



University of Dayton

Engineering Cooperative Education

Student Handbook

INTRODUCTION

The University of Dayton Engineering Cooperative Education Program was established in 1974. Over the course of forty plus years, the program has facilitated student's ability to integrate professional development with classroom theory with practical work experience. In a given year, an average of 400 engineering students work with our engineering cooperative education industry partners. This partnership is key to developing a future pool of full time engineering talent.

WHAT IS COOPERATIVE EDUCATION

The Engineering Cooperative Education (Co-op) experiential learning program is a voluntary, paid program designed to develop the student's professional and technical skills while helping gain invaluable work experience. The program is a three-way partnership between the employer, the student and the University of Dayton (UD). This partnership works with a wide variety of employers and professionals to structure a minimum commitment of three work terms (semesters). Ideally, each work term is designed to expose the student engineer to different environments within a single organization while challenging the student with increasing responsibilities. Through this partnership, the student helps full-time engineering staff increase productivity.

Participating students work closely with UD's cooperative education coordinators, both in a classroom and an office setting, focusing on conversations about vocation in the process of identifying a co-op industry partner best suited to meet the engineering student's future goals. Students alternate between periods of full-time, on-campus study with periods of full-time, paid work experience in industry, business, or government. Students earn competitive wages that offset the cost of tuition. The commitment of returning to the same company is beneficial for both the employer and the student. The student proves themselves as valuable team members, so they can be given higher-level projects and responsibilities working with their employer during each returning work term.

Through the cooperative education experience, the student will achieve professional skills and clarity of vocation. When building their resume as they approach graduation, the student will be able to include projects and programs on which they participated during their co-op work terms. This demonstrates to current and potential employers the student's technical and project management skills along with a highly desired level of commitment. In essence, the co-op experience gives an industry partner an "extended interview" with the University of Dayton engineering student.

BENEFITS FOR STUDENTS

Students gain professional experiences and skills complimentary to the traditional academic classroom setting. Effective communication and time management are just a few of the key professional skills developed through co-op.

Students begin to grow their network of professional engineering contacts and connections. Working with the full-time engineering staff, students build confidence in their technical ability and clarity in their chosen career paths. The student's supervisor works with them to grow their skills and guide them through the work experience.

The Engineering Co-op Program is a voluntary program giving flexibility in scheduling academic semesters to allow participation in a variety of experiential learning programs at UD. Students must make the decision to participate in the co-op program and invest the time needed to be successful.

As engineering co-op positions are expected to be paid, students are able to earn a substantial financial contribution to the cost of their education.

While the intent is students continue full time with their co-op employer after graduation, it is not a requirement and students can use the valuable training and experience gained while working to launch a successful career after graduation.

RESPONSIBILITY OF STUDENTS

Eligibility Requirements:

- Complete three full academic semesters.
(Transfer, UDSA and Graduate students must complete one semester)
- Academic Standing: Students must maintain a minimum 2.3 GPA.
- Students are required to review and sign the UD Engineering Co-op Handbook to acknowledge the benefits and responsibilities of a co-op student.
- Upload an approved Résumé/Academic Record and Work Study Calendar into Handshake.

Students are representatives of the University of Dayton and are expected to act with professionalism and honesty while on the job. The students are to follow the UD Code of Conduct as well as the policies and regulations of the employer. This program requires students to be their own advocate and communicate with both the UD Engineering Co-op office and future employers.

It is the student's responsibility to prepare all the needed documents to be an approved engineering co-op candidate. In addition, to be successful, a student must invest the time needed to research potential co-op positions prior to interviewing.

The Engineering Co-op office will help facilitate the connection, research and interviewing process; however, it is the student's responsibility to secure a co-op position. Students can accept positions with either one of UD's engineering co-op partners or a company located on their own. Upon

accepting a position, students must prepare a work study calendar consistent with their academic plan.

Program Considerations:

- **Tuition and Fees:** There is **NO** tuition payment or co-op fee required during a co-op work term.
- **Accepting a Co-op Position:** After formally accepting a position with a company, the student is to immediately complete the co-op acceptance form and prepare a work study calendar.
- ***By accepting a position, the student is automatically disqualified from further consideration by other companies.***
- **Registration:** The students are registered for a Co-op Work Term course (COP-X01) and considered a full-time student. This entitles the student to a validated student ID and access to UD housing, meal plans, etc. Students are permitted to register for up to three credit hours of courses during their first work term and up to six credit hours during each remaining work term. Students pay regular University tuition rates for credit hours in classes taken during a work term.
- **Financial Aid:** Students are responsible for notifying the financial aid office of their employment and review all scholarships and grants.
- **Housing:** Students are responsible for securing housing during their work term. Work assignments within 40 miles of campus students are required to live in campus housing. Students working beyond 40 miles with a reasonable commute can also choose to live in campus housing.
- **Transportation:** Transportation to and from work is the responsibility of the student.
- **Meal Plans:** Two co-op meal plans are available and required for all students living in a residence hall. Both plans are offered a reduced rate from traditional meal plans.

Co-op Debit Plan:

- Flexible Spending for Student

Co-op Block Plan:

- (7) Meals Per Week / (1) Meal Per Day
- **Accommodations:** Students with a documented temporary or permanent disability and/or medical condition that requires accommodation are encouraged to contact their employer early in the employment process and notify the co-op office in order to help facilitate the needed accommodations.

RESPONSIBILITY OF EMPLOYER

University of Dayton's Cooperative Education Program would not be successful without the support of dedicated industry partners. These partners are integral in teaching engineering students professionalism, providing invaluable engineering work experience and connecting them with the existing engineering professionals.

From the long history of working with our industry partners, it has been established that a successful co-op work experience is a minimum of three work terms with the same company. This allows the student to grow in responsibility while experiencing many different aspects of an engineering occupation as well as secure approximately twelve months of practical work experience. Although it is preferred that the student remain with the same company for the duration of the co-op work experience, there may be circumstances which require this arrangement to be adjusted. We encourage discussion of any change in work assignment, either driven by a student or employer, as soon as possible with all appropriate persons.

Industry partners have designed programs to support our engineering co-op students. These programs consist of both professional and technical development skill sets. At the time of interview, the industry partner will discuss the potential co-op job assignments.

The University of Dayton requires all participating employers entering into the Cooperative Education Program to adhere to the following guidelines:

- Offer a full-time position. Work should be a minimum of 32 hours a week for 16 weeks during fall and spring terms and 12 weeks for summer term.
- Award a competitive salary.
- Designate a qualified supervisor/mentor.
- Assign meaningful work relative to the student's field of study and consistent with the job description given at the time of the interview.
- Furnish an appropriate work space.
- Facilitate necessary training.
- Integrate the student with the engineering and organization staff.
- Allocate a safe environment free from discrimination and harassment.
- Provide performance feedback on a regular basis including end of work term.
- Meet student's accessibility and accommodations requirements.
- Offer the opportunity for multiple work terms (ideally three) with subsequent work terms increasing in difficulty and responsibility.

HOW TO GET STARTED

Students are strongly encouraged to register for the Introduction to Engineering Cooperative Education course (COP 200) in their third or fourth academic semester to prepare for the co-op work experience. Preparation can also be accomplished by engaging with engineering co-op coordinators directly.



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STUDENT CO-OP AGREEMENT

The Engineering Co-op program is an important voluntary experiential learning tool that both the University and employers have invested a great amount of time and money to develop the program mentors and co-op positions. For these reasons, it is essential that you be committed to the Cooperative Education Program and its rules and regulations as stated in the University of Dayton Cooperative Education Student Handbook.

The goal of our Engineering Cooperative Education Program is to assist you in succeeding in a co-op position. The University will also work with you to help you prepare for the interviews and to be “job ready.” The University will provide opportunities for you to interview for available positions. Co-op employment depends primarily upon your qualifications, interests, available jobs in your academic major and your active participation in seeking our employment opportunities.

Student Commitments

1. **Commit to a minimum of 3 work terms with the same company** and carry out the approved work study calendar.
2. Notify the Engineering Co-op office immediately of any changes to the work study calendar.
3. Complete a Handshake Experience the semester prior to each work term.
4. Maintain a minimum 2.3 GPA.
5. Maintain a Satisfactory rating by the employer on each Work Experience Performance Evaluation.
6. Complete the required assignments for each work term as detailed in the co-op course Isidore site
 - a. Early Work Term Questionnaire
 - b. Student Fact Sheet
 - c. Engineering Co-op Program Completed Work Term Report
 - d. Work Experience Performance Evaluation
 - e. Exit interview with Engineering Co-op staff member after completion of the first work term.

I, the undersigned student, authorize the Engineering Cooperative Education program office 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 courses 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 Engineering Cooperative Education Student Handbook; I understand the requirements of the Cooperative Education Program. I agree to follow all the policies regarding the fulfillment of the requirements of a Cooperative Education student, such agreement to become effective upon acceptance of co-op employment.

Print Student Name

Student's Signature

Date