POLICY SUMMARY/INSTRUCTIONS – STUDENT PETITION TO EARN CAPSTONE DESIGN CREDIT WHILE ON A COOPERATIVE EDUCATION WORK EXPERIENCE

Purpose:

It is possible that a co-op project may be used as a project on which to base a capstone design course. This process and petition allows students to propose the use of a co-op project for a capstone design course, if approved first by the students employer and department, and then by the Division of Professional Practice and Experiential Learning (ProPEL) PSRC Committee.

Policy Summary:

Cooperative Education is a course with stated learning objectives. In addition to the co-op learning objectives, cooperative education is required to be a full-time work experience per the dates of the co-op calendar (Reference the ProPEL Cooperative Education Student Handbook).

Senior Capstone Design is credit bearing academic coursework with stated learning objectives and requirements.

In order for a co-op project to be considered for capstone course credit, the co-op employer must approve the use of a co-op project for a senior design project, and the student must submit a proposal that shows evidence that the student is meeting both the cooperative education objectives and the capstone course objectives and requirements and that the capstone course requirements do not interfere with the students full-time co-op work experience.

This proposal must first be approved by the co-op student employer, then by the capstone professor and department before being submitted to PSRC for final approval.

Instructions:

A student wishing to request consideration to earn capstone course credit while on co-op assignment must:

1. Review the policy summary above.
2. Attach a copy of the capstone course syllabus.
3. Attach a written proposal describing the co-op project and specifically indicate how each capstone course objective will be met by the co-op project.
4. Obtain the co-op employer signature on the proposal.
5. Submit the proposal to his/her department for approval by the department and the course instructor.
6. Submit the full petition to the ProPEL for approval through the PSRC committee.
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Please attach the capstone course syllabus/syllabi

Please attach the student proposal that clearly and specifically outlines how the co-op project will meet the stated course objectives.

Co-op Employer Approval:
I ___________________________ have read the student proposal to use a co-op project that will be completed (please print name)

at ___________________________ on which to base a senior capstone design course at the (please print company name)

University of Cincinnati. I have discussed this with the student and understand that other than the normal co-op work assignment, the student will not perform any course specific work during normal work hours.

I approve the use of the proposed project as a basis for a senior design capstone course at UC.

Signature: ______________________ Phone: __________________________
Date: __________________________

Department Approval:
Capstone Course Instructor: Signature: ___________________________ Date: __________________________

Department Advisor: Signature: ___________________________ Date: __________________________

Student Signature: ___________________________ Phone Number: __________________________

Email: ___________________________
Address: ___________________________

Please submit this competed form along with the attached syllabus and proposal to your co-op advisor or to the front desk of the Division of Professional Practice and Experiential Learning.

(DIVISION USE ONLY)

PRSC Action: ___________________________ Date: __________________________

SIGNATURES:

PSRC Chair: ___________________________
College Representative: ___________________________
Student Representative: ___________________________
Professional Practice Faculty (optional): ___________________________