

CU Engineering

CO-OP



Cooperative Education Program Student Handbook

University of Colorado at Boulder
College of Engineering & Applied Science

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TABLE OF CONTENTS

SECTION I – ELIGIBILITY AND OTHER REQUIREMENTS	1
What is Cooperative Education?	1
Eligibility Requirements	1
Processes for the Co-op Program	1
Fees for Participating	2
Mandatory Pre-Departure Seminar	2
End-of-Term Co-op Report	2
Return to CU Courses	2
Credit and Notation on Transcript	2
Certificate of Completion	2
SECTION II – GENERAL INFORMATION	3
Course Sequencing	3
Retaining Scholarships and Loans While on Co-op	3
Effect on College Opportunity Fund	3
Taking Classes While on Co-op	3
Housing	3
Medical Insurance	4
Student Retained Benefits	4
Registration for the Returning Semester	4
Frequently Asked Questions:	4
SECTION III – ON THE JOB	7
Preparing for Your First Day on the Job	7
What to Wear	7
How to Answer the Phone	7
Taxes	7
Professionalism	8
Networking with Industry	8
Know Company Policies	9
Employer Confidentiality Agreements	9
Journaling	9
Potential Problems on the Job:	10
What to Do If You are Harassed	10
Who to Talk to If You Have Work-Related Problems	10
What to Do If You are Injured on the Job	10
SECTION IV – CONTACTS	11
APPENDIX A – USING CAREER SERVICES	13
APPENDIX B – CO-OP FORMS	14

APPENDIX C – REPORT GUIDELINES15

APPENDIX D – EXCEEDING EXPECTATIONS ON THE JOB.....19

APPENDIX E – HARASSMENT AND DISCRIMINATION21

SECTION I – ELIGIBILITY AND OTHER REQUIREMENTS

What is Cooperative Education?

The Cooperative Education (co-op) Program is a professional development education program that allows students to participate in a year-round schedule that alternates professionally-related work experiences with classroom coursework. The Co-op Program can provide as much as two years of direct professional development within a 5-year Bachelors program.

Students who participate in co-ops are better prepared to enter the work force, and frequently choose to continue their employment with their co-op employer after graduating. Recent surveys of seniors who graduated in May 2005 or May 2006 found that 17-21% found their permanent position through an internship or co-op experience.

Co-op experiences are paid and result in academic credit, although this credit does not necessarily apply towards the student's degree. Co-op students receive an official entry on their transcript for each co-op experience, as well as a certificate of completion at graduation.

Eligibility Requirements

To be eligible for co-op, you must meet the following requirements:

- Have a minimum 2.75 GPA
- Have completed entire sophomore year (for some majors, completion of first semester of sophomore year is sufficient)
- Meet minimum course requirements (see department co-op coordinator)

Processes for the Co-op Program

1. Meet eligibility requirements.
2. Submit resume to potential employer(s) (i.e. submission by co-op coordinator with permission of student, submission by student through Career Services (see Appendix A), or by some other means).
3. Interview for and obtain co-op position with employer.
4. Notify co-op coordinator about job and officially apply to the co-op program by completing the Co-op Student Application – Form A (employer must sign application too) (see Appendix B).
5. Register for co-op course through Continuing Education and pay \$650 fee.
6. Complete and submit Co-op Financial Aid/Scholarship Form – Form B (if applicable) (see Appendix B).
7. Attend *mandatory* seminar before going on co-op assignment.
8. Begin working at co-op location.
9. Submit Co-op Program Student Schedule – Form C, Co-op Learning Plan – Form D, and 10-Point Safety Orientation – Form E documents (see Appendix B).
10. Your co-op coordinator will contact you at least three times throughout the semester to check on your progress and make sure everything is going well.
11. Complete an end-of-term co-op survey.
12. Complete and submit end-of-term report for co-op term.

13. Your co-op coordinator will follow-up with you about your recently completed co-op assignment and possibilities of future assignments.
14. Repeat steps 1-13 until all co-op terms have been completed.
15. A certificate of co-op completion will be issued to you.

Fees for Participating

All students wishing to participate in the Co-op Program are required to pay \$650 to Continuing Education to maintain enrollment status at the University of Colorado at Boulder. The co-op fee is due to the Bursar's Office by the deadline specified by the University. If not received by this deadline a late fee will be assessed and a letter will be mailed to the student indicating that he or she has 20 days in which to pay the co-op fee plus the late fee. If payment is not received by that deadline, the student's records will be encumbered. Poor postal service or not receiving a fee statement is NOT acceptable reasons for waiving the late penalty. Failure to register for a co-op work session course or failure to pay the required fee may result in immediate termination from the Co-op Program.

Mandatory Pre-Departure Seminar

Before leaving on your co-op assignment, you are required to attend a 1-2 hour seminar. The seminar will discuss topics such as how to act on the job and requirements for the Co-op Program while you are working. The seminar must be taken in the semester, or summer term, before beginning your first co-op assignment.

End-of-Term Co-op Report

At the end of each co-op term, you will be required to write and submit a report of your experience while on co-op. See Appendix C for report guidelines.

Return to CU Courses

While on your co-op assignment, you are responsible for registering in required academic courses for the next semester. Before going on co-op assignment, you should discuss with your co-op coordinator and/or advisor which course should be taken upon your return. If your department requires advising before you can register, you must schedule an appointment, communicate with your advisor about your planned course schedule and request that your advising "flag" be removed from your record. Also, you need to communicate with the co-op coordinator of your intention to return so that the coordinator can communicate with the Registrar's office and roll your record forward to the semester of your return.

Credit and Notation on Transcript

Each co-op assignment is six (6) credit-hours (**may not be counted towards academic requirements for engineering major**). Following the completion of all requirements for each co-op assignment, you will receive a Pass/Fail grade which will be noted on your transcript along with six (6) credit-hours.

Certificate of Completion

Upon completion of all co-op terms and coursework, you will receive a Certificate of Completion in the Co-op Program at graduation.

SECTION II – GENERAL INFORMATION

Course Sequencing

Each department has outlined specific “paths” to be taken for the successful completion of your co-op, alternating co-op work terms with academic sessions. Your co-op coordinator is available to help you with planning your course schedule.

Retaining Scholarships and Loans While on Co-op

In some instances you can still receive your scholarships and aid for the semester that you are working or they can be deferred until you return to school, however, you must contact the appropriate offices **before leaving** so that they are aware that you will no longer be enrolled full-time and what you would like to do. (Each scholarship has different requirements and you may or may not have an option to defer or retain.) Co-op students should complete the Co-op Financial Aid/Scholarship – Form B, and take either to the College’s Scholarship Coordinator (in the case of college scholarships) or the Financial Aid Office (in the case of campus-provided scholarships or financial aid). You should also check the requirements of your loans because you will no longer be enrolled full-time and some loans may require that you start payment. In addition, for certain scholarships given through the College of Engineering, your scholarship donor may change during your co-op or upon your return (deferment only). For credit hour limits refer to the Frequently Asked Questions at the end of this section.

Effect on College Opportunity Fund

Participating in a co-op has no effect on your College Opportunity Fund (COF) (Residents only). The 6-credit hours received for the co-op term does not count towards the 145 credit limit for COF. There will also be no COF fund available for co-op work term semesters because you will be enrolled through Continuing Education.

Taking Classes While on Co-op

While on co-op, you may take additional classes through the University of Colorado at Boulder either online or at the campus. Talk to your co-op coordinator and employer before enrolling in any classes to ensure they will not conflict with your co-op work schedule or course sequencing later on. Students taking on-line or correspondence classes must register through Continuing Education on-line. The URL is www.colorado.edu/cewww. Courses that are offered are humanities and social science and some business classes. Please make sure that the course information and billing have been sent to the correct address. Please note: Continuing Education classes have a separate registration and billing process from the rest of campus.

Housing

Travel expenses and housing for the co-op term are your responsibility, but employers may help you find housing. If you are having trouble finding housing or would like to know where to look, the Human Resources department at your company is a good place to start. They may be able to tell you of possible housing in the area.

If your co-op happens to be close to the University of Colorado at Boulder campus, you may choose to live on campus for your co-op work term. However, you must be enrolled for a

minimum of 9 credit hours to live on campus. As the co-op course is only 6 credit hours, you must enroll for an additional 3 credit hours of online classes or classes on campus (see above about taking classes while on co-op).

Medical Insurance

As a Continuing Education student, you are not automatically enrolled in a Student Health Plan at Wardenburg Health Center at the University of Colorado at Boulder. Your co-op company may (or may not) provide you with medical insurance. You may also be covered under your parent's medical insurance. In the event neither of these is the case, you may choose to purchase medical insurance from Wardenburg Health Center, provided you pay full student fees for that semester.

If you decide to take classes (1 or more credit hours) while on co-op through the main campus, you will be required to purchase medical insurance through the Student Health Plans Office. You will be automatically enrolled and billed for the Student Gold Health Insurance Plan unless you have selected the Wardenburg Campus Care Plan or waived the health insurance.

Student Retained Benefits

While on co-op, you will not be required to pay student fees, meaning you will have no campus benefits. You may, however, elect to pay student fees and receive campus privileges (i.e. Rec Center, student Bus Pass, etc.).

Registration for the Returning Semester

When you register for your co-op, your registration form is sent to Continuing Education and the Registrar's Office. This allows you to register on time for the next semester. Registration for the fall semester is in April and for the spring semester is in November. If for some reason you're unable to register on-line while you're on co-op, please contact your co-op coordinator.

Frequently Asked Questions:

This section contains commonly asked questions that may come up either at the beginning or during a co-op.

Do the co-op course credit hours count as technical elective hours?

Check with your department – they may count towards free elective hours.

What if I do not like my co-op position?

Towards the beginning of your co-op, if you decide that you do not like your work with the company, contact your co-op coordinator immediately to let him/her know of the situation so you can discuss possible alternatives.

What if my employer does not comply with the spirit of my Co-op Learning Plan?

If your employer does not comply with the spirit of your Co-op Learning Plan, notify your co-op coordinator who will assist you in resolving these issues with your employer.

What if I do not perform according to my employer's expectations?

If you do not perform according to your employer's expectations, your co-op coordinator will work with you on resolving this. Consequences may include: a) you may lose your position with your employer, b) you may not be invited back to participate in another co-op assignment with this employer, c) you may receive a failing grade for the co-op term, which will be noted on your transcript, d) you may no longer be allowed to participate in the Co-op Program, or e) all of the above.

What if my co-op position terminates prematurely?

Your co-op employer will commit upfront to one or more co-op terms. If, however, the position does terminate prematurely, your co-op coordinator will attempt to find another position (not guaranteed).

What credit hour limits exist for scholarships and financial aid?

The Office of Financial Aid considers 6 credit hours to be half-time enrollment. If a student is enrolled in fewer than 6 credit hours, the student must begin paying back any loans starting in six months (Stafford, Perkins, etc.). Private loans may have different criteria so check with your lender about the specifics of your loan. Enrolling in the co-op course that is worth 6 credit hours will prevent this "payback clock" from initiating. A student must be enrolled for 6 credit hours to qualify for financial aid and to qualify for grants (Pell, UCB, Smart, etc.). Financial aid and grants may be prorated based on hours enrolled. One last thing to keep in mind is that to remain eligible for financial aid, the maximum total number of credit hours must be 180 hours or less. A student with 180 or more credit hours can appeal to be granted financial aid.

Some scholarships can be awarded only to fulltime students. You should discuss the requirements of any scholarships that you hold with the college scholarship coordinator. This discussion can result in several pathways that range from receiving or deferring the scholarship, or understanding how part-time enrollment in courses can enable you to receive the scholarship funds.

What if I want to do the Time Out Program after enrolling in a co-op?

If you choose to participate in the Time Out Program after joining the Co-op Program, you will lose all benefits of participating in a co-op (e.g., may lose scholarship and have loans called). Depending on when you withdraw from the Co-op Program, you may or may not be able to get back tuition paid to Continuing Education. You also will not be allowed to sign up for the college-sponsored co-op program in the future.

What if no co-op employer can be found?

If you or your co-op coordinator cannot find a co-op employer for the chosen semester, you will not be allowed to participate in a co-op for that semester.

May I participate in the Co-op Program if I am a BS/MS student?

Yes, you may. Keep in mind that you will be required to fulfill all of the requirements of the Co-op Program and must also complete your BS/MS degree in the required six-year period. Meet with your advisor to discuss the details.

I may choose to take a class while away on co-op assignment. How do I ensure that this class is counted towards my degree requirements? How do I get around the college rule that the last 45 hours before graduation must be taken at CU?

As with any transfer credit, your course must be evaluated to determine whether or not it may be counted towards degree requirements. Submitting a petition and obtaining approval **before** you take the class is the safest way to make sure that your class will count, but you may also submit the petition after you return from your co-op assignment. Depending upon the course, the following approvals may be required:

- Approval from your department is required in all cases, and in the case of technical engineering courses, the review of the course materials (e.g., syllabus, text, etc.) will be overseen by a representative from your department.
- Approval from another department may be required if the course is not one that is taught within the College of Engineering and Applied Science (e.g., a Biochemistry course).
- Approval from the H&SS Advisor is required for those courses you wish to count towards your Humanities and Social Sciences requirement.
- Final approval from the Assistant Dean of Students is required for all petitions.

Every attempt will be made to ensure that your petition is processed in a timely manner. Your timely submission of the petition and your help in obtaining the syllabus or other requested course materials (text books, etc.) is essential to the process.

SECTION III – ON THE JOB

Preparing for Your First Day on the Job

Before starting the first day of your co-op assignment, prepare to go to work. Here are a few tips for preparing for your first day on the job:

- Make sure you have accurately estimated the time it takes to get to work during rush hour traffic. Showing up late on the first day is not a good start.
- Know where and what time you are expected to be at work.
- Bring the appropriate documents with you. Typically, Human Resources needs your driver's license and social security card and/or birth certificate to process the appropriate paperwork.
- Expect to start your first day in Human Resources filling out paperwork.
- You may also be required to go for a drug screening and/or hearing and sight test.
- Many employers often give a brief tour of the company and provide you with documents about the company's history, philosophy, policies and rules. If you are not presented with any of these materials, request applicable information from your supervisor or Human Resources. Remember to be proactive!
- Make sure you are introduced and shown around the facility. Familiarize yourself with you new surroundings such as copy and fax machines, conference rooms, and restrooms. Don't be afraid to ask if you don't know where something is or how to run a certain machine.
- Find out if you are required to wear safety goggles or specific shoes so you can buy them for your next day of work.

What to Wear

Every company has different dress codes; from slacks, dress shirt, and tie to jeans and a polo shirt. If you are unsure of the dress code for your company, dress business casual for the first day (no jeans). It will be helpful to observe how other professionals in your organization dress, using that as the standard for the rest of your co-op term. You may also ask your supervisor about dress codes before starting the co-op.

How to Answer the Phone

Although this task seems menial, answering the phone is important to the success of a company. First impressions are everything and this is your chance to show the client that you are serious about your work and you can conduct yourself in a professional manner. Pay attention to how the receptionist answers the phone and any special "spiel" he/she might give. If you are unsure of how to answer the phone, ask the receptionist or your supervisor. When taking a message, be sure to get all the necessary information (i.e. name, company, phone number, date, time of call, and brief summary of what the person is calling about).

Taxes

Before beginning work, federal law requires you to complete a W-4 form with your employer so that the appropriate federal and state taxes can be deducted from your wages. If your employer does not deduct taxes, you are still responsible for paying them. International students may be

exempt from paying some taxes (Social Security and FICA) if they have been in the U.S. for less than five years.

Professionalism

Students involved in the Co-op Program are representing the University of Colorado at Boulder and must conduct themselves in a professional and ethical manner.

- Arrive at work on time, showing that you are dependable. If you are going to be late, or you are sick, call before you are scheduled to be at work and explain your tardiness or absence directly to your employer.
- Avoid office politics and gossip. Demonstrate that you are loyal, honest, and trustworthy. Never make critical comments about your supervisor to others.
- Don't rush to decorate your work area. See how others at your level organize their space and follow their lead.
- Ask about company policies regarding e-mail, cell phone usage, internet surfing, and listening to the radio/music.
- Communication in the workplace is more formal than communication among college students. Always address your boss and co-workers that are older (over 30) by Mr. Mrs. or Ms. Smith. Co-workers may tell you to call them by their first names, which is fine. It is better to start out being more formal than by offending people. As people get to know you, they may ask you to address them informally. "Hey _____" is an inappropriate greeting!!!
- Please answer the phone saying "This is _____," so people know that they have reached the right person. When calling your supervisor, or an older (over 30) co-worker, please say hello Mr. or Mrs. or Ms. _____ or hello Mark or Marcy. Do not say "hey". This is an inappropriate greeting in the workplace. Cell phone usage should be limited to before work, during lunch or after work. Please refrain from text messaging during office meetings.
- As far as email is concerned, the same rules apply. You need to address Dear_____, or Hi _____ or Hello _____, unless this is a close friend. Again, "hey" isn't an appropriate greeting. In the closing, you may use sincerely or regards.

See Appendix D for more information extracted from a book entitled Exceeding Expectations: Mastering the Seven Keys to Professional Success, by Scott Weighart. If you would like to read this book, a copy is available for check out from the Dean's Office, or you may order the book online at Amazon.com.

Networking with Industry

The people you meet while on co-op not only allow you to gain knowledge of your career field, but also give you good references and leads for future jobs. As mentioned above, the most important relationship during your co-op is between you and your supervisor. Most likely, your supervisor has connections to many people and companies within the industry. Whenever you are introduced to new people, be polite, courteous, and attentive and get a business card so you can contact them later if you are looking for another internship, co-op, or full-time job. Also, record the contact information of your supervisor and any co-workers with whom you want to keep in touch.

Know Company Policies

By accepting an employer's offer of employment, you are agreeing to abide by all the rules, regulations and policies of these employers. Some companies provide all employees with a handbook detailing their policies, but if your company does not do this, ask your supervisor for a copy of the policies. Also, if you are unsure of the rules and regulations for a certain situation, ask your supervisor instead of assuming.

Employer Confidentiality Agreements

Your employer may consider the materials, processes and techniques that you learn or perform to be proprietary or confidential information. That means that this information is for internal or company use only. When you write the work report to meet your academic requirements, how do you discuss this type of information without revealing confidential information? Here are several suggestions to use:

- Write about your work experiences in general terms. Avoid mentioning specific material or equipment names, discussing the specific production lines or research aims or using categories narrowing the discussion.
- Review your writing with your supervisor to gain help.
- Discuss with your supervisor, manager or communications office your academic requirements for the work report to understand how you can work to meet the company's guidelines for the release of written material to your co-op coordinator.
- Include a note with the written report that states that your report has been reviewed for confidentiality by the company and released for review by the co-op coordinator.

Journaling

Journals are a very important part of your responsibility in industry. A well-kept journal may save your job, or even keep you out of jail! The journal serves a number of important functions in a company. Personnel and projects change frequently, so another may finish a project begun by one group with a significant hiatus between the two efforts. The journal helps the second group to avoid starting from zero and reinventing the wheel. Journals also serve an important legal function. For patent purposes, discoveries should be carefully recorded in a dated, witnessed journal. Journals are frequently featured pieces of evidence in civil lawsuits and even in criminal liability trials. If you have been keeping a good journal, someone else should be able to use your notes to be able to understand, analyze, or even duplicate your work.

Thus, the journal should contain the following information:

- Table of Contents; update for each work assignment.
- Include equipment sketches, photos, and diagrams.
- Identify the dates and goals of the assignment. Include special training sessions, meetings, and other events that are part of your work assignments.
- Record the use of materials, methods, measurement techniques, etc. in sufficient detail. Cite equipment (model, serial numbers) used. Note dimensions, capacity, speeds, voltages, operating settings, and other information about the apparatus.
- Keep the lab notebook up-to-date, rather than recording data elsewhere and later transcribing the notes, or leaving descriptions of procedures blank to complete later.
- Include handwritten data and observations, along with a printout of data recorded with a computer. Leave sufficient room to analyze and display results. Record normal and unusual

observations, any experimental problems, changes in procedures, and suggestions, in addition to data obtained. These written observations are made **during, not after** the experimental period. Include units on data recorded.

- Use schematics, charts, and graphs to illustrate procedures and results.
- Number, date, and sign each page.

Have a witness sign pages that document ideas, drawings and plans that may be new to the company.

Potential Problems on the Job:

What to Do If You are Harassed

Discrimination on the basis of race, color, national origin, sex, age, disability, religion, veteran status, or sexual orientation is unlawful. If you believe that you have been discriminated against or if you have been harassed (i.e. verbally, sexually), notify your supervisor or company Human Resources Department and inform him/her of the situation. If you are not comfortable doing so, contact the CU-Boulder Campus Office of Discrimination and Harassment (ODH) (see *Contacts* below). Information about the ODH and the campus resources available to assist individuals regarding discrimination or harassment can be obtained at <http://www.colorado.edu/odh>. (See Appendix E for more information)

Who to Talk to If You Have Work-Related Problems

The most important relationship at work is between you and your supervisor. Try to understand and adapt to your supervisor's style. If problems arise between you and another employee, discuss the situation with him/her and work to resolve the problem. If the conflict still has not been resolved, talk with your supervisor about the situation and ask for his/her help in solving the disagreement. Seek advice from your co-op coordinator if you are unable to resolve the situation on your own.

What to Do If You are Injured on the Job

Your employer will have information and procedures on what to do in case of an on-the-job injury. If this information is not provided to you in your initial training or orientation, ask your supervisor for their company's policies and procedures including the name and location(s) of the designated medical provider for workers' compensation. This basic information can prove to be very helpful if you are injured. If injured, contact your supervisor as soon as you are physically able, and contact your cooperative education coordinator as soon as possible. The University does not provide the workers' compensation coverage for cooperative education students who are being compensated by the outside employer. To help prevent injury on the job, read and complete with supervisor the 10-Point Safety Orientation – Form E (see Appendix B).

SECTION IV – CONTACTS

Aerospace Engineering

Co-op Coordinator: Joe Tanner
joe.tanner@colorado.edu
(303) 492-1486

Chemical and Biological Engineering

Co-op Coordinator: Sandra Krizek
sandra.krizek@colorado.edu
(303) 492-5409

Mechanical Engineering

Co-op Coordinator: Daria Kotys-Schwartz
Daria.Kotys@colorado.edu
(303) 492-3174

International Co-ops and all other Majors

Co-op Coordinator: Sherry Snyder
Snyders@colorado.edu
(303) 492-7674

College-wide Information

College Co-op Coordinator: Terry Mayes
Terry.Mayes@colorado.edu
(303) 735-6446

College of Engineering Scholarships

Scholarship Coordinator: Gretchen Lee
Glee@colorado.edu
(303) 735-2440

Financial Aid Office

Office of Financial Aid
556 UCB
Boulder, CO 80309-0556
Alissa Waymel
Alissa.Waymel@colorado.edu
(303) 492-2989

Career Services Advisor for Engineering Students

Whitney Riggs
whitney.riggs@colorado.edu
(303) 492-8152

Department of Housing and Dining Services

Reservations Center
University of Colorado at Boulder
Department of Housing and Dining Services
75 Hallett Hall
154 UCB
Boulder, CO 80309-0154
reservations@housing.colorado.edu
(303) 492-8491 or (303) 492-6673

Wardenburg Health Center

University of Colorado at Boulder
Wardenburg Health Center
119 UCB
Boulder, CO 80309-0119
Phone: (303) 492-5101

Office of Discrimination and Harassment

ARC (east campus)
3100 Marine St., Room 329
565 UCB
Boulder, CO 80303
Phone: (303) 492-2127

APPENDIX A – USING CAREER SERVICES

Career Services Mission Statement

The Mission of Career Services is to provide a centralized, comprehensive career center for all students at the University of Colorado at Boulder. Career Services empowers students to take control of their own professional development and job search by providing the following tools and services:

- Career Counseling
- Job & Internship Listings
- Career & Internship Fairs
- On-Campus Recruiting
- Information Resources
- Test Preparation & Administration
- Recommendation Files

CSO Student Log-In

Welcome to the Career Services Online (CSO) System!

CSO is where you:

- Search online listings for internships and jobs that have been posted specifically for CU-Boulder students and alumni (CSO is NOT pulling jobs from other databases).
- Sign up for on-campus interviews with companies from across the nation.
- Set up job agents to alert you about openings that meet your criteria (e-mailed automatically to you).
- Never miss out on an internship or career-related opportunity again!

Once in CSO, you will get weekly e-mail updates on internship and career fair dates, application deadlines for on-campus interviews, special presentations and other career-related events.

Bonus - If you are signed up with CSO, you will get a nifty printed nametag when you attend career and internship fairs!

P.S. Your student fees have already paid for it.

Signing up is easy:

1. Disable pop-up blockers on your computer before you register or log in.
2. Click the "Click here to register" link above (top right login box) and fill out all required fields on that first screen. (You'll be asked to create your username and password.)
3. Click "register" and follow screen prompts to complete profile. At the bottom of this profile screen, you will be asked to enter your newly assigned CU student ID number.
4. Click "continue" after all required information has been entered.
5. Click "submit profile." You will then be brought to the CSO menu bar and can begin using your new account.

APPENDIX B – CO-OP FORMS

Forms are provided in the Co-op Packet which can be obtained from your co-op coordinator.

Forms can also be found and printed from the Cooperative Education Program website.

APPENDIX C – REPORT GUIDELINES

Guidelines for the Co-op Work Report

Each co-op student must write a formal written report documenting the co-op experience for each work session as the official academic requirement for the Cooperative Education Course, ASEN, MCEN, CHEN, or GEEN 3930. Please read the attached journal article¹, that explains the goals, topics, basic formats, style and mechanics for such a report. The report should target two specific audiences – the company supervisor and the Co-op Coordinator. Thus, the report should provide details about specific technical responsibilities so that a broad yet knowledgeable audience can understand it. The details required for the work report suggest that the co-op student use a daily journal or laboratory notebook to record important information. Consult your supervisor for company guidelines about confidentiality or ownership of such a journal.

The specific format and editing requirements presented here are for the College of Engineering and Applied Science (CAES) Engineering Cooperative Education Program. The co-op student must determine if specific formats or processes exist for the co-op employer and follow those as well.

I. Basic Requirements

- Type-written, double-spaced, single-sided, 11 point font
- Place the report loose-leaf into a manila folder or submit electronically in doc or pdf format

II. Report Section Requirements (each item is a chapter heading)

1. Title Page
2. Table of Contents with page numbers
3. Executive Summary (abstract)
4. Description of Employer
5. Specific Co-op Duties, Projects, and Special Assignments
6. Personal Evaluation of the Co-op Work Session
7. Acknowledgements
8. Bibliography

III. Editing Process

The co-op employer may have specific guidelines or confidentiality restrictions that must be met before the release of any report is authorized. Follow this basic editing process to ensure that the Co-op Work Report meets all guidelines.

- Submit drafts of each section to the supervisor for review.
- Discuss whether additional drafts of the revised sections must be reviewed.

¹ Joe Schall, "Report for Duty," *Graduating Engineer & Computer Careers*, April 2000, p. 32-37.

- Discuss whether additional reviews by other staff are required and follow the company procedures for this review process.
- Obtain a written release from the supervisor for the entire report, and submit it with the written report to the Co-op Coordinator.
- Submit the written report to the Co-op Coordinator by the due date specified by the Co-op Coordinator.
- After the final report is assessed, an official letter grade (Pass/Fail) will be assigned to the co-op student for the 3930 course.

Guidelines for Each Report Section

1. **Title Page** – Title of the report, Author’s name, Course number (e.g. CHEN 3930), Period of co-op assignment (e.g. “Spring 2002, January 15, 2002 – May 25, 2002).), Date of report, Statement of confidentiality (e.g. “This report does not contain proprietary or confidential material.”), Approval by supervisor (e.g. “Approved by: -----, Mary Smith, Engineering Manager, XYZ Corp.”)
2. **Table of Contents** – Listing of major and minor headings for the report with page numbers.
3. **Executive Summary** – *Three* paragraphs on a separate page summarize the report contents:
 - i. Purpose of the report (type of report, company and division, location)
 - ii. Specific assignments (one or two sentences about the work performed)
 - iii. Conclusions (a few sentences about the co-op student’s overall experiences as a co-op, with professional work, and other important topics)
4. **Description of Employer**
 - **Introduction** – Identify the employer, location, division, size, product, and other information that depicts the working environment of the co-op student. This section should include references to websites, texts, journal articles, and other information that provides background information about the employer business.
 - **Relationship to Engineering Co-op Students** – Describe the role of co-op students for the employer. Report the total number of co-op students at the worksite and if possible, the total number of co-op students hired by the employer for the year at all sites. Describe the role of engineering co-op students. Discuss the role of mentors, teams, and other technical staff for co-op students.
5. **Specific Co-op Duties, Projects, and Special Assignments**
 - **Day-to-day responsibilities** – Describe routine work including purpose, procedures, equipment, frequency, etc.
 - **Projects** – Describe projects requiring extended duration of work time to complete, working in teams, use of special equipment, etc. Describe the goals, technical experience required, problem-solving approaches, applicable equations and engineering theory, data generated, data acquisition methods, and the data analysis techniques and results. Provide the technical conclusions or suggestions for improvement, and if incomplete, when this project will be finished. Use a separate subheading for each project.

- **Special Assignments** – Describe work that the co-op student was assigned that was outside the basic job description. For instance, the co-op student was asked to serve on a special committee or traveled to another site to perform duties.

6. Personal Evaluation of the Co-op Work Session

- **Relevance of Academic Courses** – Describe the completed courses most and least relevant to the duties and projects described in the previous section. Discuss the differences in learning for academic courses and for professional work settings. Address whether the co-op work assignments used existing technical knowledge or required learning new subject matter and the way in which the learning was accomplished. Discuss the future courses that are relevant to the co-op student’s work.
- **Assessment of Co-op Student’s Work Performance** – Summarize the assessments received of the co-op student’s project work, oral presentations, and written reports. Attach any written evaluations as an appendix to the report.
- **Evaluation of the Co-op Work Experience Compared to Academic Learning** – Supplement co-op student views with examples from experience.
- **Suggestions for Improvement** – Provide any suggestions for improving the co-op work assignments or other important factors to consider.

Acknowledgements

Use first person to give credit or show appreciation for help. This section is voluntary and not required.

Bibliography

The co-op work report should contain several references to cite published information that is relevant to the co-op student’s work. Use a journal that is typical of the business of the employer and consult the text citation method and corresponding bibliography or reference list formats for various articles. *Note that the title of the article or the textbook is used only in the bibliography or reference list, not in the text itself.* Choose one style to cite references in the text and follow it for the entire work report.

One method of referencing information from literature, textbooks, or websites uses superscripts or bracketed numbers. For instance, for the journal article cited on page one of this packet, the text citation method can follow these two forms:

“...according to the format found in the literature¹”
 or “...according to the format found in the literature [1]”.

The corresponding list of references in the bibliography uses assigned numbers in the order of use. For example,

1. Joe Schall, “Report for Duty,” *Graduating Engineer & Computer Careers*, April 2000, p. 32-37.
2. R. M. Felder and R.W. Rousseau, “*Elementary Principles of Chemical Processes*,” 2nd Ed., Wiley, New York, 1986.

A second method uses the authors' names and page numbers. For instance,
“...similar to results found in the literature [Felder and Rousseau, p. 269]”.

For this method of citation, create an alphabetical listing of authors to coincide with the referenced information. For instance:

R.M. Felder and R.W. Rousseau, “Elementary Principles of Chemical Processes,” 2nd Ed., Wiley, New York, 1986.

Joe Schall, “Report for Duty,” Graduating Engineer & Computer Careers, April 2000, p. 32-37.

Final note on academic honesty and honor code:

While on co-op assignments, students are still responsible for knowing and adhering to the academic integrity policy of CU-Boulder. Violations of this policy may include: cheating, plagiarism, aid of academic dishonesty, fabrication, lying, bribery, and threatening behavior. The potential for plagiarism should be carefully considered in using material developed by others in your reports. Students who are found to be in violation of the academic integrity policy will be subject to both academic sanctions from the Co-op Coordinator and non-academic sanctions (including but not limited to university probation, suspension, or expulsion). Other information on the Honor Code can be found at <http://www.colorado.edu/policies/honor.html> and at <http://www.colorado.edu/academics/honorcode/>.

APPENDIX D – EXCEEDING EXPECTATIONS ON THE JOB

The following information is extracted from a book entitled, *Exceeding Expectations: Mastering the Seven Keys to Professional Success*, by Scott Weighart (Mosaic Eye Publishing, 2006). If you would like to learn more, a copy is available for check out from the Dean's Office, your co-op coordinator, or you may order the book online at <http://www.mosaiceyepublishing.com/>.

Seven Keys to Professional Success:

1. Own Responsibility
2. Stay Positive
3. Exceed Expectations
4. Do the Right Thing
5. See the Big Picture
6. Control What You Can
7. Build Relationships

This book offers advice in each of these seven areas, providing examples of students who successfully employed these strategies, or who found themselves in difficulty by not following them. More detailed advice in each area includes:

1. Elements of Owning Responsibility
 - It's not the situation; it's how you handle it.
 - Offer explanations, not excuses.
 - Acknowledge your limitations.
 - Be someone who makes things happen, rather than one of the people who seem to have things happen to them.
2. Elements of Staying Positive
 - Assume the best.
 - Almost nothing is permanent in life.
 - Understand the domino effect.
 - Consider the consequences of all of your actions before acting.
3. Elements of Exceeding Expectations
 - Go above and beyond.
 - Outwork others: Persistence often beats out talent.
 - It's fun to do things well.
 - Don't get distracted from the goal.
 - There are no rewards or bonuses for just showing up at work.
4. Elements of Doing the Right Thing
 - Take the high road.
 - Remember that the truth usually surfaces eventually.
 - Don't act impulsively.
 - Consider what might be gained or lost before deciding whether it's worthwhile to put a conflict on the table.
 - Look to the best role models in your professional environment.

5. Elements of Seeing the Big Picture

- Be open to change.
- What appears to be a step backward might be a prelude to two steps forward.
- Make short-term decisions that will benefit you in the long run.
- Don't flee situations when you face the first hurdle.

6. Elements of Controlling What You Can

- Live in the moment.
- Be coachable.
- Seek out criticism.
- Learn from mistakes.

7. Elements of Building Relationships

- Treat others as you would want to be treated.
- Work at understanding other's needs and personality differences.
- Strive to earn credibility – even in small steps.
- Be careful to avoid anything that affects the degree to which you are trusted in the workplace.

APPENDIX E – HARASSMENT AND DISCRIMINATION

What to do if you are harassed or discriminated against?

Most companies have a harassment and discrimination policy. You should make sure you get a copy of your employer's policy or find out where it exists on their website.

It's helpful though to know what the University of Colorado at Boulder considers to be harassment and discrimination so that you have some context in the rare event that you might experience it on the job. If you believe you have been harassed or discriminated against but would like further counsel, you are encouraged to visit the University's Office of Discrimination and Harassment at 3100 Marine Street, Third Floor, 303-492-2127, and their website is <http://www.colorado.edu/odh/index.html>. All inquiries and visits to this office are strictly confidential.

Below you will find helpful information on the University's website at: <http://www.colorado.edu/odh/index.html>.

Harassment

What is harassment based upon race, color, national origin, sex, age, disability, religion, sexual orientation, or veteran status?

Harassment based upon race, color, national origin, sex, age, disability, religion, sexual orientation, or veteran status is conduct that interferes with an individual's work or academic performance or participation in University programs or activities, and creates a working or learning environment that a reasonable person would find threatening, intimidating, or hostile.

Sexual harassment is unwelcome sexual attention that unreasonably interferes with an individual's working or learning environment. It may involve intimidation, threats, coercion, sexual advances, request for sexual favors or other verbal, non-verbal or physical conduct of a sexual nature.

Harassment may occur between individuals of the same or opposite gender and between students, faculty, staff, and administrators. It may occur when one individual holds a position of real or perceived authority over the other or between individuals of equal status. Harassment can occur anywhere on campus, including the classroom, workplace, residence hall or within any University sponsored program or activity.

To constitute harassment, the behavior must be severe or pervasive. Harassment can take many forms, and deciding whether harassment has occurred means examining each situation and all of the circumstances.

Harassment based upon protected classes may involve:

- physically assaulting or repeatedly intimidating, teasing, mocking or joking based on an individual's race, color, national origin, sex, age, disability, religion, sexual orientation, or veteran status
- repeatedly directing racial or ethnic slurs at an individual
- repeatedly telling an individual that he/she is too old to understand new technology
- repeatedly pressuring an individual for dates or sexual favors
- repeatedly displaying sexually explicit visual material (calendars, posters, cards, software, and web sites)
- repeatedly giving or sending inappropriate gifts, calls, letters or e-mails
- promises or rewards (a better grade, or a promotion) in return for sexual favors
- unwelcome physical contact
- sexual assault*

** While all sexual harassment is against the law, sexual assault is a criminal act and should be reported to the campus or city police.*

Examples of protected-class harassment:

- Julie, a supervisor, repeatedly makes ethnically disparaging comments to Juan, such as, "If you don't do your job correctly, I'm going to send you back south of the border."
- Thomas acts and behaves in a more feminine manner and as a result, his classmates frequently tease him and call him a "queer" and a "girlie man."
- Professor Jones is in her office when her student Steve comes in, closes the door and suggestively says, "I'd do *anything* for an A in your class."

If you are experiencing discrimination and/or harassment, you may:

- have feelings of confusion, fearfulness, powerlessness, guilt, or shame
- lose motivation
- experience a loss of self-esteem
- drop a class or quit your job
- change majors, change careers or even leave the University

What should I do if I think I have experienced or witnessed harassment?

1. Tell the harasser to stop

If you feel comfortable doing so, directly and succinctly tell the individual to stop the offensive behavior. The individual may be unaware that you find the behavior to be offensive or unwelcome.

2. Write a letter

In many cases, a letter to the individual may clear up any misunderstandings and cause the behavior to stop. The letter should include a statement such as: "When you (stare at me, put your hand on my shoulder, make sexual, racial or religious comments/jokes), I feel uncomfortable. I want you to stop that behavior immediately."

3. Tell someone

Discussing the situation with someone will help you sort out your feelings and decide what to do. You may want to talk to someone you trust, such as a friend, or a confidential resource on campus.

4. Keep a record

What happened? When? Where? Who were the other people present? How did you feel? Save written notes/correspondence, voice mail and e-mail messages.

5. Report the incident promptly

Incidents of discrimination and harassment should be reported to the Office of Discrimination and Harassment or, if the alleged harasser is a student, to the Office of Judicial Affairs as soon as possible. Professional staff will work with you to determine the most appropriate means of addressing your concerns.

What is Discrimination?

Discrimination is conduct that deprives an individual of a benefit of employment or educational opportunity on the basis of race, color, national origin, sex, age, disability, religion, sexual orientation, or veteran status.

Examples of discrimination:

- During a tenure review committee meeting Pat, a tenured faculty member, says, "I do not think Susie should be given tenure because she has three children and is obviously not devoted to her research." Susie was denied tenure because of Pat's statement.
- Tony was not interviewed for a position because he wears a crucifix.
- Mark was not considered for promotion because he is hearing impaired. Mark has the same qualifications and experience as other candidates and he can perform the essential duties of the position with or without reasonable accommodation.

What should I do if I think I have experienced or witnessed discrimination?

Contact the Office of Discrimination and Harassment.