for three consecutive semesters. Failure to register in the appropriate time frame can result in serious problems with student loans, health insurance coverage, or visa status.

The following steps should be completed to register for a co-op semester:

1. After securing a position, the student must notify his/her Faculty Adviser.
2. The student will then receive a formal confirmation letter via email (a copy is also sent to the employer). This email will contain important information regarding registration and should be reviewed for accuracy.
3. Registration opens eight weeks prior to the start of the co-op semester and closes on the first Friday of the co-op semester. Students who have secured a position but not registered within this window will be charged a late registration fee by the University. If an approved delay of the starting date for the co-op semester has been granted, the student must still register before the specified deadline.
4. Online registration can then be completed at the PAL website: [http://www.uc.edu/pal/](http://www.uc.edu/pal/). Students will receive an electronic receipt for successful registration.
5. During the online registration, students are asked to submit contact and supervisor information. If some information cannot be obtained prior to or during the registration process, the registration can still be completed with this information omitted. Any unavailable information should be supplied as soon as possible.
6. Following registration on the PAL website, students will be officially registered for the appropriate cooperative education course. This course will be added to the student’s academic schedule and is a zero-credit hour, full-time course. It is typical for a three-day delay to occur between completing online registration and addition of this course to a student’s schedule.
7. A Co-op Fee will be assessed to the student’s University account. It is the student’s responsibility to adhere to the University payment schedule to avoid late fees.

F. **Considerations During the Co-op Semester**

This section is meant to make students aware of the ramifications co-op may have on other student-relevant issues. Students are advised to contact the appropriate entities who have authority on these issues.

1. **International Students**

Students on an F-1 or J-1 visa, in order to work, must receive formal authorization from UC International Services, prior to each co-op semester.
The procedural form issued by the Immigration and Naturalization Service of the United States Department of Justice states that "Students enrolled in a college or university having alternate work-study courses as a part of its regular prescribed curriculum may participate in such courses, without change of status, provided that such periods of actual employment shall be considered as practical training."

UC International Services has provided the Division of Experience-Based Learning & Career Education (ELCE) with the following requirements that must be met each co-op semester in order to be eligible to work in the United States. Failure to adhere to these requirements will jeopardize your eligibility. Any employment not authorized in writing by UC International Services is illegal employment and a violation of F-1/J-1 student status.

After securing a co-op position, international students MUST have the employment authorized by UC International Services prior to working. In order to obtain the proper authorization to work, students must submit a Curricular Practical Training eForm through your iStart record at https://ioffice.uc.edu.

This request will require certification from your co-op adviser so make sure you have his/her correct email address. These requests take 5 business days to process so make sure you plan ahead. Let your co-op adviser know when you have submitted the request so they can confirm the co-op assignment with UC International Services.

2. Housing
Students living in University of Cincinnati managed on-campus housing should review the terms and conditions of their housing contract for the procedure to be released from their housing and/or meal-plan contract due to co-op participation.

3. Verification of Full-Time Status
Cooperative Education is a full-time academic program at the University of Cincinnati. During co-op semesters, properly registered students maintain full-time student status. This status can be verified for student loan and health insurance purposes through the Office of the Registrar: http://www.uc.edu/registrar/record_services/enrollment_and_degrecertification.html

4. State Residency
Students working in a co-op position outside of their home states have occasionally had problems with authorities who have required them to register their cars locally even though that resident status was only temporary due to co-op participation. As a response to this need, cooperative education professional societies met with appropriate Motor Vehicle personnel in an attempt to resolve this problem. A copy of this resolution can be found in Appendix I. The student is responsible for all matters regarding state residency.

5. Health Insurance
The University of Cincinnati Board of Trustees requires all students who are registered as full-time students to be covered by health insurance, this includes students working in a co-op position.

a) Students with University of Cincinnati Student Health Insurance
Students must be properly registered for the co-op semester in order to maintain full-time student status and thus eligibility for University Student Health Insurance.

The Division of Experience-Based Learning & Career Education (ELCE) is not involved in health insurance practices or policies and, therefore, will not assume responsibility for any health insurance charges for any reason.
Any questions related to health insurance should be directed to the Student Health Insurance Office, (513) 556-6868 or visit http://www.uc.edu/uhs/student_health_insurance.html

6. Financial Aid
Review information at www.financialaid.uc.edu in order to understand and maximize student aid. It is important for students who rely on financial aid to fund their education to understand how financial aid may be handled or affected by co-op participation. Most aid is typically applied to academic semesters. Some aid may be applied to a co-op semester; however, it is dependent on the type of aid received. It is important to know the aid eligibility and required adjustments so students can plan for full academic year expenses. After accepting aid online and reporting planned co-op rotation, if the co-op rotation changes, students should work with One Stop (www.onestop.uc.edu, onestop@uc.edu; 513-556-1000) to adjust for changes.

Make sure co-op registration is complete prior to the beginning of a co-op semester to ensure proper crediting of your aid. Failure to register for a co-op semester can cause a loss of financial aid eligibility.

The Division of Experience-Based Learning & Career Education (ELCE) is not involved in financial aid practices or policies and, therefore, will not assume responsibility for student issues with financial aid.

7. Scholarships
Students in the Cooperative Education Program are eligible to receive all university scholarships. There are differences in scholarships, so it is important to understand how your scholarship works. Visit http://www.financialaid.uc.edu/scholarships.html for more information. Scholarship money is typically applied to academic semesters; however, it may vary depending on the scholarship. Contact One Stop with questions: www.onestop.uc.edu, onestop@uc.edu; 513-556-1000

The Division of Experience-Based Learning & Career Education (ELCE) is not involved in scholarship practices or policies and, therefore, will not assume responsibility for scholarship issues.
VII. Cooperative Education Policies

It is expected that all students participating in the Cooperative Education Program adhere to the University’s Policies for the Cooperative Education Program. In the event that extenuating circumstances prevent a student from following the specified policies, the situation should be discussed immediately with the Faculty Adviser. In such situations, policy exceptions may be granted by the faculty adviser or the Professional Standards Review Committee, as deemed appropriate. Failure to abide by the policies of the Cooperative Education Program will result in the student being referred to the Professional Standards Review Committee (PSRC) for action.

A. Accepting an Offer

Once a student accepts a verbal offer from an employer, the student has committed to the position.

Often, verbal offers are extended to students in advance of formal paperwork. Once a student verbally indicates to an employer that the offer of employment is accepted, the student has committed to the position and is expected to fulfill the commitment.

B. Cooperative Education Calendar

The student is required to be available for employment beginning the first date of the co-op semester through the end date as prescribed by the Cooperative Education Calendar.

The Division of Experience-Based Learning & Career Education (ELCE) publishes a Cooperative Education Calendar for each academic year. Copies of this calendar are available from the Division receptionist, the student’s faculty adviser, and online. This calendar provides full-time, year-round coverage for employers.

Students participating in ROTC Summer Training or International Co-op Intensive Language Training should discuss these commitments with their Faculty Adviser as soon as they are known.

In the instance a student is unable to fulfill the obligation to the Cooperative Education Calendar due to lay-off, termination, accident, illness, or through no fault of their own, the student should contact his/her Faculty Adviser immediately.

Any exceptions must have the prior approval of the student’s Faculty Adviser.

1. Absence Due to Illness

If, due to illness or serious personal circumstances, a student cannot report for work on a scheduled workday, the employer should be advised as soon as possible. The Faculty Adviser must also be advised if it seems likely that the absence will extend beyond one week.

Should an absence exceed three weeks of the co-op semester, the student must request an Administrative Waiver for that co-op semester. The student must immediately inform the Faculty Adviser of the situation and complete and return the "Student Petition Form" to request an Administrative Waiver, including on the form a detailed explanation of the reason for the absence.

2. Absence for Personal Reasons

The student should not ask the employer for time off from work for any reason, academic, social or other, without first obtaining the consent of the Faculty Adviser. The student observes only company holidays, not University holidays or vacations, during the co-op semester.

Under no circumstances should a student resign a position without the permission of the faculty adviser.

C. Standards of Professional Conduct

While on the work assignment, the student is an employee of the company or agency and is under the supervision of that organization in the performance of duties. Each student is expected to meet all of the requirements of professionalism inherent in the employing organization.
D.  **Work Tenure**

The student is required to work with the same employer a minimum of two co-op semesters. Experience has shown that the first semester in a co-op position with a company involves a high level of training and acclimation, and it is after this first semester that students are able to function at a higher level and contribute in the position.

E.  **Change of Employer**

If a student has fulfilled the required work tenure with a co-op employer, a student may seek approval to pursue a change in employer. Additionally, situations may arise in which the student, involuntarily, has a need to change employers. In these situations, the following policies apply:

1.  **Voluntary Change**

   If a student has completed two co-op semesters with a single employer and desires or has a need to change employers, the student must complete and submit a “Change in Assignment” form in PAL by the second week of the preceding academic semester in which the change is sought. This request must be approved prior to a student participating in job search activities.

   *Example: A student wishing to change employers for the upcoming Spring Semester must turn in the completed form by the end second week of the Fall Semester.*

   Changes in assignment are permitted but are not granted solely on a basis of student financial gains, personal commitments or assumed responsibilities. The reasons for desiring a change must be set forth in detail. A student must not initiate a discussion with an employer concerning the desire to change employers without the prior approval of the Faculty Adviser.

2.  **Involuntary Change**

   In the event that a student is unable to return to the previous employer, a “Change in Assignment” must be completed and submitted in PAL as the situation is known, but no later than, the end of the second week of the academic semester preceding the co-op semester in which a new position is needed.

   *Example: A student needing a new position for the upcoming spring semester must turn in the completed form by the end of the second week of the fall semester.*

   Examples of this event include, but are not limited to, layoffs, position or budget cuts, or employer reorganization.

F.  **Classes During the Co-op Semester**

A student is not permitted to take any academic courses that would conflict with the regularly established work hours as determined by the employer.

While students may elect to take courses outside of regular work hours during the work semester, they must follow all rules, regulations and procedures in doing so as required by their college.
G. Independent Contracting

The Division of Experience-Based Learning & Career Education (ELCE) does not consider it appropriate for employers to engage the services of students as consultants or independent contractors, when such an arrangement involves the student’s official co-op participation. Students are advised not to accept co-op positions under these conditions.

Should a student on his or her own choose to accept such a position, then that decision is solely that of the student, and the University of Cincinnati will not be party to the agreement between the student and the employer. The Division takes this position due to the fact that students in the Cooperative Education Program are in a learning status, are considered as regular employees of the organization where they work, are assigned duties and are supervised by the employer, and the work performed is for the benefit of the employer. There are also serious questions about the legality of employers classifying co-op students as consultants or independent contractors under the Internal Revenue Code.

Beyond the basic legal questions, there are concerns about the possible lack of student awareness about the status of their protection under workman’s compensation, payroll deductions for taxes and social security, and possible penalties should students fail to pay self-employment taxes. There are also other related issues that could have an adverse impact on the wellbeing of a student.

H. Unemployment Compensation

Students may not apply for unemployment compensation based upon periods of Cooperative Education employment.

It is not ethical for a participating student to request or receive unemployment compensation based upon periods of Cooperative Education employment. Such application on the part of a Cooperative Education student is in violation of most state laws, including Ohio, and would be a breach of the good faith understanding between the student and the Cooperative Education employer. Any student who makes an inappropriate application for unemployment compensation will be subject to immediate suspension from the Cooperative Education Program.

I. Suspension or Withdrawal

Participation in the Cooperative Education Program is affected by academic suspension as well as withdrawal from an academic program. In optional co-op programs, there is a process for official withdrawal and consequences of unofficial withdrawal.

1. Academic Suspension

In the event that academic suspension occurs during a co-op semester, the student should not resign from a co-op position.

In the event a student is suspended from his or her academic program or college, he or she should contact his or her Faculty Adviser. Should the suspension occur during a co-op semester, the student should not resign from the co-op position. He or she should contact the Faculty Adviser. If this procedure is not followed, the student will not be permitted to re-enter the Cooperative Education Program at the conclusion of the suspension.

2. Cooperative Education Suspension

The Professional Standards Review Committee can issue a cooperative education suspension to a student for failing to comply with Cooperative Education Program policies which includes unprofessional conduct while employed in a co-op position. For students in mandatory programs, this sanction typically results in academic suspension.

3. Official Withdrawal from the Cooperative Education Program

In the event that a student transfers out of an academic degree program after acceptance to and/or participation in the Cooperative Education Program, the student should notify the Faculty Adviser of his/her withdrawal.
If the student is transitioning into a different degree program at the University of Cincinnati which offers cooperative education, the student should follow the Transition/Transfer Student Application Process as describe in an earlier section.

4. Unofficial Withdrawal from the Cooperative Education Program

If, after initiating the job search process, or holding a co-op position, a student elects to discontinue the job search and/or active participation, the student is considered withdrawn from the program and will not be eligible for readmission.

Once a student’s resume is distributed to employers, they are considered actively participating in the program. In disciplines where co-op is optional, once a student completes a co-op semester, then the number of practice semesters agreed to in the degree plan becomes an integral part of the student’s academic program. In disciplines where co-op is mandatory, unofficial withdrawal from the Cooperative Education Program can jeopardize academic standing.
VIII. Military Obligations

Any student who is a member of, or who contemplates becoming a member of a military organization, including ROTC, should contact their Faculty Adviser immediately.

The student should plan to meet with the faculty adviser to discuss military commitments in relation to participation in the Cooperative Education Program. It is the student’s responsibility to understand the commitment requirements of both the military and Cooperative Education Program. Please see the following section detailing military obligations within the Cooperative Education Program.

A. Selective Service

Students participating in the Cooperative Education Program are classified as full-time students of the University of Cincinnati, so long as they are registered for each semester, including the co-op semester. See Verification of Full-time Status.

B. Non-ROTC Military Training

Students who are considering non-ROTC military training (Reserves, National Guard, etc.) should consult their Faculty Adviser immediately to determine how this will affect Cooperative Education participation.

C. Reserve Officers Training Corps (ROTC)

In keeping with University policy, students in the Cooperative Education Program are accommodated when participating in ROTC programs. Both the Army and the Air Force offer a five-year, full-time program for students in the Cooperative Education Program. Both services offer Advanced or Two-year Programs for qualified students. The Air Force Program and Army Program are described here:

D. Air Force ROTC (Two-year or Advanced Program)

The four-year Program requires completion of the “General Military Course” (GMC), attendance at a four-week “Field Training Encampment” (FT), and completion of the “Professional Officer’s Course” (POC). In the Four-year Program, the GMC is typically completed in the first and sophomore academic years, with the FT requirement being fulfilled in the summer between the sophomore and pre-junior years. Both the GMC and the POC consist of Air Force ROTC academic and Leadership Laboratory courses.

In the Two-year Program, students must attend a six-week “Extended Field Training Encampment” at an Air Force Base, and also complete the POC. The POC is the same for both the Two-year and Four-year Programs, and the students must be enrolled in the POC for no less than two full academic years.

1. Student Responsibilities

Students enrolled in an ROTC program must contact their Faculty Adviser at the start of their sophomore year or upon enrollment in the Program to make the appropriate arrangements for the summer field training semester (a minimum of one semester advance notice is essential).

The student should submit a ROTC Student Petition Form for consideration by the Professional Standards Review Committee (PSRC). This form is available from the Faculty Adviser. Approval of this petition by the PSRC permits the student an exception to the requirement of an uninterrupted sequence of co-op semesters and a deviation from the Cooperative Education Calendar. However, by exercising this option, the student forfeits recognition of a completed co-op semester for that summer semester. If students meet all the other cooperative education requirements of their major, this exception will not affect certification in the Cooperative Education Program. In the event that a student can participate in the summer field training and still complete fourteen weeks in a co-op position, a petition is not necessary.
If necessary, the student’s Faculty Adviser will attempt to arrange a leave of absence with the student’s employer for the period of summer training. When job continuity is interrupted in this manner, it may not be possible for the student to be employed at the same position, by the same employer, or in the same industry in the next co-op semester.

E. Army ROTC (Two-year Program)
The Army’s Two-year Program is similar to the Air Force’s accelerated program. It involves successful completion of the four week Leader’s Training Program at Fort Knox, KY plus completion of the two year Advanced ROTC course. Students would typically attend the Leader’s Training Course in the summer before the senior year.

1. Student Responsibilities
Students enrolled in the Army ROTC program must contact their Faculty Adviser at the start of his or her sophomore year or upon enrollment in the Advanced Program to make the appropriate arrangements for the summer field training semester (a minimum of one semester advance notice is essential).

The student should submit a ROTC Summer Training Petition for consideration by the Professional Standards Review Committee (PSRC). This form is available from the Faculty Adviser. Approval of this petition by the PSRC permits the student an exception to the requirement of an uninterrupted sequence of co-op semesters and a deviation from the Cooperative Education Calendar. However, by exercising this option, the student forfeits recognition of a completed co-op semester for that summer semester. If students meet all the other cooperative education requirements of their major, this exception will not affect certification in the Cooperative Education Program. In the event that a student can participate in the summer field training and still complete fourteen weeks in a co-op position, a petition is not necessary.

If necessary, the student’s Faculty Adviser will attempt to arrange a leave of absence with the student’s employer for the period of summer training. When job continuity is interrupted in this manner, it may not be possible for the student to be employed at the same position, by the same employer, or in the same industry in the next co-op semester.
IX. Cooperative Education Semester Requirements

There are five requirements to be completed during each co-op semester. These requirements include registering for the semester, completing co-op assignments, performing work evaluated as satisfactory or better, working the prescribed calendar dates, and completing a post co-op reflection.

If a student works consecutive semesters, he/she is required to complete all requirements for each co-op semester. This includes registration for each co-op semester during the appropriate registration window, and completing learning objectives, a student project, and student report for each co-op semester.

A. Registration

Registration for the co-op semester is to be completed online through the PAL (www.uc.edu/pal) by the deadline published on the Cooperative Education Calendar. The registration process is detailed in an earlier section of this document.

Should a student have a Registration or Financial Block on his or her University account, it is the student’s individual responsibility to rectify the issue through proper channels within the College and/or One Stop. Once the Block has been lifted, the student must contact the Division of Experience-Based Learning & Career Education (ELCE) so that the co-op semester registration can be completed.

Failure to properly register for a co-op semester can result in loss of full-time student status in addition to the co-op semester not fulfilling the student’s graduation requirements.

B. Assignments

Reflection is a critical component of learning through cooperative education. Throughout participation in the Cooperative Education Program, tools and assignments are provided to facilitate reflection and learning. These assignments are accessible through the Professional Assessment and Learning (PAL) website.

Assignments must be completed by the last day of the co-op work semester and submitted through the PAL website.

Failure to submit student assignments and meet with the Faculty Adviser will result in an incomplete “I” or “U/F” grade for the semester or semesters. Grades given by the Division of Experience-Based Learning & Career Education (ELCE) for academic courses are a part of the official University grading system. All grades given by the Division are recorded on the official grade report issued by the Office of the Registrar.

1. Learning Objectives

All students are required to complete the learning objectives activity covering the co-op semester. Student learning objectives support the cooperative education experience and assist both employer and student in achieving a positive and productive co-op semester. Learning objectives, or goals, along with a plan to meet the objectives, should be established during the first three weeks of the co-op semester. At the conclusion of the co-op semester, learning objectives are reviewed by the student and supervisor.

2. Learning Goals

All students are required to complete the assigned learning goals project for the co-op semester. During the co-op semester, students increase their understanding of a particular topic as an exercise in self-directed learning. While the topic of the student project should be viewed during the first four weeks of the co-op semester, the student should complete the project during the final two weeks of the semester utilizing knowledge and experience recently gained.
3. **Student Report**

All students are required to complete the student report covering the co-op semester. The student report is a self-assessment completed by the student to reflect upon professional, technical, and personal skills and learning. Reports prepared while still on the job are more comprehensive and thus of greater value to both the student and the Faculty Adviser than those prepared hurriedly and from memory at a later date. The student report should be completed during the final two weeks of the co-op semester.

C. **Employer Report**

All students are evaluated by their employers each co-op semester using the Employer Report administered online. This report is viewed as a performance evaluation and the student's Faculty Adviser reviews the ratings with the student and uses this form as a basis for counseling and advising the student regarding individual professional development. If a student receives a failing grade, the student may not receive recognition of a completed co-op semester.

A reminder to complete this form is emailed to the supervisor each semester by ELCE. It is noted that during the registration process, a student denotes his/her supervisor in the PAL system. The contact entered in this field is the individual who will be prompted to complete the Employer Report. During the semester, a student can log into the PAL system and change his/her supervisor. This should be done in the case of supervisor changes or in order to have day-to-day work activities properly evaluated.

D. **Post Co-op Reflection**

During the academic semester following a co-op semester, each student is required to schedule and complete a group or individual meeting with the Faculty Adviser (Post Co-op Reflection). Students will be contacted by their Faculty Advisor about setting up the individual or group meetings.

These reflection meetings provide an opportunity to review the last co-op assignment, to discuss any problems and to focus on learning outcomes and future learning goals.

E. **Summary of Requirements**

In summary, in order to receive a passing grade for the co-op semester, a student must:

1. Register for the co-op semester via the Division’s online registration system.
2. Complete the assigned Learning Objectives, Learning Goals, Student Report for each semester worked. Encourage completion and review of the Employer Report for each semester worked.
3. Perform work which the employer evaluates as satisfactory or better.
4. Work the entire semester as prescribed by the Cooperative Education Calendar. This information is confirmed through both the Student and Employer Reports.
5. Schedule and complete a post co-op reflection meeting with the assigned Faculty Adviser following the co-op semester.
6. Complete any additional requirements assigned by the Faculty Adviser.
X. Cooperative Education Recognition and Certificates

The Division of Experience-Based Learning & Career Education (ELCE) awards certificates for participation to qualified students graduating from the Cooperative Education Program. These certificates are University-recognized and noted on student’s transcripts. These certificates and the way in which they are earned are described below. Students must receive passing grades in all courses to receive a certificate.

A. Cooperative Education & Practice Excellence

A Certificate of Cooperative Education & Practice Excellence is awarded by the Faculty of the Division of Experience-Based Learning & Career Education (ELCE) for excellence in participation in the Cooperative Education Program. To be eligible for the Excellence certificate, a student must satisfactorily complete, with no exceptions, the following number of co-op semesters.

Every student is required to continue on an alternating co-op schedule up to and including those in the year of graduation. In some cases, this may result in the accumulation of more than the normal number of semesters needed for the certificate.

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B. Cooperative Education & Practice Participation

A Certificate of Cooperative Education & Practice is awarded by the Faculty of the Division of Experience-Based Learning & Career Education (ELCE) to those students who are ineligible for an Excellence Certificate, but who have satisfactorily completed all available co-op semesters since their enrollment in the program. Every student is required to continue on an alternating co-op schedule up to and including those in the year of graduation.

C. International Cooperative Education Certificate

A Certificate of International Cooperative Education Program Participation is awarded to those students who fully participate in the formal ICP and meet the academic requirements.

D. Recognition and Honors

Awards of recognition are presented annually to a select group of seniors who have demonstrated outstanding achievement on their co-op assignments. An award is available is each of the undergraduate degree programs as well as the MArch program.

XI. Professional Standards Review Committee (PSRC)
In order to maintain the standards of the University of Cincinnati, and the Division of Experience-Based Learning & Career Education (ELCE) as well as the best interest of the individual student’s education, ELCE has established the Professional Standards Review Committee (PSRC). The Committee is composed of faculty and student members appointed by the College Deans, the Student Tribunals, and the Director of ELCE for the purpose of maintaining program standards.

A. **PSRC Cases**

The PSRC reviews all matters pertaining to petitions of irregularity, conflict resolution, advanced standing, and violations of program rules. Additionally, any variance to an uninterrupted sequence of co-op semesters as a result of any activities, unemployment, or other events, must be approved through petition to the PSRC. Some common situations are outlined below.

1. **Advanced Standing**

   In the case that a student meets the criteria for requesting advanced standing, it is done so through a petition to the PSRC. A request for advanced standing is submitted using the Request for Advanced Standing form.

2. **ROTC Summer Training**

   A student participating in a ROTC summer training program requests to do so via a ROTC Student Petition form.

3. **Unemployment**

   In the case that a student is unable to secure co-op employment or is relieved of position duties, a Petition of Irregularity is submitted to the PSRC.

4. **Schedule Irregularity**

   Any request for schedule irregularity, section change, exception or interruption to an uninterrupted sequence must be submitted to PSRC via a Petition for Irregularity.

5. **Possible Offenses**

   Some examples of offenses which may result in PSRC action are listed below, but are not limited to these examples. Serious offenses can result in Suspension and Dismissal.
   a) **Dishonesty** - Furnishing the Division or co-op employers false written or oral information.
   b) **Violation of Probation** - Violation of Program rules and regulations while on that probation.
   c) **Employer Termination** - A student during a co-op semester is terminated by the employer due to improper behavior or other misconduct by the student while officially fulfilling a co-op semester with the employer.
   d) **Unauthorized Change of Co-op Employer** - Violation of the requirement to have official ELCE approval of any change in the student’s co-op employer.
   e) **Unsatisfactory Performance** - Two or more unsatisfactory performance reports from the student’s co-op employer(s).
   f) **Disregard for Policy** - A pattern of disregard for policies by a student as evidenced by prior warnings or probation sanctions by the Division.

B. **PSRC Outcomes**

The PSRC reviews both student petitions and faculty recommendations to come to a decision. Outcomes of the PSRC decision may be a program waiver and/or academic sanctions.
1. **Administrative Waiver**

An administrative waiver has no detrimental effect on the student's participation in the Cooperative Education Program or projected date of graduation. This designation is utilized when a student is unable to secure or complete an appropriate co-op position or semester through no personal fault.

Common causes of an administrative waiver may include: failure to secure an appropriate co-op position due to the economy after all reasonable efforts were made, termination of a co-op position for reasons other than performance, illness for a total equal to or greater than 3 weeks, participation in a ROTC Summer Training or any other situation where a penalty regarding certification would be inequitable.

2. **Administrative Waiver with Prejudice**

An administrative waiver with prejudice will result in loss of recognition for the co-op semester and could include the addition of a co-op semester as a program requirement. This action could be coupled with academic sanctions. Common causes of an administrative waiver with prejudice may include: a student is unable to secure or complete an appropriate co-op position due to failure or refusal to comply with Cooperative Education policies, personal restrictions as to geographic location, section availability, salary level, or violations of standards of professional conduct for the co-op semester.

3. **Academic Sanctions**

A student admitted to the Cooperative Education Program of the University of Cincinnati accepts the responsibility to know and comply with all institutional and Division rules, the Student Code of Conduct, and standards that govern the Program. In general, when a student demonstrates unwillingness to obey the rules governing conduct for Cooperative Education Program participation, the individual will be treated the same as one who had failed in traditional classroom courses and may be suspended or dismissed from the Cooperative Education Program. The University of Cincinnati’s Student Code of Conduct, which defines the behavior expected of students, is applicable to students while in co-op positions. Copies of this Code are available for review in the following locations: all Student Affairs and Services offices, student organization offices, College Deans’ offices, and the Office of the University Ombuds.

Proven failure to meet these regulations and standards justify appropriate academic sanctions by the Professional Standards Review Committee of the Division of Experience-Based Learning & Career Education (ELCE). The academic sanctions include Warning, Probation, Suspension and Dismissal. These sanctions are serious matters, especially so for students in programs where the satisfactory completion of the Cooperative Education Program is part of the degree requirements and may delay graduation.

The various sanctions are defined as follows:

a) **Warning** is an official notification to the student that his or her behavior has been unacceptable. Any further misconduct may result in a more severe sanction.

b) **Probation** is an official notification to the student that his or her behavior has been unacceptable. This action becomes a part of the student's record and could result in probation status in the student’s academic unit. This sanction is in effect for a specified period as determined by the Professional Standards Review Committee. After receiving notice of probation, it is the responsibility of the student to confer with his or her Faculty Adviser to discuss any questions concerning the probation and to plan an appropriate course of action to avoid further difficulties. Any further misconduct on the student’s part during the period of probation may result in suspension or dismissal from the Cooperative Education Program.

c) **Suspension** prohibits the student from participating in the Cooperative Education Program of the University of Cincinnati for a specified period of time. A suspension period does not typically exceed one calendar year. The Professional Standards Review Committee will
determine the effective beginning and ending dates of the suspension. This action could result in suspension from the student’s College. Suspension requires that the student must petition for readmission. Suspended students will be notified in writing as to the rationale for the action and when they will be eligible to apply for readmission into the Cooperative Education Program. Once readmitted into the program, if the student then later fails to comply with Program policy, this will normally result in dismissal.
d) **Dismissal** prohibits the student from ever participating in the Cooperative Education Program of the University of Cincinnati. In cases of serious misconduct, a student may be dismissed without any previous disciplinary action by the Professional Standards Review Committee. Dismissed students will be notified in writing as to the rationale for the action and the effective date of the dismissal. Dismissal actions are terminal and readmission to the Program is normally not permitted.

C. **Petitioning**
In all cases, either or both the faculty adviser and the student may present the issues and relevant information to the PSRC.

1. **Student Petition**
It is most advisable for the student to submit the initial petition to the Committee. The following steps should be followed by a student presenting a case to the Committee:
a) Secure a copy of the "Petition for Program Irregularity" form online or from the faculty adviser.
b) Follow the instructions of the form to complete the petition form, including any supporting documentation, and return it to the ELCE office. The student’s Faculty Adviser will then be notified and invited to comment via the submission of a Faculty Response form.
c) The PSRC will meet to review submitted petitions.
d) After the Committee meets and reaches a decision, a copy of the decision of the Committee will be returned to the student.
e) The student should contact the faculty adviser to confirm the impact of the Committee’s decision on the schedule for future participation in the Cooperative Education Program.

2. **Faculty Petition**
In the event that a student does not submit a petition for his/her situation or the Faculty Adviser deems it appropriate, the faculty adviser may submit a petition for a student case without a Student Petition. In this situation, the faculty completes and submits the Faculty Referral. The student will receive confirmation of the receipt of his/her faculty adviser’s petition and notification of the date of the upcoming PSRC meeting.

After the Committee meets and reaches a decision, the written decision of the Committee will be communicated to the student. After receiving the decision, the student should contact the faculty adviser to confirm the impact of the Committee’s decision on the schedule for future participation in the Cooperative Education Program.

3. **Appeals**
In a few cases, the student or the Faculty Adviser may feel that the decision of the Committee is inappropriate or that the case was not presented effectively in the petition. In such instances, the decision may be appealed. All appeals related to a Committee decision must be submitted within 30 days of the receipt of the decision which is being appealed.
In October, 1968, in Milwaukee, Wisconsin, the following resolution was passed by the American Association of Motor Vehicle Administrators:

“WHEREAS, residents of one jurisdiction may and often do, attend schools in other jurisdictions; and
WHEREAS, as students, such non-residents are temporarily living in the jurisdiction in which their residences are not located and intend to return to their jurisdiction of residence; and
WHEREAS, the American Association of Motor Vehicle Administrators has recommended that driver's licenses should be issued only by a driver's jurisdiction of residence and that each jurisdiction should recognize properly licensed operators who are residents of other states, whether or not such operators be tourists or gainfully employed.
NOW, THEREFORE, BE IT RESOLVED that, for the purpose of vehicle reciprocity, a full-time student who has paid the applicable tuition fees not be regarded as having changed the jurisdiction of his residence merely because of school attendance in another state, even though he may engage in part-time employment in conjunction with his course of study.”

Should students have a problem related to local regulations requiring the registration of a car, it is advised that a copy of the above resolution be provided to the local Motor Vehicle authority. In virtually every case this has been sufficient to have the registration requirement waived.