Student Guide to Cooperative Education

1. Pick up a Co-op Packet from Career Services, 280 McCannel Hall. (This needs to be done every semester you register for a Co-op course)
   - Sign the Student Agreement and Release Form: return signed form to Career Services
   - Take the Departmental Recommendation Form to your Faculty Co-op Coordinator to review and sign: return signed form to Career Services

2. Receive a permission number and number of credits from your Faculty Co-op Coordinator. You will need this number in order to register for the Co-op course.

3. Register for the appropriate Cooperative Education course (#397, #537, or #597) in Campus Connection. (You will be charged in Campus Connection for this course.)

4. Set-up or sign-in to your Career Connect account.

   Go to: und.edu/careerconnect, click on the “Students” Sign-in button or go to www.myinterface.com/und/student/

   Sign-in: with the same User Name and Password as you use for Campus Connection or Blackboard.

   In the green bar: to the left on your Home Page, under the heading “I Want To,” click on “Report a Co-op/Internship.”

   If your position was filled through a job and interview schedule you signed up for on Career Connect, select the position you accepted.

   If your position was not obtained through Career Connect, select “click here” to enter your job Information.
Fill in the Organization Name and Job Title, then click on “Save.”

Fill out all required information under:
- Timeline Information
- Work Information

Read the Agreement Statement under the Work Information section and enter your initials in the “*Student E-Signature” field.

Click on “Save.”

Your information will be sent to the Career Services office and the automated approval process for your Faculty Co-op Coordinator and company supervisor will be initiated. *Report a Co-op needs to be completed for each semester you register for a Co-op course.

5. Inform your supervisor at your place of employment that he/she will be receiving emails from und.careerconnect@und.edu. The first email will contain a link for your supervisor to give their approval for your Co-op and future emails will contain links for your midterm and final evaluations.

6. You will be required to complete three assignments for each semester you register for a Co-op course. The assignments are:
   - Semester Job Related Objectives
   - Midterm Progress Report
   - Final Progress Report
   *These three assignments need to be completed for each semester that you enroll in a Co-op course.

   You will receive an email two weeks before your assignments are due. Those emails will contain a link for you to follow. A reminder email will follow one week later (and every three days after that) until you complete the assignment.

7. You may view your completed assignments at any time by signing into your Career Connect account. In the green bar on the left, click on the arrow by “I Want to…”, and select “View My Activity.”

   Click on the “Survey Responses” tab on the following page.

If you have any questions, please contact:
Jane Traub, Administrative Assistant
701-777-4943
jane.traub@und.edu
und.edu/careerservices

01/10/2017
UNDERSTANDING

I UNDERSTAND that the Cooperative Education program is a joint effort of UND and participating employers; that the University and participating students must recognize that the employer’s objectives of staff development and productivity must be reasonably accommodated to justify their continued participation and that success in reaching the objectives of students, employers, and the University requires careful adherence to comprehensive guidelines. UND cannot guarantee placement of an applicant, nor a specific time frame, location, or pay rate. Job availability, student qualifications, faculty approval, course schedules, and the employer’s decision must be positively meshed before placement can take place.

AGREEMENT

Recognizing that program participation will impose particular responsibilities upon me and may extend my graduation date, I AGREE to the following:

1. I understand that Cooperative Education is an academic program at the University of North Dakota for which academic credit is awarded. I acknowledge that I must register and pay tuition for the appropriate Cooperative Education course in Campus Connection when I have accepted a Co-op position.
2. I will ascertain conditions of the work experience prior to accepting a position. Having accepted and having so indicated this by completing the Report a Co-op/Internship in Career Connect, UND.edu/careerconnect. I will abide by the rules and regulations of the employers and of the University.
3. I will not terminate, or arrange with my Co-op employer to be released from my job, without prior approval from the academic department and the UND Career Services Office.
4. I will acquaint myself with the contents of the Student Guide to Cooperative Education and with other instructions as issued, and agree to comply with all guidelines completely and on time.
5. I will make no false statements or withhold any pertinent information in my documentation for Co-op placement.
6. I will, to the best of my ability, be responsible for carrying out the performance of assigned duties and academic requirements of each semester of Co-op registration. I understand that academic credit is given through my faculty Co-op coordinator when the term is completed to the satisfaction of my academic department.
7. I understand I may not qualify for unemployment benefits for the position for which I am employed as a Co-op student (Federal Unemployment Tax Act of 1971, Internal Revenue Code Section 3306 (c) 10 (c). Further, my employment is based upon my status as a Co-op student and I obtain no right to further employment in my position once my status as a Co-op student ends.
8. I understand that once I accept Co-op placement, if I do not register for academic credit for Cooperative Education during the regular registration period, I am responsible for contacting my academic department regarding late registration.
9. I hereby permit and authorize the University of North Dakota to disseminate general Co-op placement information to the University community and media. I understand that this information will be used only for purposes of news or general public information about the University of North Dakota.

NON-COMPLIANCE WITH THE ABOVE PROGRAM STANDARDS DURING THE PROCESS OF THE ASSIGNMENT MAY RESULT IN THE STUDENT BEING WITHDRAWN FROM THE CO-OP PROGRAM.

Student Name (Please Print) ____________________________________________________________

Student Signature _______________________________ Date ____________________________

Career Services Signature _______________________________ Date ____________________________

5/23/2017
STUDENT: Please submit your transcript along with this form to your Academic Department

ACADEMIC RECOMMENDATION

1. This student has satisfactorily completed and received enough courses to be considered of sophomore standing.  
   - yes  
   - no

2. This student is carrying a cumulative GPA of at least 2.0.  
   - yes  
   - no

3. This student is in good academic standing.  
   - yes  
   - no

4. This student has completed a minimum number of courses for recommendation by your department.  
   - yes  
   - no

5. This student meets the standards normally required for the Cooperative Education program.  
   - yes  
   - no
   If no, please justify special permission.

6. What is your recommendation for this student with regard to the Cooperative Education program?  
   - recommend  
   - do not recommend

7. Please comment on the competency/qualification of this student:

Signed: ________________________________
        Departmental Signature

Date: ________________

Signed: ________________________________
        Career Services Staff

Date: ________________

9/29/2017
HOW TO WRITE JOB-RELATED OBJECTIVES

One of the main keys to the successful completion of your Cooperative Education work experience is the development of valuable, clearly stated, personalized objectives. By preparing and moving to achieve solid objectives, you will meet the overall goals of the Cooperative Education Program, which are:

1. To allow you to obtain exposure or growth in a career position of interest to you.

2. To help you to relate the experiences you have during your Co-op experience to your career interest and to your classroom instruction.

In the process of preparing and using your objectives you will find that your experiences will become personalized to fit your specific needs. Your objectives may vary according to your career interests, your age, your past experiences, your needs and abilities, and most of all, your desire to grow. You can anticipate growth in your attitude, knowledge, actions, and reactions if you begin early and remain committed to the objectives that you set.

Below are examples of well-developed objectives. In each case, the same objective is stated in two different ways. In the "wrong" column the objective is either too general or not sufficiently measurable. In the "right" column the same objective has been stated clearly in a manner that is specific, reasonable, achievable, and measurable. Please share these objectives with your Faculty Co-op Coordinator.

WRONG

A. I will learn to design a better manufacturing robot for my company.

B. I will learn the overall operations of XYZ Company.

C. I will efficiently learn to use the inventory scanner.

D. I will learn as much as I can about treatment for breast cancer.

RIGHT

A. By March 15, I will develop a schematic and cost estimates for my supervisors review and decision to assist in designing a manufacturing robot.

B. By April 30, I will have an overview of operations at XYZ Company including knowledge of all aircraft, standard operating procedures, flight operations, and dispatch.

C. By June 15, I will be able to correctly operate the inventory scanner. This includes both charging items and voiding items (errors) as evidenced by one or fewer errors per month.

D. By September 30, I will become familiar with the different chemotherapy regimens used for cancer patients. I will research the protocols for breast cancer and lung cancer, and the underlying pathophysiology, side effects, and toxicity.