



**UNIVERSITY OF DAYTON**

**COOPERATIVE EDUCATION  
SCHOOL OF BUSINESS ADMINISTRATION  
COLLEGE OF ARTS & SCIENCES  
SCHOOL OF EDUCATION & HEALTH SCIENCES**

**STUDENT HANDBOOK**

## COOPERATIVE EDUCATION DEFINED

Cooperative education (co-op) is a structured method of combining classroom-based education with practical work experiences. Students alternate semesters of academic study with full-time work semesters (work terms). In most cases, students work for the same employer for 3-5 work terms. Co-op positions need to be related to the student's academic major. Co-op positions are paid.

## THE BENEFITS OF PARTICIPATING IN COOPERATIVE EDUCATION

Committing to a co-op program provides students with significant benefits in experiential learning and career preparedness upon graduation. These benefits include:

- The opportunity to explore career and academic interests.
- To begin developing professional skills necessary for long term on-the-job success.
- Earn money to assist with college expenses.
- Gain up to one year or more of professional work experience to build the resume.
- Integrate academic theory gained in the classroom with real-world, hand-on learning.
- Develop a professional network of colleagues and supervisors.
- Early development of "job ready" skills such as resume writing, interview skills, networking, and executing job search strategies that will be utilized throughout one's career.

## PROGRAM STRUCTURE

Participation in the co-op program requires a minimum of 3 work terms. Work terms average 16 weeks in length and normally coincide with the regular campus calendar; that is, students usually begin a work assignment on Monday of the week classes begin and continue through the last Friday of the term. Summer work assignments normally begin in mid-May and continue through mid-August. Starting and ending dates may be changed if mutually agreeable to both the employer and student. Summer work terms must complete a minimum of 13 weeks of work.

Students are expected to remain with their employer throughout the entire work term and **return to the same employer for each scheduled work term until graduation.** Changes of employer will be authorized in exceptional situations only. If a change in co-op employer occurs and the student works less than three work terms with that new employer, a transition to an internship (registration in the Experiential Learning courses, EXP) may occur. These situations will be evaluated on a case by case basis.

Co-op students are required to complete a brief Early Work Term Form and to submit a written report of their work experience.

The employer will evaluate the student's job performance at the end of each work term. The Performance Evaluation form can be found at the end of the Student Handbook.

## GENERAL ELIGIBILITY REQUIREMENTS

### Undergraduate Students

- Full-time students need to complete at least 3 academic semesters of 12 credit hours or more. (\*Operations Management majors may begin a co-op work term as early fall semester of sophomore year. Taking academic courses during summer semester between the first and sophomore years is strongly recommended. Please see the Work/Study calendar examples for clarification at the end of this handbook.)

- Student applicants must have a minimum cumulative grade point average of 2.3.
- Students must attend an information session conducted by Career Services (held in early September and February each semester) or have a one-on-one meeting with a Career Advisor in Career Services.

### **Transfer Students**

- Transfer students must complete at least one semester of study as a full-time University of Dayton student prior to beginning the first work assignment.

### **Graduate Students**

- Full-time graduate students must complete one full academic semester and have a GPA of at least 3.0.

## **CO-OP POSITION ACCEPTANCE POLICY**

When accepting a co-op position by phone, in person, by letter, or email, it is your responsibility to inform Career Services immediately. You will also need to provide the Career Services office with a copy of your offer letter. By accepting a position, you automatically disqualify yourself from further consideration by other companies. You should not interview with other companies, and it is your responsibility to cancel any previously arranged interviews.

## **WORK TERM REGISTRATION**

Students are required to register for each work term in a cooperative education course (COP 103, 203, 303, and 403). During fall and spring semester, this allows students to maintain a full-time status at the University. Students are entitled to a validated ID and may also live in University of Dayton housing and participate in a meal plan. Students participating in the co-op program are also required to register summer work terms.

Failure to register for a Co-op work term will result in notification to the employer that the student is no longer eligible to participate in the University sponsored Co-op program.

Career Services is responsible for registering students for COP courses after the following has taken place:

- All University bills must be paid through the Bursar's office. If a student has any holds on their account, registration will not be completed until those holds are removed.
- Submit a copy of the offer letter or email to Career Services

## **GRADING AND COURSES**

Grading for co-op is Option 2, S = Satisfactory or NC = No Credit. Co-op academic requirements will not be accepted after the final day of semester grading (about 3 weeks after the semester ends). To receive a satisfactory grade, the following must be completed by published dates:

- Work Term registration (completed by Career Services)
- Completion of the early work term form
- Submission of the work term report
- Exit interview with a Career Services staff member (required for the first and last work term only). Exit interviews are conducted at the beginning of the semester following the work term.

Students are permitted to register for up to three (3) credit hours of courses during their first work term and up to six (6) hours during each remaining work term. Students pay regular University tuition rates for credit hours in classes taken during the work term. **\*\***(Operations Management students cannot work during their final two semesters, regardless of whether they only have the Senior Capstone courses left. Please see your SBA academic advisor for questions.)

### **REGISTRATION FOR NEXT STUDY TERM**

Course registration instructions will be available online to all working students. Students are responsible for registration of all their study term.

Students must inform Career Services of their current email and residential addresses at the beginning of each work term.

### **FINANCIAL AID GUIDELINES**

Co-op applicants receiving University financial aid or scholarships will need to contact a University financial aid counselor prior to accepting an offer of Co-op employment to determine whether adjustments will need to be made to their financial aid packages.

Earnings will not affect merit and scholarships; however, need based financial aid (grants, loans, and work-study) will most likely be adjusted.

Available financial aid applies only to full-time study terms. Financial aid defers to the next full-time study term during the work terms. See attachments for additional information regarding co-oping and financial aid.

### **HOUSING**

Housing, both at school and on the job is the student's responsibility. Students working in the Dayton area can continue to reside in UD housing. Co-ops accepting employment outside of the greater Dayton area will be released from their contract for that term without a cancellation fee. Outside is currently a 40-mile radius from campus.

**Notify Career Services of your housing situation each work term.**

### **UNEMPLOYMENT COMPENSATION**

Students are **not** eligible for unemployment benefits.

UNIVERSITY OF DAYTON

COOPERATIVE EDUCATION PROGRAM  
SCHOOL OF BUSINESS ADMINISTRATION, COLLEGE OF ARTS & SCIENCES,  
SCHOOL OF EDUCATION & HEALTH SCIENCES

STUDENT CO-OP AGREEMENT

The goal of the Cooperative Education Program is to assist you in finding a job, which will expose you to the career you plan to pursue. The University will provide opportunities for you to interview for available positions. The University will also work with you to help you prepare for interviews and to be "job ready." Employment, however, depends primarily upon your qualifications, interests, available jobs in your academic major, and your active participation in seeking out employment opportunities.

Because of the great amount of time and money spent by both the University and employers in locating and providing suitable jobs, it is necessary that you be committed to the Cooperative Education Program and its rules and regulations, as stated in the University of Dayton Cooperative Education **HANDBOOK**.

**MAJOR STUDENT COMMITMENTS:**

1. Maintain appropriate academic standing as a full-time student.
2. Register in the co-o work term course prior to each work term.
3. During each work term:
  - a. Complete and return an Early Work Term Questionnaire
  - b. Prepare a written report on work experience, the Co-op Work Report
  - c. Have a post work term interview with a Career Services Representative after the first and last work term.
4. Commit to a minimum of 3 work terms with the same company and carry out the approved work/study calendar with that employer.
5. Perform satisfactorily on the job.

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I, the undersigned student, authorize the Cooperative Education Program at the University of Dayton to release to any prospective employer for interview purposes, and to my employer once I am employed, that part of my academic record having to do with course completed and courses presently enrolled, final grades earned for such completed course, and my cumulative grade point average through the last semester completed.

I have read the **HANDBOOK**, and I understand the requirements of the Cooperative Education Program. I agree to follow all policies regarding the fulfillment of the requirements of a Cooperative Education student, such agreement to become effective upon acceptance of first work placement.

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Student Name

Date

**CODY DALESSANDRO  
ACADEMIC RECORD**

<b>COURSE TITLE</b>	<b>HRS</b>	<b>GRADE</b>
<b>First Year</b>		
General Chemistry II	3	B
General Chemistry Lab	1	A-
Intro to CME	1	B
Engineering Innovations	2	B+
Writing Seminar II	3	B
West and World	3	A
AnlyGeom&Calc II	4	C-
Intro to CME	0	S
Principles of Oral Communication	3	B+
AnlyGeom&Calc III	4	B
Intro to Philosophy	3	C
Gen Physics I Mech	3	A
IntRel&Theo Studies	3	A-
Enrichment Workshop	0	S
<b>Second Year</b>		
Organic Chemistry	3	C
Organic Chemistry Lab	1	B+
Matl&Energy Balance	3	B-
Engr Thermodynamics	3	C
Appl Diff Equations	3	C-
Gen Phy II Ele & Mag	3	C+
Professional Development Seminar	0	S
<b>Current Classes</b>		
Organic Chemistry 2	3	
Organic Chemistry 2 Lab	1	
Micro Economics	3	
Engineering Mechanics	3	

**UNIVERSITY OF DAYTON  
COOPERATIVE EDUCATION PROGRAM**

**STUDENT CHECKLIST**

**Co-op Preparation and Application Process**

- \_\_\_\_\_ 1. Update your resume and upload it to the Documents section of your profile in Handshake.
- \_\_\_\_\_ 2. Create an Academic Record and upload it to the Documents section of your profile in Handshake.
- \_\_\_\_\_ 3. Attend an information session on Co-op or schedule a one-on-one meeting with a Career Advisor in Career Services.
- \_\_\_\_\_ 4. Meet with your Academic Advisor to create a Work/Study Calendar.
- \_\_\_\_\_ 5. Read the Student Handbook.
- \_\_\_\_\_ 6. Sign the Student Co-op Agreement and submit it to Career Services.
- \_\_\_\_\_ 7. Meet with a UD Financial Aid counselor to discuss how co-op earnings affect financial aid awards.
- \_\_\_\_\_ 8. Notify Career Services that you have completed the above requirements.

**Job Search and Acceptance**

- \_\_\_\_\_ 9. Utilize Career Services and School of Engineering on-campus recruiting events and implement a job search strategy with the help of your Career Services Advisor.
- \_\_\_\_\_ 10. Provide a copy of your offer letter (or email) and your Work/Study Calendar selections to Career Services.
- \_\_\_\_\_ 11. Contact Housing & Residence Life regarding your housing needs for your upcoming work term.
- \_\_\_\_\_ 12. Notify Financial Aid of your upcoming Work/Study Calendar selections.

**Work Term Maintenance**

- \_\_\_\_\_ 13. Complete the Early Work Term Questionnaire.
- \_\_\_\_\_ 14. Keep a weekly work journal to track projects, skills gained and developed, and accomplishments.
- \_\_\_\_\_ 15. Review the Work Performance Evaluation with Supervisor at end of work term.

**Post Work Term**

- \_\_\_\_\_ 16. Complete the Co-op Work Report.
- \_\_\_\_\_ 17. Complete an exit interview with a Career Services Advisor (after the 1<sup>st</sup> and last work terms).
- \_\_\_\_\_ 18. Verify your Work/Study Calendar for upcoming semesters.



**THE UNIVERSITY OF DAYTON  
COOPERATIVE EDUCATION PROGRAM  
STUDENT WORK/STUDY CALENDAR**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Major: \_\_\_\_\_ Date: \_\_\_\_\_

The following work/study calendars have been approved by the student's academic department. Student has indicated willingness to work any alternate calendar listed.

Alternate #1

Year	2017 – 18			2018 – 19			2019 – 20			2020 – 21			2021 – 22		
Semester	Fall	Spr	Sum	Fall	Spr	Sum	Fall	Spr	Sum	Fall	Spr	Su	Fall	Spr	Su
Study															
Work															

Alternate #2

Year	2017 – 18			2018 – 19			2019 – 20			2020 – 21			2021 – 22		
Semester	Fall	Spr	Sum	Fall	Spr	Sum	Fall	Spr	Sum	Fall	Spr	Su	Fall	Spr	Su
Study															
Work															

Alternate #3

Year	2017 - 18			2018 – 19			2019 – 20			2020 – 2021			2021 – 22		
Semester	Fall	Spr	Sum	Fall	Spr	Sum	Fall	Spr	Sum	Fall	Spr	Su	Fall	Spr	Su
Study															
Work															

Alternate #4

Year	2017 – 18			2018 – 19			2019 – 20			2020 – 21			2021 – 22		
Semester	Fall	Spr	Sum	Fall	Spr	Sum	Fall	Spr	Sum	Fall	Spr	Su	Fall	Spr	Su
Study															
Work															

Numbers indicate completed and/or planned study and work terms.

Notes: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson/Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

UD Co-op Staff (Career Services): \_\_\_\_\_ Date: \_\_\_\_\_

# HOW CO-OP EXPERIENCES IMPACT YOUR FINANCIAL AID AWARD

## Frequently Asked Questions

Participating in a co-op program can provide hands-on experience that helps you land a great job after graduation. Here are answers to the most commonly asked questions about how a co-op experience impacts your financial aid award. We also recommend you meet with a financial aid counselor as soon as you decide to co-op so you fully understand how it will affect your financial aid.

### What happens to my financial aid when I co-op?

Your financial aid award will be cancelled during your co-op term. However, it can be used for a term later in the same academic year as long as you are registered full-time. For example, if you co-op in the fall term but plan to be a full-time student in the spring and summer terms, we will apply the aid you would have received in the fall to the summer term. Some programs may have restrictions, so we encourage you to meet with a counselor to discuss your specific situation.

### What if I take a class during my co-op term? Can I get aid for that?

Alternative loans may be available depending on the loan program itself. It's best to check with a counselor for the most up-to-date information.

### What if I co-op around Dayton and still live in University housing?

We encourage you to co-op close to home so you can live at home and save money. If you co-op in the Dayton area and stay in campus housing, you are responsible for paying your living expenses from your own resources during your co-op term.

### Will the money I make during my co-op affect my aid eligibility next year?

No. Currently you can list your co-op earnings as income exclusion on the FAFSA, which means they won't be used in the federal EFC calculation.

## Federal Direct Loans

The U.S. Department of Education establishes the maximum amount you can borrow each academic year (August through July) based on the number of credit hours you've completed toward your degree:

- 0-29 credit hours — \$5,500 maximum
- 30-59 credit hours — \$6,500 maximum
- 60+ credit hours — \$7,500 maximum

If you attend classes for only one semester in an academic year, you will only use half of your eligibility for that year. When you return to classes, your eligibility will be determined based on the credit hours you've completed. Based on number of hours completed, you may request your loan eligibility be revised in the middle of an academic year.

## University Merit Scholarships

If you receive a University merit scholarship, you have up to eight semesters of scholarship eligibility. Since you will not receive your scholarship during your co-op term, you may use those funds for a future term. Your scholarship can only be used one semester at a time; you cannot apply the full annual award amount to a single term. *For your scholarship to be renewed, you must maintain a minimum 3.0 grade point average.*

## University Endowed Scholarships

If you are awarded an endowed scholarship, you will not be able to use these funds during your co-op term. There may be restrictions on receiving these awards in future terms; please discuss with a financial aid counselor.

## Contact

Flyers First Office | St. Mary's Hall, 4th floor  
800-427-5029 or 937-229-4311

[finaid@udayton.edu](mailto:finaid@udayton.edu) | [finaid.udayton.edu](http://finaid.udayton.edu)

Financial aid counselors are available Monday through Friday from 8:30 a.m. to 4:30 p.m. No appointment necessary.

**UNIVERSITY OF DAYTON**  
**COOPERATIVE EDUCATION/INTERNSHIP - WORK EXPERIENCE PERFORMANCE EVALUATION**

Student Name & Major: \_\_\_\_\_ Department: \_\_\_\_\_  
 Employer: \_\_\_\_\_ Supervisor\*: \_\_\_\_\_

Performance Evaluation	2 – Above Average	3 – Average	4 – Below Average	5 – Unsatisfactory	NA – Not Applicable
1. Leadership characteristics	_____	_____	_____	_____	_____
2. Effectiveness in oral communication	_____	_____	_____	_____	_____
3. Effectiveness in written communication	_____	_____	_____	_____	_____
4. Technical ability	_____	_____	_____	_____	_____
5. Is effective in working with others	_____	_____	_____	_____	_____
6. Analytical ability	_____	_____	_____	_____	_____
7. Quality of work performed	_____	_____	_____	_____	_____
8. Organizational skills	_____	_____	_____	_____	_____
9. Problem solving	_____	_____	_____	_____	_____
10. Takes initiative, self-starter	_____	_____	_____	_____	_____
11. Accuracy and thoroughness	_____	_____	_____	_____	_____
12. Diligence and perseverance	_____	_____	_____	_____	_____
13. Demonstrates self-confidence	_____	_____	_____	_____	_____
14. Demonstrates original and creative thinking	_____	_____	_____	_____	_____

Attendance: \_\_\_\_\_ Regular \_\_\_\_\_ Irregular(Days Missed) \_\_\_\_\_  
 Punctuality: \_\_\_\_\_ Regular \_\_\_\_\_ Irregular(Days Missed) \_\_\_\_\_

Overall Rating:

Excellent	Satisfactory	Poor
+	-	+
+	-	-

Comments on performance, traits, specific incidents that would illustrate above appraisal:

Have you discussed this evaluation with the student? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Do you recommend the student be rehired next work term? Yes \_\_\_\_\_ No \_\_\_\_\_

Student's Comments: \_\_\_\_\_  
 Signatures: \_\_\_\_\_  
 Student \_\_\_\_\_ Supervisor \_\_\_\_\_ Date \_\_\_\_\_

*\*If student had more than one major assignment and/or supervisor, additional copies of this form may be used.*