

SCHOOL OF INFORMATION TECHNOLOGY  
COOPERATIVE EDUCATION

# STUDENT HANDBOOK

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## **I.How to Use This Handbook**

The School of Information Technology Cooperative Education Program Student Handbook covers the policies and procedures of the undergraduate Cooperative Education Program. If you have questions about the Cooperative Education Program any time throughout your participation, you should refer to this handbook and communicate with your Cooperative Education Faculty Advisor to seek clarification.

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## II. Key Terms

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

**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 college and 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 Advisor:** The faculty member in the Division of Experience-Based Learning and 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. All 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 Cooperative Education Faculty Advisor 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.

**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 Cooperative Education Faculty Advisors distribute student resumes and/or portfolios (i.e. refer students) to potential co-op employers.

**The Division of Experience-Based Learning and 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.

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## III. Introduction

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

#### 1. Mission of Cooperative Education

A portion of the mission of the Division of Experience-Based Learning and 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 student's 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.

We strive to carry out our mission and vision and act in accordance with these values:

**Respect** – We respect each of our colleagues, students, and partners to reinforce the power of teamwork and collaboration.

**Equity and Inclusion** – We value diversity, in all forms, and embrace the perspectives and contributions of each individual. Through the lens of humanity, we cultivate a culture of belonging where everyone is welcome and valued.

**Service** – We serve each student and partner in an ethical, empathetic, and productive way.

**Innovation and Excellence** – We innovate to achieve academic excellence, provide exceptional career-based services to students, and develop collaborative relationships with partners.

**Integrity** – We keep our commitments to each colleague, student, and partner. Our words and actions are governed by honesty, transparency, accountability, and trust.

**Professional Development** – We invest in the professional growth of all employees and understand its impact on our students, partners, and the University.

#### 2. Faculty

Upon acceptance into the Cooperative Education Program, students are assigned to a Cooperative Education Faculty Advisor who is responsible for specific phases of the program. Faculty in the Division of Experience-Based Learning and Career Education (ELCE) assist over 5,500 students each year in developing, implementing and verifying their professional interests through classes and through national and international co-op positions. The Cooperative Education Faculty Advisors are responsible for all curricular communication between the Cooperative Education Program and industry employers. Further, Cooperative Education Faculty Advisors conduct regular individual and/or small group mentoring sessions with the students. The Cooperative Education Faculty Advisor serves as a connection mechanism between the student and the cooperative education employer. The advisor assists each student in integrating practice and classroom theory and in realizing the fullest potential during a discipline-related practice assignment.

#### 3. Location, Hours, Contact Information

The Division of Experience-Based Learning and Career Education (ELCE) is located in the Steger Student Life Center. The reception desk is located on the 7th floor outside Room 730.

Division hours: 8:00 AM - 5:00 PM M-F

(including breaks but not university holidays)

**Website:** <https://www.uc.edu/campus-life/careereducation.html>

## **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 the sophomore year and extending into their senior year. 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.

For full-time bachelor of science in information technology students in the School of Information Technology the cooperative education program is mandatory, meaning the program is a degree requirement for graduation in the major.

### Requirements of a Cooperative Education Position (undergraduate)

1. Full-time employment
2. Compensated
3. Discipline or career-related
4. Supervised
5. Evaluated
6. Aligned with approximate dates of the Co-op Calendar

### Full-Time Employment Equivalency

Full-time students in the BSIT program may substitute full-time, IT-related employment for direct co-op equivalency credit. Full-time employment does not exempt or “waive” co-op requirements for students in the BSIT program.

## **C. International Co-op and Experience Programs**

Success in today’s global workforce demands increased adaptability, cross-cultural competency, and intellectual flexibility. The Division of Experience-Based Learning and Career Education offers two international cooperative education and academic internship programs to support student development in these areas. The International Co-op Program and the Experience Programs were developed to provide students an opportunity to apply theoretical classroom knowledge in a real-world setting, enabling them to gain a better understanding of their chosen field, in a global context.

### 1. The International Co-op Program (ICP)

The International Co-op Program (ICP) provides exciting opportunities for UC undergraduate students to learn a second language and gain international experience through an overseas co-op assignment in Germany or Japan. ICP maintains the same requirements as the standard Cooperative Education Program but incorporates a series of language and culture courses to support the international co-op positions. This experiential learning opportunity provides students with a competitive advantage in the



global marketplace by incorporating intensive language course offerings while providing students the opportunity to expand their academic, cultural and industrial knowledge.

- Students complete the first three co-op semesters in the U.S., followed by two semesters of co-op abroad (usually spring and summer of the fourth year).
- In preparation for the international co-op experience, students learn the language and culture of the country in which they will be working through courses specifically designed for co-op students.
- ICP is currently offered in [Germany](#) and [Japan](#)

Admission to the ICP is competitive and requires a 3.0 GPA. Students are encouraged to apply at the first opportunity, which is spring semester of the freshman year. 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 Cooperative Education Faculty Advisor.

## 2. The International Experience Program (IEP)

The International Experience Programs combine comprehensive cultural immersion with work integrated-learning. Students participating in the program earn academic credit for their full-time, semester-long, academic internship or co-op. (Internships and co-op experiences are unpaid.) This experiential learning opportunity provides students with a competitive advantage in the global marketplace by expanding their academic, cultural and industrial knowledge.

The Division of Experience-Based Learning and Career Education works collaboratively with the Academic Internship Council (AIC) and the Council on International Educational Exchange (CIEE) to offer students personalized job placement, furnished housing, and professional development, networking opportunities, cultural enrichment, recreational activities and 24-hour emergency support. Some co-op locations represented within IEP include London, Berlin, Toronto, Hong Kong, Singapore, Santiago, Madrid, and Cape Town.

## 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 an educational alternative to traditional, paid co-op positions. Additionally, this program provides students and co-op faculty with additional educational employment alternatives to better prepare students to qualify for future co-op and career opportunities.

Each EEP requires prior notification to and approval from the Cooperative Education Faculty Advisors and in some cases the Professional Standards Review Committee (PSRC). Process details and approval forms may be obtained in the Division of Experience-Based Learning and 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 and Career Education (ELCE) and the Cooperative Education Faculty Advisor.

The EEP program must not:

- allow an employer to replace a co-op student who is working in a paid position with an unpaid student
- be available to students who do not meet the admissions requirements and have not been accepted into the cooperative education program

**Co-op students may choose from the following EEP alternatives:**

### 1. Study Abroad EEP

Allow students to substitute one semester of cooperative education work experience with a study abroad experience. Please see Division website for additional details.

**The following conditions are required:**

- a. If the study abroad experience is at least 12 credit hours, it will qualify as an EEP. If the study abroad experience is less than 12 credit hours, students will need to petition PSRC to gain approval to participate in the study abroad experience.
- b. The student must meet eligibility requirements and follow all procedures for study abroad as determined by UC International Programs.
- c. The program must be documented on the student transcript.
- d. Only one semester of study abroad will be faculty approved as a substitution for cooperative education.
- e. CEAS/CECH students are strongly recommended to substitute their first or last co-op experience with study abroad.

### 2. Service Learning EEP

Allow students to substitute one semester of cooperative education work experience with a service learning experience. Please see Division website for additional details.

**The following conditions are required:**

- a. Service 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. Experience will be unpaid.
- f. Position must be obtained by the student and must be approved by the faculty in the Division of Experience-Based Learning and Career Education.
- g. The Director of Service Learning will serve as a placement resource for students and faculty.
- h. Experience must be evaluated by Division faculty.
- i. Only one semester of Experiential Explorations will be faculty approved as a substitution for cooperative education.
- j. Students are strongly recommended to substitute their first or last co-op experience with the community service or volunteer experience. If this is not possible, at least two co-op semesters should be available following the experience.

### 3. Research Experience EEP

Allow students to substitute one semester of cooperative education work experience with a research experience. Please see Division website for additional details.

**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.
- f. Experience will be unpaid.
- g. Position must be approved by Division of Experience-Based Learning & Career Education faculty.
- h. Experience must be evaluated by Division faculty.
- i. Only one semester of Experiential Explorations will be faculty approved as a substitution for cooperative education.

- j. Students are strongly recommended to substitute their first or last co-op experience with the research experience. If this is not possible, at least two co-op semesters should be available following the experience.

#### 4. Career-Related Travel Semester EEP

Allow students to substitute one semester of cooperative education work experience with a career-related travel experience. Please see Division website for additional details.

**The following conditions are required:**

- a. Travel time should approximate the duration of the practice semester as shown on the Cooperative Education 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.

#### 5. International Opportunity EEP

Allow students to substitute one semester of cooperative education work experience with an international experience consisting of paid or unpaid work experience which may or may not be combined with academic coursework. Please see Division website for additional details.

**The following conditions are required:**

- a. If the work experience component is at least 12 hours per week and combined with academic coursework or at least 30 hours per week but not combined with academic coursework, it will qualify as an EEP.
- b. The student must meet eligibility requirements and follow all procedures as determined by [UC International Programs](#).
- c. Experience is structured and formalized through a reputable organization.
- d. Student has a mentor/supervisor who can assess their experience.
- e. Experience must comply with local visa regulations of the country in which it occurs.
- f. Experience must be evaluated by the faculty in the Division of Experience-Based Learning & Career Education.
- g. Only one term of EEP will be faculty approved as a substitution for cooperative education. Additional terms of EEP must have PSRC approval.
- h. Students are strongly recommended to substitute their first or last co-op experience with the international experience. If this is not possible, at least two co-op semesters should be available following the experience.

#### 6. Creative Practice EEP

Allow students to substitute one semester of cooperative education work experience with a career-related travel experience. Please see Division website for additional details.

**The following conditions are required:**

- a. Experience must be a minimum of 450 hours/semester and must be verified by a supervisor.
- b. Work is guided/supervised by a practicing professional in the field related to the student's discipline, and who can assess their experience.
- c. Experience is discipline-related.
- d. Student must identify the specific skill(s), craft(s), technique(s), etc., that they will be studying and working to develop through their experience.
- e. Experience is structured and formalized, and outlines a training plan with benchmarks for specific skill development.

- f. Student must identify and propose a final deliverable that adequately demonstrates their increased proficiency with the skill(s), craft(s), techniques(s), etc., that they have developed through the experience; this deliverable must be approved by a faculty member in the Division of Experience-Based Learning and Career Education before the EEP experience can be approved.
- g. Experience may be unpaid, but non-monetary compensation in the form of studio or other workspace, project materials, access to tools, etc., are permissible.
- h. Experience must be approved by a faculty member in the Division of Experience-Based Learning and Career Education.
- i. Experience must be evaluated by a faculty member in the Division of Experience-Based Learning and Career Education.

## 7. Entrepreneurship EEP

Allow students to substitute one semester of cooperative education work experience with an entrepreneurship experience. Please see Division website for additional details.

### **The following conditions are required:**

- a. Students pursuing the entrepreneurship EEP are required to participate in two semesters of ENTR 5093 (2.0 – 4.0 credit hours) for academic credit assuming they have credit availability within their schedule.
- b. Should students not have 2.0 open hours of credit availability, students may participate in the entrepreneurship EEP by participating in the Startup UC community as a co-curricular experience.
- c. Upon the conclusion of two semesters of ENTR 5093 or successful completion of the Startup UC program, students will obtain eligibility to engage in an entrepreneurship credited work experience.
- d. The entrepreneurship work experience must be a minimum of 450 hours/semester and must be verified by a supervisor/mentor.
- e. Work is guided/supervised by a practicing professional in the field related to the student's discipline or a faculty member in a discipline related to the students' academic major.
- f. The entrepreneurship experience is discipline-related.
- g. Experience is structured and formalized, and outlines a launch plan that includes (a) specific startup activities and (b) goals with clear milestones/timeframes for business development.
- h. Student must identify and propose a final deliverable that adequately demonstrates their business development through the experience; this deliverable must be approved by a faculty member in the Division of Experience-Based Learning and Career Education and a faculty/staff member from the Center for Entrepreneurship and Commercialization.
- i. Experience may be unpaid, but non-monetary compensation in the form of incubation resources, startup community mentorship and financial stipends may be provided.
- j. Experience must be approved by a faculty member in the Division of Experience-Based Learning and Career Education and a staff/faculty member in the Center for Entrepreneurship and Commercialization.
- k. Experience must be evaluated by a faculty member in the Division of Experience-Based Learning and Career Education and a staff/faculty member in the Center for Entrepreneurship and Commercialization.
- l. Students must work with their Cooperative Education Faculty Advisor to identify a reasonable work space to utilize throughout the EEP term, such as the UC 1819 facility or Neihoff Urban Studio.
- m. Should co-op faculty determine additional course requirements for program participation, students must adhere to their co-op faculty's requirements.

## 8. Leadership EEP

Allow students to substitute one semester of cooperative education work experience with a leadership experience. Please see Division website for additional details.

### **The following conditions are required:**

- a. Leadership experiences in the EEP must be a minimum of 450 hours/semester.
- b. Experience is structured and formalized. Students are in a position of leadership where they are either training, supervising, facilitating and/or developing content, managing a program/event, or in a position of leadership where they are making organizational change.
- c. Student has a mentor/supervisor who can assess their experience.
- d. Experience can be paid or unpaid.
- e. Position must be obtained by the student and must be approved by the faculty in the Division of Experience-Based Learning and Career Education.
- f. Only one semester of Experiential Explorations will be faculty approved as a substitution for cooperative education.
- g. ELCE faculty are permitted to provide leadership content resources such as readings and assignments that coincide with the student's chosen leadership EEP.
- h. Students are strongly recommended to substitute their first or last co-op experience with the leadership EEP. If this is not possible, at least two co-op semesters should be available following the experience.

#### 9. Open Source EEP

Allow students to substitute one semester of cooperative education work experience with an open source experience. Please see Division website for additional details.

**The following conditions are required:**

- a. Open source experiences in the EEP must be a minimum of 450 hours/semester.
- b. Work is preferably for organizations that provide free community open source access.
- c. Experience is structured and formalized.
- d. Student has a mentor/supervisor with discipline-specific knowledge who can assess their experience.
- e. Experience will be unpaid.
- f. Position must be obtained by the student and must be approved by the faculty in the Division of Experience-Based Learning & Career Education. While it is satisfactory for the student to identify an open source opportunity on their own, possible open source opportunities will be made available to students by the Division of Experience-Based Learning and Career Education. Possible opportunities for open source community contributions include, but are not limited to Google, Mozilla, Microsoft Azure, Chromium, Apache, Drupel, Gnome, Ubuntu, Joomla, Moodle, and Python.
- g. Only one semester of Experiential Explorations will be faculty approved as a substitution for cooperative education.
- h. Students may contribute to multiple open source development sites if permitted by their supervisor/mentor.
- i. Student must identify and propose a final deliverable that adequately demonstrates their increased proficiency through the open source experience; this deliverable must be approved by a faculty member in the Division of Experience-Based Learning and Career Education before the EEP experience can be approved.
- j. Students are strongly recommended to substitute their first or last co-op experience with the open source EEP. If this is not possible, at least two co-op semesters should be available following the experience.
- k. Students must work with their Cooperative Education Faculty Advisor to identify a reasonable work space to utilize throughout the EEP term, such as the UC 1819 facility or Neihoff Urban Studio.

## IV. Eligibility

### A. General Application Criteria for Undergraduate Co-op Participation

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 student (minimum of 12.0) academic credit hours per semester and be officially admitted to the School of Information Technology.
2. A student must complete the maximum number of co-op semesters (up to 5 semesters) designated by one's Academic Advisor upon admission to the School of Information Technology and the Cooperative Education Program. Any decrease in number of co-op rotations required must be approved by your college (i.e., Academic Advisor) and your Cooperative Education Faculty Advisor.
3. A student must complete the entirety of the first-year BSIT curriculum with satisfactory grades prior to engaging in a co-op placement.
4. A student must complete the *Professional Development for BSIT* course with a passing grade.
5. A student must be willing to accept a co-op position in any geographic location within the continental United States.
6. A student must be willing to accept a co-op position in Section I (summer following first-year), Section II (fall of second year) or Section III (spring of second year).
7. A student must be free of any academic and financial deficiencies or other restrictions that would interfere with program participation and registration.
8. 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 UC International Services following acceptance of a co-op position and prior to the beginning of each co-op semester. This will enable students to work without jeopardizing their visa status in the United States.

### C. Distance Learning Considerations

Students electing to participate in the online BSIT program are entitled to the same ELCE services and resources as on-campus students. However, should distance learning students impose any limitations on their employment considerations or responsibilities in an active job search, students may be advised to seek employment independent of university resources.

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## V. Applying to the Co-op Program

All students 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 *Professional Development for BSIT* course.

## **B. Deadline**

Applications must be completed as directed by the instructor of one's *Professional Development for BSIT* course. Generally, applications are due within the first month of course participation.

## **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 computer science (CEAS) to information technology (School of IT).*

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 Cooperative Education Faculty Advisor to inform the advisor of the change. A change in major will likely result in a change in Cooperative Education Faculty Advisor for the student. This meeting should occur as soon as the student is certain of the major change and the new major is officially indicated on the student's academic record.

### **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 information technology (School of IT).*

If a student is changing majors to a major which offers mandatory 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 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.

## E. Re-admission

After a withdrawal from the University, students desiring re-entry to the Cooperative Education Program must request re-admittance. Students should visit 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 a co-op term. In order for re-admittance to be considered, the student must have followed the proper withdrawal procedure, had a satisfactory cooperative education record, meet all of the eligibility requirements, and apply at the appropriate time.

## F. Prior Learning Assessment or Advanced Standing

**Prior Learning Assessment** 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 and successful completion of the **Prior Learning Assessment Process**.

A student must indicate prior experience when initially applying to the Cooperative Education Program and complete the University's Prior Learning Assessment (PLA) process if they wish to receive advanced standing/credit. The PLA process should be completed after acceptance and prior to the initial job search in the Cooperative Education Program.

### 1. PLA Application Requirements

- Students must speak with a both their academic advisor and their co-op advisor prior to applying for PLA to ensure the PLA credits will count toward their degree. It is the students' responsibility to ensure that the credits the student receives counts toward degree requirements.
- After students speak with an advisor or a faculty member, students may begin the application process.
- Students must be currently enrolled with a declared major and in good standing (2.00 or higher cumulative grade point average).
- A minimum of six months of full time, industry related, consecutive employment is required for each term of co-op credit
- Students may request Portfolio Review only for those courses for which they are not currently registered or have not previously audited or failed.
- Credit received will not count toward student GPA or residency requirements.
- If the portfolio assessor awards a passing score, students will be awarded credit which will be posted as advanced standing on transcripts.
- If the student does not pass the assessment, the student will receive neither credit nor a fee refund.
- Students agree that all work presented is owned by the student and the student has adhered to the academic standards as defined in the UC Student Code of Conduct.

### 2. PLA Portfolio Contents

A PLA portfolio is a document or collection of documents that shows evidence of the knowledge gained by the student. The knowledge must directly relate to the learning objectives of the course for which the student is applying. This list is **not** inclusive, but should be viewed as recommendations for a successful portfolio.

- Self-narrative describing knowledge gained from prior experience. This document should weave together artifacts and supporting documentation to present a logical argument learning has occurred with meets learning outcomes of the course. Reflection and relating learning to education theory is required to demonstrate how learning occurred.



- Professional resume and/or portfolio
- Letters from employers clearly stating the skills learned from job duties
- Certificate(s) of completion of workshops or trainings attended
- Certificate(s) of completion of online, non-credit courses
- Completed projects or work, with detailed descriptions, examples and references (links, screen shots, demonstrations)
- Any documentation specified by the student's program.
- Students are free to use these or other documentation to provide clear evidence of their knowledge.

### 3. PLA Application Review Process

- PLA administrator notifies ELCE PLA Director
- The PLA Director assigns an appropriate faculty assessor
- Faculty assessor completes the assessment by week 12 and submits findings to testing services office
- PLA portfolio review is available for DAAP students
- DAAP students may apply for up to two terms of co-op PLA credit

### 4. PLA Cost

- One to five co-op terms for PLA credit costs \$180 per portfolio review. If students' request separate portfolio reviews at different time increments, students will have to pay for additional reviews. Students also need to apply for PLA for the Intro to Co-op course (i.e. an additional \$180 cost) and/or enroll in the course.
- Note that for students requesting less than 5 terms of PLA credit must enroll in the appropriate Introduction to Co-op course as students will be conducting a job search at the University of Cincinnati.

### 5. PLA Application Process

Students must [apply for PLA on the PLA website](#) by week five of the semester to have the assessment completed in the same semester.

<https://www.uc.edu/campus-life/testing-services/prior-learning-assessment.html>

If granted, PLA would apply to the first co-op semester(s). Note that PLA is typically used by those students who transfer to UC from other institutions, who complete the PLA Portfolio Review process, and need advanced standing to meet the minimum required co-op semesters for their degree program. Details of the process should be discussed with the student's Cooperative Education Faculty Advisor during the initial meeting. *Note that PLA Credit does not necessarily reduce the time to graduation for most DAAP students.*

**Advanced standing** may be granted for a co-op semester(s) under either of the following criteria:

A student completed a 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-

A student completed full-time, prior work experience of six consecutive months or more in a industry-related job.

A student must indicate prior experience when initially applying to the Cooperative Education Program. After acceptance and prior to the initial job search in the Cooperative Education Program the student must complete the proper Advanced Standing request form and submit it to the Professional Standards Review Committee within the Division of Experience-Based Learning and Career Education.

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 Cooperative Education Faculty Advisor during the initial meeting.

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## VI. Cooperative Education Courses

The Division of Experience-Based Learning and Career Education (ELCE) offers classroom-based introductory cooperative education courses, mid-curricular courses and additional preparatory courses. These courses are taught by the faculty of the Division of Experience-Based Learning and Career Education.

### A. Professional Development for BSIT

The Division of Experience-Based Learning and Career Education (ELCE) offers an academic course required for all students within the BSIT program. This course is designed to provide students with significant professional development training for the information technology industry and introduce students to the cooperative education learning model. This course will prepare students to maximize learning, successfully seek out employment, and aid in the development of strategies and necessary skills for effective participation in the Cooperative Education Program. The course is graded on the standard A - F scale, and carries one hour of academic credit per course. A passing grade in this course is required for all students in the BSIT program (full-time and part-time).

### B. Orientation to International Cooperative Education

Students who are interested in participating in the International Cooperative Education Program (ICP) are required to take *Orientation to International Co-op* or *Exploring Culture, Life, and Work Abroad*. *Orientation to International Co-op* should be taken at the beginning of a student's participation in the ICP in the sophomore year, but can be taken any time before a student goes overseas. *Orientation to International Co-op* focuses specifically on the ICP, while *Exploring Culture, Life, and Work Abroad* provides a more holistic overview of university work-abroad programs and preparation for these programs. *Orientation to International Co-op* 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 new environments and creates realistic expectations about an international work experience. Information is provided about the cultures available through the ICP and will assist undecided students in choosing a language focus. Students who will work abroad through independent efforts and are not participating in the ICP are not required to *Orientation to International Co-op* or *Exploring Culture, Life, and Work Abroad*. Similarly, students participating in one of the International Experience Programs (IEP) do not need to complete these courses.

## C. Exploring Culture, Life, and Work Abroad

This course is designed to introduce students to concepts and practices necessary to successfully live and work abroad and provides students with an overview of international program options at the university. Students will examine aspects of culture, as applied to their personal culture and culture of a target country of their choice. Students will develop strategies to successfully participate in an international work-abroad experience and will examine social issues that affect cultural participation and equity. This course is open to all students at the university and can serve as a substitute for *Orientation to International Co-op*, for those who choose to participate in the International Cooperative Education Program (ICP). Students who will work abroad through independent efforts and are not participating in the ICP are not required to complete *Orientation to International Co-op* or *Exploring Culture, Life, and Work Abroad*. Similarly, students participating in one of the International Experience Programs (IEP) do not need to complete these courses.

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## VII. Participating in the Cooperative Education Program

After successful completion of the Introduction to Cooperative Education courses, or other applicable courses, and acceptance into the Cooperative Education Program, the student will receive correspondence from the Cooperative Education Faculty Advisor instructing the student on appropriate time frames and necessary actions. Information will include basic tenets of the job search, interviews, acceptance, and registration.

### A. 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 and 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 Cooperative Education Faculty Advisor, 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 Cooperative Education Faculty Advisor 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 her/his Cooperative Education Faculty Advisor immediately.

Students working on cooperative education assignment are not entitled to university recognized holidays, off-days, class cancellations or other university-specific school closures. Cooperative education students must follow the schedule determined by their employer for the duration of their co-op term assignment.

### B. Search for a Cooperative Education Position

The search for a cooperative education position typically begins one semester in advance of planned co-op employment. During the first three weeks of the search semester, the student will receive communication and instruction through individual or group meetings called *Job Search Initiation Meetings*.

All decisions with respect to co-op positions must be made in consideration of their effect on the student, the employer, and the University's program objectives. While the students' 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 Cooperative Education Faculty Advisors 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.

It is the student's responsibility to be an active participant in the job search consistently until a position is secured. This includes following the procedures and communicating clearly with your Cooperative Education Faculty Advisor. Should any issues arise, these should be communicated to your Cooperative Education Faculty Advisor immediately.

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 poor academic standing or one whose previous employment record is unsatisfactory. Therefore, it is important not only to maintain satisfactory academic progress and provide employers with acceptable job performance. If there are extenuating circumstances that prevent your return for a second term, you should notify your Cooperative Education Faculty Advisor and submit a Student Petition to the Professional Standards Review Committee.

Students are required to complete a **minimum of 2 semesters** of co-op employment 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 assign significant 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. It is the student's responsibility to discuss subsequent co-op rotations with their employer.

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. Every effort is made to serve all students equally in job referral activities, however, limitations in individual capabilities, needs, or performance, may limit the options for discipline-related co-op opportunities for some program participants since, ultimately, employing organizations make the hiring decisions.

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

### a. **Section Assignment & Geographic Preference**

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

While students may have preferences for section (Section I, Section II, or Section III, if applicable) or geographic location, final decisions are based on 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 Cooperative Education Faculty Advisor. A student should not approach an employer concerning employment possibilities unless prior approval has been obtained from the Cooperative Education Faculty Advisor.

### c. **Seeking Positions**

- a. 1<sup>st</sup> co-op term: Students in the School of Information Technology must engage in at least one formal job seeking term following the satisfactory completion of PD 1010 or equivalent. Students are not permitted to engage in concurrent PD 1010 enrollment and the co-op job search for the subsequent, following term.

- b. Following the 1<sup>st</sup> co-op term: Students seeking a new co-op employer, may not seek a new co-op during their co-op work term. It is difficult to search for a new co-op employer and position while working a full-time co-op.

**d. Equal Opportunity**

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

The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities. The university does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in University programs or activities. See 'Standards of Professional Conduct, Notice of Non-Discrimination' section for additional information and support.

**e. Participation**

Students that do not fully participate in the search process as defined by their Cooperative Education Faculty Advisor be removed from the search at any time at the discretion of the Cooperative Education Faculty Advisor.

## C. 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/internet. It is the student's responsibility to maintain professional decorum when communicating with employers. Further, students must be responsible for checking phone voicemails and university email addresses daily during a job search term. If questions arise during interview communication, the student should contact her/his Cooperative Education Faculty Advisor.

## D. 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, she/he has committed to the position and is no longer in the job search.** The student must immediately notify the Cooperative Education Faculty Advisor to begin the placement and registration process. Upon this commitment, students must respectfully decline any additional interviews or offers.

### 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 semester. Any proposed deviation should be addressed with the Cooperative Education Faculty Advisor prior to approaching the employer. The calendar is available at <https://www.uc.edu/campus-life/careereducation/employers/hire-student/dates.html>

### 3. Compensation & Negotiation

**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 compensated experience. While positions are compensated, the primary consideration in the Cooperative Education Program is the learning and experience a student receives from the opportunity an employer affords. Salary is set by the employer and negotiation of salary is not permitted by co-op students. Variances in pay rates exist among

students and positions for numerous reasons such as student ability, tenure with firm, geographic location, employer pay scales, skill aptitude, and economic conditions.

## E. 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 a co-op position.

## F. 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 be registered with the University for each co-op semester.

If a student participates in an approved co-op position working two consecutive semesters, the student must register for EACH semester. Failure to register in the appropriate time frame can result in serious problems with student loans, health insurance coverage, or visa status. Ensuring appropriate term registration is the responsibility of the student through communication with the Cooperative Education Faculty Advisor. Students are not permitted 'back-registrations' for any reason once a co-op term has commenced.

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

1. After securing a position, the student must notify her/his Cooperative Education Faculty Advisor following the steps as indicated by the advisor.
2. Online registration can then be completed at the PAL website: <http://www.uc.edu/pal/> by selecting the "I accepted a position" button. During the online registration, students are asked to submit supervisor contact information. If some information cannot be obtained prior to or during the registration process, the registration can still be completed with this information omitted. Information should be updated using "Update Supervisory/Salary" in PAL no later than the first week of the co-op term. The supervisor information and wage must be entered in order to gain access to the Student Report.
3. 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.
4. Following registration on the PAL website, students will be officially registered with the University 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 48-hour delay to occur between completing online registration and addition of this course to a student's schedule.
5. Registration adheres to the University's open web/in-person schedule 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.
6. 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.

## G. 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 and 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 student 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 in the iBearcatsGlobal system](#) at <https://ibearcatsglobal.uc.edu>.

The Curricular Practical Training form will require certification from your Cooperative Education Faculty Advisor 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 Cooperative Education Faculty Advisor 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](#).

## 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 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 and 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](#) at (513) 556-6868.

## 6. Financial Aid

Review information on the [Financial Aid website](#) 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](#) (onestop@uc.edu or 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 and 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 the [UC Financial Aid website](#) for more information. Scholarship money is typically applied to academic semesters; however, it may vary depending on the scholarship. Contact [One Stop](#) or your sponsoring organization with questions: onestop@uc.edu or 513-556-1000

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

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# VIII. 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 Cooperative Education Faculty Advisors. In such situations, policy exceptions may be granted by the faculty advisor or the Professional Standards Review Committee (PSRC), as deemed appropriate. Failure to abide by the policies of the Cooperative Education Program will result in the student being referred to PSRC for action.

## A. 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. Any exceptions must have the prior approval of the student's Cooperative Education Faculty Advisor.

### 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 Cooperative Education Faculty Advisors 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 immediately contact their Cooperative Education Faculty Advisors to determine if it will be possible to meet the Learning Outcomes for the semester. The student must complete and return the "Student Petition for Waiver or Exception" including on the form a detailed explanation of the reason for and dates of 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 their Cooperative Education Faculty Advisor. The student observes only company holidays, not University holidays or vacations, during the co-op semester.

## B. 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.

### 1. Notice of Non-Discrimination / Title IX

The University of Cincinnati is committed to creating and maintaining an environment in which individuals may work, live, learn, and thrive in a harassment-free environment.

The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities. The university does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in University programs or activities.

The university responds promptly and effectively to allegations of discrimination, harassment, and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community. The university takes immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community.

UC is committed to the ideal of universal Web accessibility and strives to provide an accessible Web presence that enables all university community members and visitors full access to information provided on its websites. Every effort has been made to make these pages as accessible as possible in accordance with the applicable guidelines.

#### **Report discrimination, harassment, or retaliation based on sex, sexual orientation, gender, and gender identity or expression to:**

Title IX Office  
3115 Edwards I  
45 Corry Blvd.  
Cincinnati, OH 45221-0158  
Phone: (513) 556-3349  
Email: [titleix@uc.edu](mailto:titleix@uc.edu)

#### **Report discrimination, harassment, or retaliation based on disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, age, and veteran status to:**

Office of Equal Opportunity & Access  
5150 Edwards I  
45 W. Corry Blvd.  
Cincinnati, OH 45221-0214  
Phone: (513) 556-5503  
Email: [oeohelp@uc.edu](mailto:oeohelp@uc.edu)

## 2. Mental Health Services

### Counseling Services, Clifton Campus

Students have access to counseling and mental health care through the University Health Services (UHS), which can provide both psychotherapy and psychiatric services. In addition, Counseling and Psychological Services (CAPS) can provide professional counseling upon request; students may receive five free counseling sessions through CAPS without insurance. Students are encouraged to seek assistance for anxiety, depression, trauma/assault, adjustment to college life, interpersonal/relational difficulty, sexuality, family conflict, grief and loss, disordered eating and body image, alcohol and substance abuse, anger management, identity development and issues related to diversity, concerns associated with sexual orientation and spirituality concerns, as well as any other issue of concerns. After hours, students may call UHS at 513-556-2564 or CAPS Cares at 513-556-0648. For urgent physician consultation after-hours students may call 513-584-7777.

## 3. Campus Resources available to you during your Co-op placement

Even while you are off-campus, your Cooperative Education Faculty Advisor is still available and wants to hear from you during your co-op, internship, or experiential learning placement. Your Cooperative Education Faculty Advisor contact information is available to you in Catalyst (co-op advisors) OR Blackboard/your course syllabus (if applicable). If you have any questions or concerns, please do not hesitate to reach out, as they are a resource to you before, during and after your experiential learning placement.

While on co-op, you are still considered a full-time UC student and have access to the below resources and services:

- [Accessibility Resources](#)

Contact for academic accommodations or specialized services. Phone: 513-556-6823

- [Campus Recreation Center](#)

Note: Access to the Campus Recreation Center while on co-op/internship requires a membership fee that is the same cost as the semester student fee for students. While on co-op you are not automatically charged all student fees as you are when taking a full semester of classes. Phone: 513-556-0604

- [Counseling and Psychological Services](#) (CAPS)

To speak with a counselor 24/7, call (513) 556-0648 and press 1

CAPS can recommend face-to-face counseling in your local area (if outside Cincinnati)

- [Student Affairs and Services](#)

Student Affairs includes, for example, the African American Cultural and Resource Center (AACRC), Ethnic Programs and Services, LGBTQ Center, Women's Center, Student Activities and Leadership Development (SALD), and Student Wellness Center.

Explore and engage in a variety of co-curricular activities

Access resources that fit your needs and schedule

- [Title IX/Sexual Harassment/Misconduct](#)

If you experience any kind of harassment or unfair treatment on the basis of race, color, religion, religious creed, gender, gender identity and expression, sexual orientation, age, pregnancy/parenting status, national origin, ancestry, genetics, disability or veteran status while employed, contact your Cooperative Education Faculty Advisor or the [Title IX office](#) immediately. Even while you are not on campus, and as an employee in the workplace, you possess the same rights as an on-campus student.

Note: If you desire a higher level of confidentiality than talking with faculty or staff members on campus who are mandatory reporters (including Cooperative Education Faculty Advisors), there

are confidential resources at UC, including professional counselors at CAPS and Women Helping Women Campus Advocates at the UC Women's Center.

- [International Services](#)

Contact for cultural, work authorization and immigration services support. International students leaving the country must contact International Services in advance of their trip in order to update their I-20. International students preparing to participate in any curriculum-based work experience (co-op, internship, service learning, etc.) must submit and receive approval for their Work Authorization Request in iBearcatsGlobal prior to their first day of employment. Phone: 513-556-4278

- [University Health Services](#)

All UC students can receive medical attention regardless of insurance status. All registered students may be seen at University Health Services. In the case of medical assistance, your insurance will be charged, and the associated deductible and co-pays will apply. If you have UC's student health insurance, the visit will be covered 100% without a co-pay. If you do not have any insurance, you will be considered "self-pay" and can be seen for \$85 (as of May 2018) at the time of service. Phone: 513-556-2564

Note: UC's student health insurance can be used anywhere in the US, so students on co-op outside of Cincinnati can continue to use it. You will be charged deductibles and co-pays for care, as with any outside insurance. If you are close enough to come to UHS for medical attention, you will not have to pay these associated costs.

- [Veterans Programs and Services](#)

Connect with a variety of on-campus, local and national resources. For veterans navigating tuition costs and the GI Bill, VPS is a great resource as well. Phone: 513-556-6811

## C. 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 students in subsequent semesters function at a higher levels and within the organization. Students are expected to communicate the multi-term co-op requirement to their co-op supervisor and human resources during their first co-op term. If there are extenuating circumstances that prevent a student from returning for a second term, students should notify their Cooperative Education Faculty Advisor to discuss alternative .

## D. 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 of Employer" 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. Prior to making decisions regarding changes in employment status, a student should contact the Cooperative Education Faculty Advisor.

*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 Cooperative Education Faculty Advisor.

## 2. Involuntary Change

In the event that a student is unable to return to the previous employer, a "Change of Employer" form 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.*

Events could include, but are not limited to, layoffs, position or budget cuts, or employer reorganization.

## E. 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 co-op employer. While students may elect to take courses outside of regular work hours during the co-op semester, they must follow all rules, regulations and procedures in doing so as required by their college.

## F. Independent Contracting

The Division of Experience-Based Learning and 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. Further, the University of Cincinnati recommends that all students obtain employment classification as W-2 employees within their organization.

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.

## G. Unemployment Compensation

Students may not apply for unemployment compensation based upon periods of Cooperative Education unemployment (e.g., traditional academic terms in between co-op semesters).

It is not ethical for a participating student to request or receive unemployment compensation based upon periods of Cooperative Education unemployment. Such application on the part of a Cooperative Education student is in violation of 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.

## H. Suspension or Withdrawal

Participation in the Cooperative Education Program is affected by academic suspension or withdrawal from an academic program. Students under suspension are restricted from making forward progress in their academic program.

### 1. Academic Suspension

In the event a student is suspended from his or her academic program or college, he or she should contact his or her Cooperative Education Faculty Advisor. 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 Cooperative Education Faculty Advisor. 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. 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 must notify the Cooperative Education Faculty Advisor 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 described 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 may face academic sanctions as determined their Cooperative Education Faculty Advisor, College and the Professional Standards Review Committee.

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 co-op 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.

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## IX. Military Obligations

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

The student should plan to meet with the Cooperative Education Faculty Advisor 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 Cooperative Education Faculty Advisor 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. Students should meet with the appropriate personnel in the ROTC program to determine the best schedule to meet requirements for the academic major, co-op, and ROTC. Both services offer Advanced or Two-year Programs for qualified students.

## **D. Student Responsibilities**

Students enrolled in an ROTC program or other military program must notify their Cooperative Education Faculty Advisor at the earliest point of program participation to make the appropriate arrangements for the field training obligations (a minimum of one semester advance notice is essential).

The student should submit a Student Petition Form for consideration by the Professional Standards Review Committee (PSRC). This form is available on the ELCE website. Approval of this petition by 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, Field Training does not occur during the student's final co-op semester, the student's Cooperative Education Faculty Advisor 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.

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## **X. 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 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 the student report for each co-op semester.

### **A. Registration**

Registration for the co-op semester is to be completed online through PAL ([www.uc.edu/pal](http://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 their 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 and 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, health insurance, financial aid and scholarship distribution 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 Cooperative Education Faculty Advisor will result in an incomplete "I" or "U/P" grade for the semester or semesters. Grades given by the Division of Experience-Based Learning and 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.

The Student Report is the primary assignment for each full-time co-op semester. This one document encompasses goal-setting, mid-term evaluation, and self-reflection. The Student Report is substantial and students should allow ample time for completion.

### **1. Student Report-Part 1**

To start the co-op semester, students are to schedule a meeting with a supervisor to set expectations and goals. In each semester, the student is to establish two goals and strategies to meet these goals, in collaboration with a supervisor. Additional goals are pre-established by the co-op faculty, and students work in collaboration with a supervisor to develop a strategy to meet these goals as well. 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 mid-point and conclusion of the co-op semester, learning objectives are reviewed by the student and supervisor.

### **2. Student Report-Part 2**

At the mid-point of the semester, students again are required to meet with a supervisor to discuss progress in the role as well as progress toward established goals. 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 mid-point 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-Part 3**

The final, most lengthy component of the assignment 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 Cooperative Education Faculty Advisor than those prepared hurriedly and from memory at a later date. The Student Report should be completed in its entirety during the final two weeks of the co-op semester.

## **C. Employer Report**

All students are evaluated by their supervisor each co-op semester using the Employer Report administered online through PAL. It is also acceptable for an employer to complete and upload a company-specific evaluation form. This report is viewed as a performance evaluation and the student's Cooperative Education Faculty Advisors 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. Co-op Reflection**

Upon the conclusion of a student's co-op experience, students will be notified of a co-op reflection requirement. Students will be contacted by their Cooperative Education Faculty Advisor about setting up the individual, group meetings, online meetings, or alternative reflection assignments.

These reflection meetings provide an opportunity to review the last co-op assignment, 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 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. Complete the co-op reflection requirement with the assigned Cooperative Education Faculty Advisor following the co-op semester.
6. Complete any additional requirements assigned by the Cooperative Education Faculty Advisors.

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# **XI. Cooperative Education Recognition and Certificates**

The Division of Experience-Based Learning and Career Education (ELCE) awards certificates for participation to qualified students graduating from the Cooperative Education Program. These certificates are University-recognized and noted on students' transcripts. These certificates and the way in which they are earned are described below. Students must receive passing grades in all Professional Practice 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 and 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, five 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.

## **B. Cooperative Education & Practice Participation**

A Certificate of Cooperative Education & Practice is awarded by the Faculty of the Division of Experience-Based Learning and 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 in each of the undergraduate degree programs.

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# **XII. Professional Standards Review Committee (PSRC)**

In order to maintain the standards of the University of Cincinnati and the Division of Experience-Based Learning and 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 Professional Practice & Experiential Learning for the purpose of maintaining program standards.

## **A. PSRC Cases**

The PSRC reviews all matters pertaining to petitions of irregularity, conflict resolution, 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/Military Summer Training

A student participating in a ROTC summer training program requests to do so via a PSRC 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 for Waiver or Policy Exception 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 Waiver or Policy Exception.

## 5. Possible Offenses

Some examples of offenses which may result in PSRC action are listed below, yet are not limited to examples shown here. 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 probation for a previous action.
- c. **Employer Termination** - A student 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, policy exception and/or academic sanctions.

### 1. Waiver

A 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 a 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 (e.g., illness, participation in a ROTC Summer Training), ACCEND, or any situation where a penalty regarding certification would be inequitable.

### 2. Policy Exception

A policy exception has no detrimental effect on a student's participation in the Cooperative Education Program, or projected date of graduation. This designation is utilized when a student is granted as exception to a co-op policy in order to fulfil their co-op work semester.

Common causes for a policy exception may include: starting a co-op work semester late or leaving early due to participation in a study abroad program, requesting a change of employer, participating in a second or third EEP or any other situation deemed an acceptable exception to a policy.

### 3. Policy Violation

A policy violation may have a detrimental effect on a student's participation in the Cooperative Education Program, or projected date of graduation. This designation is utilized when a student violates a program policy and is recorded as a Participation Violation.

Common causes for a policy violation may include: starting a co-op work semester late or leaving early for no approved reason, changing employers without prior approval, or providing false information to an employer. A co-op employment violation 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.

#### 4. Participation Violation

A co-op participation violation is given when a student does not participate in a cooperative education work semester as a result of their own actions. A co-op participation violation 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 and is recorded as a Participation Violation.

Common causes for a participation violation 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 that result in loss of the job.

#### 5. 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 and 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 Cooperative Education Faculty Advisor 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 Cooperative Education 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 Cooperative Education Faculty Advisor 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 "Student Petition for Exception or Waiver" form on the ELCE website or from the Cooperative Education Faculty Advisor
- b. Follow the instructions on the form to complete the petition form, including any supporting documentation, and email the completed form to Susan Frazer at [susan.frazer@uc.edu](mailto:susan.frazer@uc.edu). The student's Cooperative Education Faculty Advisor will then be notified and invited to comment via the submission of a Faculty Response form.
- c. The PSRC will meet (typically at the beginning and end of a term) 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 Cooperative Education Faculty Advisor 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 Cooperative Education Faculty Advisor deems it appropriate, the Cooperative Education Faculty Advisor 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 Cooperative Education Faculty Advisor'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 Cooperative Education Faculty Advisor 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 Cooperative Education Faculty Advisors 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.

*Approved by the faculty and staff of ELCE on 08/24/2019*

