

**University of Cincinnati**

**College of Cooperative Education and Professional Studies**

**School of Information Technology**

**Cooperative Education Handbook**



# School of I.T. Co-op Handbook *Table of Contents*

<b>School of Information Technology Co-op Handbook</b>	<b>1</b>
<b>I. How to Use this Handbook</b>	<b>4</b>
<b>II. Key Terms</b>	<b>5</b>
<b>III. Introduction</b>	<b>6</b>
<b>A. The College of Cooperative Education and Professional Studies</b>	<b>6</b>
1. Mission of Cooperative Education	6
2. Cooperative Education Faculty Advisor	7
3. Location, Hours, Contact Information	7
<b>B. The Cooperative Education Program</b>	<b>7</b>
<i>Requirements of a Cooperative Education Position</i>	7
<b>C. Experiential Explorations Program (EEP)</b>	<b>8</b>
<b>IV. Eligibility</b>	<b>9</b>
<b>A. General Application Criteria for Undergraduate Co-op Participation</b>	<b>9</b>
<b>B. Application Criteria for International Students</b>	<b>9</b>
<b>C. Distance Learning Considerations</b>	<b>10</b>
<b>D. Advance Standing</b>	<b>10</b>
<b>V. Cooperative Education Courses</b>	<b>10</b>
<b>A. Professional Development for CECH (PD 1010)</b>	<b>10</b>
<b>B. Exploring Culture, Life, and Work Abroad (PD 2010)</b>	<b>11</b>
<b>C. COOP Course Sequence</b>	<b>11</b>
<b>VI. Participating in the Cooperative Education Program</b>	<b>11</b>
<b>A. Cooperative Education Calendar</b>	<b>11</b>
<b>B. Search for a Cooperative Education Position</b>	<b>12</b>
<i>Rules that Apply to the Search for a Cooperative Education Position</i>	13
<b>C. Interviews</b>	<b>14</b>
<b>D. Accepting a Co-op Position</b>	<b>14</b>
<b>E. Relocation</b>	<b>15</b>
<b>F. Registering for Co-op</b>	<b>15</b>
<b>G. Considerations during the Co-op Semester</b>	<b>15</b>
<b>VII. Cooperative Education Policies</b>	<b>17</b>
<b>A. Absence from Co-op</b>	<b>17</b>
<b>B. Standards of Professional Conduct</b>	<b>18</b>

1. Notice of Non-Discrimination	18
2. Mental Health Services	19
3. Student Co-op Resources	19
C. Work Tenure	20
D. Classes during the Co-op Semester	21
E. Independent Contracting	21
F. Unemployment Compensation	21
G. Suspension or Withdrawal	21
<b>VIII. Military Obligations</b>	<b>22</b>
A. Selective Service	23
B. Non-ROTC Military Training	23
C. Reserve Officers Training Corps (ROTC)	23
D. Student Responsibilities	23
<b>IX. Cooperative Education Semester Requirements</b>	<b>23</b>
A. Registration	24
B. Assignments	24
1. Student Report – Part 1	24
2. Student Report – Part 2	25
3. Student Report – Part 3	25
C. Employer Report	25
D. Co-op Reflection	25
E. Summary of Requirements	26
<b>X. Professional Standards Review Committee (PSRC)</b>	<b>26</b>
A. PSRC Cases	26
1. Advance Standing	26
2. ROTC/Military Training	26
3. Unemployment	26
4. Possible Offenses	26
B. PSRC Outcomes	27
1. Waiver	27
2. Policy Exception	27
3. Policy Violation	27
4. Participation Violation	28
5. Academic Sanctions	28
C. Petitioning	29
1. Student Petition	29
2. Cooperative Education Faculty Advisor Petition	29
3. Appeals	30

---

---

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

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

---

## II. Key Terms

**Academic Program:** The program in which a student is enrolled (i.e., Cybersecurity, Information Technology).

**Academic Semester:** The semester(s) during which the student is enrolled and participating in academic courses on campus.

**Advanced Standing:** Status given to a student by the college and the Professional Standards Review Committee for qualifying previous work experience.

**Co-op Assignments:** Student Reports and Student Reflection are required to be completed during each co-op semester.

**Co-op Employer:** The organization or corporation employing the student for the duration of the term the student is working in a co-op position.

**Co-op Position:** The position a student is filling with an employer as a part of the Cooperative Education Program, (i.e., the co-op job).

**Co-op Semester:** The semester(s) during which the student is actively working in a position (i.e., “on co-op”).

**Cooperative Education (Co-op):** The academic program which alternates terms of full-time academic course work with terms of full-time work experience which is paid, properly supervised, and evaluated, and discipline related.

**Cooperative Education Cooperative Education Faculty Advisor:** The Cooperative Education Faculty Advisor is the member in the College of Cooperative Education and Professional Studies who is responsible for administering the Cooperative Education Program.

**Mandatory Programs:** Those academic programs for which participation in the Cooperative Education Program is a requirement for graduation. All undergraduate programs in the College of Engineering and Applied Science, College of Design, Architecture, Art, and Planning, and the School of Information Technology in the College of Education, Criminal Justice, and Human Services are mandatory co-op programs.

**Matriculated:** Officially enrolled in an academic college and/or major.

**Post Co-op Reflection:** A required reflective experience between the student and the Cooperative Education Faculty Advisor following a co-op semester.

**Professional Standards Review Committee (PSRC):** A College of Cooperative Education and Professional Studies committee composed of Cooperative Education Faculty Advisors for the purpose of reviewing all matters pertaining to program and student relations or irregularities.

**Referral process:** The process by which the Cooperative Education Faculty Advisor distributes student resumes to potential co-op employers.

**The College of Cooperative Education and Professional Studies:** The academic college at the University of Cincinnati which administers the Cooperative Education Program.

**Transfer Students:** Students who enter the University of Cincinnati from another University.

**Transition Students:** Students who change majors or change colleges within the University of Cincinnati.

---

## III. Introduction

### A. The College of Cooperative Education and Professional Studies

#### 1. Mission of Cooperative Education

A portion of the mission of the College of Cooperative Education and Professional Studies is to provide a premier global academic program of cooperative education. This pedagogic innovation had its founding at the University of Cincinnati in 1906. Through cooperative education, the professional world partners with the university to integrate theory and practice. Supporting the university's mission, cooperative education extends student learning beyond the classroom, providing an enhanced educational experience which includes paid, discipline-related work experience to further students' career preparation. While students are gaining practical experience in their chosen field, they acquire an understanding of the world of work, integrate theory and practice, and have the opportunity to further develop professional and interpersonal skills.

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

- **Respect** – We respect each of our colleagues, students, and partners to reinforce the power of teamwork and collaboration.
- **Equity and Inclusion** – We value diversity, in all forms, and embrace the perspectives and contributions of each individual. Through the lens of humanity, we cultivate a culture of belonging where everyone is welcome and valued.
- **Service** – We serve each student and partner in an ethical, empathetic, and productive way.
- **Innovation and Excellence** – We innovate to achieve academic excellence, provide exceptional career-based services to students, and develop collaborative relationships with partners.
- **Integrity** – We keep our commitments to each colleague, student, and partner. Our words and actions are governed by honesty, transparency, accountability, and trust.
- **Professional Development** – We invest in the professional growth of all employees and understand its impact on our students, partners, and the University.

## **2. Cooperative Education Faculty Advisor**

Upon acceptance into the Cooperative Education Program, students are assigned to a Cooperative Education Faculty Advisor who is responsible for specific phases of the program. Cooperative Education Faculty Advisors in the College of Cooperative Education and Professional Studies assist 6,500 students each year in developing, implementing, and verifying their professional interests through classes and through domestic and international co-op positions. The Cooperative Education Faculty Advisors are responsible for all curricular communication between the Cooperative Education Program and industry employers. Further, Cooperative Education Faculty Advisors conduct regular individual and/or small group mentoring sessions with the students. The Cooperative Education Faculty Advisor serves as a connection mechanism between the student and the cooperative education employer. The advisor assists each student in integrating practice and classroom theory and in realizing the fullest potential during a discipline-related practice assignment.

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

The College of Cooperative Education and Professional Studies is located in University Pavilion (where the Welcome Center is housed). Appointments can be made via the university booking system. Please contact your specific Cooperative Education Faculty Advisor for more details on appointments.

# **B. The Cooperative Education Program**

The Cooperative Education (Co-op) Program at the University of Cincinnati is designed to provide eligible students with the most comprehensive education and professional preparation available. Participating undergraduate students alternate semesters of paid, career-related experiences with semesters of classroom study beginning in the sophomore year and extending into their senior year. Students working in part-time experiences that are paid, discipline-related, supervised, and evaluated are also included in our Co-op program. The extension of classroom, laboratory, and studio teaching through practice in a chosen profession adds a unique dimension to student learning and preparation for entering a chosen career area.

The co-op experience related to the field of study, acquired while earning a degree, assists the student in developing an understanding of human relationships and in learning to work with others as a member of a team. Individual growth is enhanced by the realization that, in addition to demonstrating theoretical knowledge, one is also learning to become an integral part of the working community and developing an awareness of the interrelationship between the academic and professional worlds. Thus, during the college years, the student obtains first-hand knowledge of professional practices, expectations, and opportunities. At the same time, a student is offered a realistic test of career interests and aptitudes. Work experience makes the student more valuable to employers, increase qualifications for career opportunities, and provide an excellent background for pursuit of graduate programs.

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

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

- Full-time employment (approximately 35 hours per week)

- Compensated
- Discipline- or career-related
- Supervised
- Evaluated
- Aligned with approximate dates of the Co-op Calendar

### Full-Time Employment Equivalency

Full-time students in the School of Information Technology may substitute full-time, technology-related employment for direct co-op equivalency credit. Full-time employment does not exempt or “waive” co-op requirements. Please contact your Cooperative Education Cooperative Education Faculty Advisor for more details.

## C. Experiential Explorations Program (EEP)

The Experiential Explorations Program (EEP) is designed to give students enrolled the opportunity to have an educational alternative to traditional, paid co-op positions. This program provides students and Cooperative Education Faculty Advisors with additional educational employment alternatives to better prepare students to qualify for future co-op and career opportunities.

Each EEP requires prior notification and approval from the Cooperative Education Cooperative Education Faculty Advisor and in some cases, the Professional Standards Review Committee (PSRC). Process details and approval forms may be obtained in the Co-op Canvas community or with your Cooperative Education Cooperative Education Faculty Advisor. Depending upon which EEP alternative is used, students may be required to complete the co-op assignments as typically prescribed by the College of Cooperative Education and Professional Studies and the Cooperative Education Cooperative Education Faculty Advisor.

Various suggested EEP pathways and requirements are available in the Co-op Canvas Community.

### Student Process for EEPs

Students must be fully eligible for co-op to participate in an EEP. Please refer to the co-op eligibility requirements (Section IV – Eligibility) for your program. Only students who actively participate as defined by the student co-op handbook and their program will be approved for an EEP.

Students should follow these processes while participating in an EEP.

1. Notify your Cooperative Education Faculty Advisor of your interest to do an EEP.
2. Record your EEP with the College of Cooperative Education and Professional Studies and register for the COOP course in Catalyst.
3. If required by EEP type, students should establish a plan and an EEP guided mentorship(s) with an industry-related professional (More information is in the EEP Canvas community.).
4. Communicate all EEP plan changes and updates that occur during the semester with the Cooperative Education Faculty Advisor.
5. Meet with your mentor/practicing professional regularly as outlined in your EEP.
6. Complete the EEP, including semester progress meetings, reports, and any additional requirements.
7. Complete the required EEP student report, meet the planned benchmarks and deliverables, and any additional requirements.



8. Submit the final deliverables on Canvas.

### Cooperative Education Faculty Advisor Processes for EEP

1. Approve or deny the student's request to participate in the EEP plan for one co-op semester.
2. Approve the student's EEP plan (if the EEP type requires it).
3. Approve the student's EEP request in the university placement system and Catalyst.
4. Review and approve all EEP plan changes/updates that occur during the semester.
5. Assess the EEP and work with the student for reassignment to co-op position or job change.

---

## IV. Eligibility

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

To complete the application program and receive continuing program services, students must meet the following criteria:

1. A student must be a full-time student, enrolled in a minimum of 12 academic credit hours per semester, and be officially admitted to the School of Information Technology.
2. A student must complete the maximum number of co-op semesters as designated by one's Academic Advisor upon admission to the School of Information Technology and the Cooperative Education Program.
3. A student must complete the entirety of the first-year curriculum with satisfactory grades (minimum 2.0 GPA) prior to registering for a co-op.
4. A student must complete the *Professional Development for CECH* (PD1010) course with a passing grade (or have an approved substitute course from academic advising).
5. A student must be willing to accept a co-op position in any geographic location within the continental United States.
6. A student must be free of any academic and financial deficiencies or other restrictions that would interfere with program participation and registration.

### B. Application Criteria for International Students

Students on permanent resident status (green card), F-1 or J-1 visas, or other non-immigrant visas with an Employment Authorization Document from the Department of Homeland Security, are eligible to participate in the program. Most F-1 or J-1 visa holders must complete one full-year of classes in the U.S. before they are eligible for participation in a co-op position. However, there are exceptions for F-1 students in graduate programs that require co-op participation during the first year of study and for J-1 exchange visitors participating in formal exchange programs.

All international students are required to complete documentation with UC International Services following acceptance of a co-op position and prior to the beginning of each co-op semester. This will enable students to work without jeopardizing their visa status in the United States.

## C. Distance Learning Considerations

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

## D. Advanced Standing

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

A student completed full-time, prior work experience for four consecutive months or more in an industry-related job. Each set of four consecutive months must be mapped to a designated semester, as identified by the Cooperative Education Faculty Advisor.

A student should meet with their Cooperative Education Faculty Advisor indicating prior experience when initially applying to the Cooperative Education Program. After acceptance, and prior to the initial job search in the Cooperative Education Program, the student must complete the proper Advanced Standing request form and submit it to the Professional Standards Review Committee within the College of Cooperative Education and Professional Studies.

Advanced standing is typically used by those students who transfer to UC from other institutions, who meet the advanced standing criteria, and need advanced standing to meet the minimum required co-op semesters for their degree program. Details of the process can be discussed with the students' Cooperative Education Faculty Advisor during the initial meeting.

---

# V. Cooperative Education Courses

The College of Cooperative Education and Professional Studies offers classroom-based introductory cooperative education courses, mid-curricular courses and additional preparatory courses. These courses are taught by the Cooperative Education Faculty Advisor in the College of Cooperative Education and Professional Studies.

## A. Professional Development for CECH (PD 1010)

The College of Cooperative Education and Professional Studies offers an academic course required for all students within the School of Information Technology. This course is designed to provide students with significant professional development training for the information technology industry and introduce students to the cooperative education learning model. This course will prepare students to maximize learning, successfully seek employment, and aid in the development of strategies and necessary skills for effective participation in the Cooperative Education Program. The course is graded on the standard A - F scale and carries one hour of academic credit. A grade of C- or above in this course is required for all students in the School of Information Technology.

## B. Exploring Culture, Life, and Work Abroad (PD 2010)

Students who are interested in participating in the International Cooperative Education Program (ICP) are required to take Exploring Culture, Life, and Work Abroad. Exploring Culture, Life, and Work Abroad. This course should be taken at the beginning of a student's participation in the ICP in the sophomore year but can be taken at any time before a student goes overseas. This course is designed to introduce students to concepts and practices necessary to successfully live and work abroad and provides students with an overview of international program options at the university. Students will examine aspects of culture, as applied to their personal culture and culture of a target country of their choice. Students will develop strategies to successfully participate in an international work-abroad experience and will examine social issues that affect cultural participation and equity. Students who will work abroad through independent efforts and are not participating in the ICP are not required to complete Exploring Culture, Life, and Work Abroad.

## C. COOP Course Sequence

Cooperative education students in both the Information Technology and Cybersecurity majors are required to enroll in a COOP course in Catalyst during each semester they participate in a cooperative education experience. The following is the sequence of COOP courses in which a student must enroll:

COOP 2041 – COOP for CECH (First Semester Experience)

COOP 2042 – COOP for CECH (Second Semester Experience)

COOP 3041 – COOP for CECH (Third Semester Experience)

COOP 4041 – COOP for CECH (Fourth Semester Experience)

COOP 4042 – COOP for CECH (Fifth Semester Experience)

---

# VI. Participating in the Cooperative Education Program

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

## A. Cooperative Education Calendar

The student is required to be available for employment beginning the first date of the co-op semester through the end date as prescribed by the cooperative education calendar. The co-op semester calendar aligns with the university's academic calendar.

Students participating in ROTC Summer Training or International Co-op Intensive Language Training should discuss these commitments with their Cooperative Education Faculty Advisor as soon as they are known.

In the instance a student is unable to fulfill the obligation to the Cooperative Education Calendar due to lay-off, termination, accident, illness, or through no fault of their own, the student should contact their Cooperative Education Faculty Advisor immediately.

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

## B. Search for a Cooperative Education Position

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

Approval of co-op positions will be made in consideration of their effect on the student, the employer, and the University's program objectives. Positions related to a student's long-term career interests are often possible, provided those interests are consistent with the student's academic studies and such opportunities are available. The educational value of the experience available from a co-op position, not the pay rate, section, or location, is the controlling factor in the approval of a student's co-op experience.

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

There is no way to compel an employer to hire when there is no need for a student's services. Experience has shown that most employers are not receptive to the employment of a student with poor academic standing or one whose previous employment record is unsatisfactory. Therefore, it is important not only to maintain satisfactory academic progress and provide employers with acceptable job performance. If there are extenuating circumstances that prevent your return for a second term, you should notify your Cooperative Education Faculty Advisor and submit a Student Petition to the Professional Standards Review Committee.

Students are required to complete a **minimum of 2 semesters** of co-op employment with an employer prior to requesting a change of employer. Experience has shown that, in most cases, it is more advantageous for the student to try to progress within the organization of one employer than to change continually from one employer to another. Each time a student starts with a new employer, there is usually a period during which the student is being tested and the employer may be hesitant to assign significant responsibility. In addition, co-op positions often increase in interest and responsibility after the student has been with the same organization for several co-op semesters. It is the student's responsibility to discuss subsequent co-op rotations with their employer.

In line with general University policy, CCPS is committed to assisting students who receive accessibility services in gaining full benefit from their participation in the Cooperative Education Program. Every effort is made to serve all students equally in job referral activities; however, limitations in individual

capabilities, needs, or performance, may limit the options for discipline-related co-op opportunities for some program participants since, ultimately, employing organizations make the hiring decisions.

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

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

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

### 2. **Seeking Positions**

After successful completion of PD 1010 (or equivalent) students are required to search for positions during the term before they plan to co-op. Students are not permitted to be enrolled in PD 1010 and engage in a co-op search for the next semester concurrently.

### 3. **Equal Opportunity**

Employers of co-op students, whose policies and practices are not found to be consistent with the institution's policy on equal opportunity, will be advised of their need to comply to continue their working relationships with the College of Cooperative Education and Professional Studies.

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

### 4. **Participation**

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

- As previously stated, it is the student's responsibility to be an active participant in the job search consistently until a position is secured. This includes following job search and CCPS procedures and communicating clearly with Cooperative Education Faculty Advisors.
- Students who do not fully participate in the search process as defined by their Cooperative Education Faculty Advisor may be considered non-compliant and may be removed from the search. Cooperative Education Faculty Advisors may determine non-compliance at any time and will communicate this to both the student and their academic advisor via email. Should this occur, the student will be required to make up the missing co-op term. This may delay the student's graduation.
- Student Appeals: If a student disagrees with removal from a co-op search, they should first have a discussion with their co-op advisor. If the student decides they would like to appeal the noncompliance decision - they can follow the PSRC procedures as defined in the handbook.

## C. Interviews

Employers are encouraged to contact students directly to hold interviews for open positions. The interview process is at the discretion of the employer and may include an interview(s) on-site, on-campus, or over the phone or internet. It is the student's responsibility to maintain professional decorum when communicating with employers. Further, students must be responsible for checking phone voicemails and university email addresses daily during a job search term. If questions arise during interview communication, the student should contact her/his Cooperative Education Faculty Advisor.

## D. Accepting a Co-op Position

### 1. Verbal Acceptance and Notification

- a. The co-op position is an agreement between the student and the employer. When the student verbally accepts a co-op position, s/he has committed to the position and is no longer in the job search. The student must immediately notify the Cooperative Education Faculty Advisor to begin the registration process. Upon this commitment, students must respectfully decline any additional interviews or offers. For each co-op term, students must record their positions within the assigned electronic system, as well as register for the correct COOP course in Catalyst. See *Registering for Co-op* below.

### 2. Dates and Duration

- a. Students are required to work during the dates of the University Co-op Calendar.
- b. This calendar dictates the official start and end dates for the semester. Any proposed deviation should be addressed with the Cooperative Education Faculty Advisor prior to approaching the employer.

### 3. Compensation

- a. The employer determines the rate of pay and the student is directly compensated by the employer for the work performed.
- b. One of the tenants of the Cooperative Education Program is paid experience. While positions are paid, the primary consideration in the Cooperative Education Program is the learning and experience a student receives from the opportunity an employer affords rather than monetary compensation.
- c. Salary is set by the employer and is often not negotiable. Variances in pay rates exist among positions and applicants for numerous reasons such as student ability, tenure with firm, geographic location, employer pay scales, and economic conditions. Before approaching an employer about salary and/or benefits, students must first discuss these issues with their Cooperative Education Faculty Advisor. When considering a co-op offer, students should take into consideration that the main benefit in participating in any co-op position is to increase learning and experience in a student's field of study. Monetary compensation is a secondary benefit.
- d. When considering compensation, students are encouraged to accept positions where they are paid as W-2 employees. Independent contracting (1099 contractors) follows a different contractual and employment relationship between employer and employee. For example, a W-2 employee receives a paycheck with all applicable taxes taken out

by the employer, while 1099 contractors are responsible for paying these taxes on their wages independently.

## E. Relocation

Transportation, relocation, and housing are the responsibility of the student, not the University, or employer, and must be handled in such a way as not to interfere with starting and completing a co-op position.

## F. Registering for Co-op

Cooperative Education is a full-time academic program at the University of Cincinnati. In order to maintain full-time student status, a student must be registered with the University for each co-op semester prior to or at the start of the academic semester. If a student participates in an approved co-op position working two consecutive semesters, the student must register for EACH semester. Failure to register in the appropriate timeframe can result in serious issues with student loans, health insurance coverage, visa status, and/or university fees. Ensuring appropriate term registration is the responsibility of the student through communication with the Cooperative Education Faculty Advisor. The following steps should be completed to register for a co-op semester:

1. A student should register for the COOP course when their early registration appointment opens prior to their intended cooperative co-op semester. This action will: a) indicate their intention to be “seeking” a co-op position to both their academic advisor and Cooperative Education Faculty Advisor and b) secure their full-time status for the upcoming semester. This COOP course is a zero-credit hour, full-time course, and corresponds to the students’ major, and semester sequence of co-op. Registration adheres to the University’s Open Enrollment schedule and closes on the fifteenth day of the co-op semester. Students who have secured a position but have not registered within this window will be charged a late registration fee by the University. If an approved delay of the starting date for the co-op semester has been granted, the student must still register before the specified deadline.
2. A Co-op fee will be assessed to the student’s University account. It is the student’s responsibility to adhere to the University payment schedule to avoid late fees.
3. After securing a co-op position, co-op registration should then be completed in an online platform assigned by the Cooperative Education Faculty Advisors.

## G. Considerations During the Co-op Semester

This section is meant to make students aware of the ramifications co-op may have on other student-relevant issues. Students are advised to contact the appropriate entities who have authority on these issues.

### 1. **International Students**

Students on an F-1 or J-1 visa must receive formal authorization from UC International Services prior to each co-op semester so that they are able to work.

The procedural form issued by the Immigration and Naturalization Service of the United States Department of Justice states that “Students enrolled in a college or university having alternate work study courses as a part of its regular prescribed curriculum may participate in such

courses, without change of status, provided that such periods of actual employment shall be considered as practical training.”

UC International Services has provided the College of Cooperative Education and Professional Studies with the following requirements that must be met each co-op semester in order to be eligible to work in the United States. Failure to adhere to these requirements will jeopardize student eligibility. Any employment not authorized in writing by UC International Services is illegal employment and a violation of F-1/J-1 student status.

After securing a co-op position, international students MUST have the employment authorized by UC International Services prior to working. In order to obtain the proper authorization to work, students must submit a Curricular Practical Training eForm in the iBearcatsGlobal system at <https://ibearcatsglobal.uc.edu>.

The Curricular Practical Training form will require certification from your Cooperative Education Faculty Advisor so make sure you include their correct email address. These requests take five business days to process so make sure you plan ahead. Let your Cooperative Education Faculty Advisor know when you have submitted the request so they can confirm the co-op assignment with UC International Services.

## 2. **Housing**

Students living in University of Cincinnati on-campus housing should review the terms and conditions of their housing contract for the procedure to be released from their housing and/or meal-plan contract due to co-op participation.

## 3. **Verification of Full-Time Status**

Cooperative Education is a full-time academic program at the University of Cincinnati. During co-op semesters, properly registered students maintain full-time student status. This status can be verified for student loan and health insurance purposes through the [Office of the Registrar](#).

## 4. **Health Insurance**

The University of Cincinnati Board of Trustees requires all students who are registered as full-time students to be covered by health insurance, including students working in a co-op position. Students with University of Cincinnati Student Health Insurance must be properly registered for the co-op semester in order to maintain full-time student status and, thus, eligible for University Student Health Insurance.

The College of Cooperative Education & Professional Studies is not involved in health insurance practices or policies and, therefore, will not assume responsibility for any health insurance charges for any reason.

Any questions related to health insurance should be directed to the [Student Health Insurance Office](#) at (513) 556-6868.

## 5. **Financial Aid**

Review information on the [Financial Aid website](#) to understand and maximize student aid. It is important for students who rely on financial aid to fund their education to understand how financial aid may be handled or affected by co-op participation. Most aid is typically applied to



academic semesters. Some aid may be applied to a co-op semester; however, it is dependent on the type of aid received. It is important to know the aid eligibility and required adjustments so students can plan for full academic year expenses. After accepting aid online and reporting planned co-op rotation, if the co-op rotation changes, students should work with [Enrollment Services](mailto:enrollmentservices@ucmail.uc.edu) ([enrollmentservices@ucmail.uc.edu](mailto:enrollmentservices@ucmail.uc.edu) or 513-556-1000) to adjust for changes.

Make sure co-op registration is completed prior to the beginning of a co-op semester to ensure proper crediting of your aid. Failure to register for a co-op semester can cause a loss of financial aid eligibility.

The College of Cooperative Education & Professional Studies is not involved in financial aid practices or policies and, therefore, will not assume responsibility for student issues with financial aid.

## **6. Scholarships**

Students in the Cooperative Education Program are eligible to receive all university scholarships. There are differences in scholarships, so it is important to understand how your scholarship works. Visit the [UC Financial Aid website](#) for more information. Scholarship money is typically applied to academic semesters; however, it may vary depending on the scholarship. Contact [Enrollment Services](#) or your sponsoring organization with questions ([enrollmentservices@ucmail.uc.edu](mailto:enrollmentservices@ucmail.uc.edu) or 513-556-1000).

The College of Cooperative Education & Professional Studies is not involved in scholarship practices or policies and, therefore, will not assume responsibility for scholarship issues.

---

# **VII. Cooperative Education Policies**

It is expected that all students participating in the Cooperative Education Program adhere to the University's Policies for the Cooperative Education Program. If extenuating circumstances prevent a student from following the specified policies, the situation should be discussed immediately with the Cooperative Education Faculty Advisor. In such situations, policy exceptions may be granted by the Cooperative Education Faculty Advisor, or the Professional Standards Review Committee (PSRC), as deemed appropriate. Failure to abide by the policies of the Cooperative Education Program will result in the student being referred to PSRC for action.

## **A. Absence from Co-op**

The student is required to be available for employment beginning the first date of the co-op semester through the end date as prescribed by the Academic Calendar. Any exceptions must have the prior approval of the student's Cooperative Education Faculty Advisor.

Students participating in ROTC Summer Training or International Co-op Intensive Language Training should discuss these commitments with their Cooperative Education Cooperative Education Faculty Advisor as soon as they are known.

In the instance a student is unable to fulfill the obligation to the Cooperative Education Calendar due to lay-off, termination, accident, illness, or through no fault of their own, the student should contact her/his Cooperative Education Faculty Advisor immediately.

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

## B. Standards of Professional Conduct

While on the work assignment, the student is an employee of the company or agency and is under the supervision of that organization in the performance of duties. Each student is expected to meet all of the requirements of professionalism inherent in the employing organization.

### 1. Notice of Non-Discrimination

The University of Cincinnati is fundamentally committed to ensuring equal opportunity for all by providing an environment free from discrimination and harassment. The university reaffirms its policy that discrimination and harassment on the basis of age, ancestry, color, disability, gender identity and/or expression, genetic information, military status (including veteran status), national origin, parental status (including status as a nursing mother and status as a foster parent), pregnancy, race, religion, sex, sexual orientation, or any other status protected by law (collectively, “protected class”) are prohibited in any of its activities, programs, admissions, or employment.

The University does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in university programs or activities.

The University responds promptly and effectively to allegations of discrimination, harassment, and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community. The university takes immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community. Additionally, in reviewing, investigating, or deciding whether there has been a violation of its policies, the University takes into consideration the definition of antisemitism set forth in **EXECUTIVE ORDER 2022-06D** for purposes of determining whether the alleged act was motivated by discriminatory antisemitic intent.

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

The University of Cincinnati provides free aids and services to people with disabilities to communicate effectively with us, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, other formats). The University of Cincinnati also provides free language services to people whose primary language is not English, such as qualified interpreters (call 513-556-5503) and information written in other languages. If you need these services, please tell any employee of a University of Cincinnati health program or activity.

If you believe that the University of Cincinnati has failed to provide these services or discriminated in another way, you can file a grievance with the Office of Equal Opportunity in person, by mail, by email or online through the [REPORTING LINK](#). If you need help filing a grievance, the Office of Equal Opportunity staff are available to help you.

## 2. Mental Health Services

Even while you are off campus, your Cooperative Education Faculty Advisor is still available and wants to hear from you during your co-op, internship, or work-integrated learning experience. Your Cooperative Education Faculty Advisor's contact information is available to you [HERE](#). If you have any questions or concerns, please do not hesitate to reach out, as they are a resource to you before, during and after your work-integrated learning experience.

## 3. Student Co-op Resources

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

- **[ACCESSIBILITY RESOURCES \(HTTP://WWW.UC.EDU/AESS/DISABILITY.HTML\)](http://www.uc.edu/aess/disability.html)** 513-556-6823
  - Contact for academic accommodations or specialized services
- **[CAMPUS RECREATION CENTER \(HTTP://WWW.UC.EDU/CAMPUS-LIFE/CAMPUS-REC\)](http://www.uc.edu/campus-life/campus-rec)** 513-556-0604
  - Note: Access while on co-op/internship requires a membership fee that is the same cost as the semester student fee for students. Students on co-op are not automatically charged all student fees as when taking a full semester of classes.
- **[COUNSELING AND PSYCHOLOGICAL SERVICES \(HTTPS://WWW.UC.EDU/COUNSELING\)](https://www.uc.edu/counseling)**
  - To speak with a counselor 24/7, call (513) 556-0648 and press 1
  - CAPS can recommend face-to-face counseling in the Cincinnati area as well as outside the local area.
- **[STUDENT AFFAIRS \(HTTPS://WWW.UC.EDU/CAMPUS-LIFE/STUDENT-AFFAIRS\)](https://www.uc.edu/campus-life/student-affairs)** 513-556-4119
  - Examples: African American Cultural and Resource Center (AACRC), Ethnic Programs and Services, LGBTQ Center, Women's Center, Student Activities and Leadership Development (SALD), Student Wellness Center
  - Explore and engage in a variety of co-curricular activities.
  - Students should access resources that fit their needs and schedule.
- **[OFFICE OF EQUAL OPPORTUNITY \(HTTPS://WWW.UC.EDU/ABOUT/EQUITY-INCLUSION/OFFICE-EQUAL-OPPORTUNITY\)](https://www.uc.edu/about/equity-inclusion/office-equal-opportunity)**

- o If students experience any kind of harassment or unfair treatment on the basis of race, color, religion, religious creed, gender, gender identity and expression, sexual orientation, age, pregnancy/parenting status, national origin, ancestry, genetics, disability, or veteran status while employed, they should contact their Cooperative Education Faculty Advisor or the **OFFICE OF EQUAL OPPORTUNITY** immediately. Even while not on campus, and as an employee in the workplace, they possess the same rights as an on-campus student.
- o Note: If a student desires a higher level of confidentiality than talking with Cooperative Education Faculty Advisor or staff members on campus who are mandatory reporters (including Cooperative Education Faculty Advisors), there are confidential resources at UC, including professional counselors at CAPS and Women Helping Women Campus Advocates at the UC Women's Center.
- **INTERNATIONAL SERVICES ([HTTPS://WWW.UC.EDU/INTERNATIONAL](https://www.uc.edu/international))** 513-556-4278
  - o This is the contact for cultural, work authorization and immigration services support. International students leaving the country must contact International Services in advance of their trip in order to update their I-20. International students preparing to participate in any curriculum-based work experience (co-op, internship, service learning, etc.) must submit and receive approval for their Work Authorization Request in iBearcatsGlobal prior to their first day of employment.
- **UNIVERSITY HEALTH SERVICES ([HTTPS://MED.UC.EDU/LANDING-PAGES/UNIVERSITY-HEALTH/HOME](https://med.uc.edu/landing-pages/university-health/home))** 513-556-2564
  - o All UC students can receive medical attention regardless of insurance status. All registered students may be seen at University Health Services. In the case of medical assistance, a student's insurance will be charged, and the associated deductible and co-pays will apply. If a student has UC's student health insurance, the visit will be covered 100% without a co-pay. If they do not have any insurance, they will be considered "self-pay" and can be seen for \$85 at the time of service.
  - o Note: UC's student health insurance can be used anywhere in the US, so students on co-op outside of Cincinnati can continue to use it. Students will be charged deductibles and co-pays for care, as with any outside insurance. If students are close enough to come to UHS for medical attention, they will not have to pay these associated costs.
- **VETERANS PROGRAMS AND SERVICES (VPS) ([HTTPS://WWW.UC.EDU/CAMPUS-LIFE/VETERANS](https://www.uc.edu/campus-life/veterans))** 513-556-6811
  - o Connect with a variety of on-campus, local and national resources. For veterans navigating tuition costs and the GI Bill, VPS is a great resource as well.

## C. Work Tenure

Generally, the student is required to work with the same employer for a minimum of two co-op semesters. Experience has shown that the first semester in a co-op position with a company involves a high level of training and acclimation, and students in subsequent semesters function at higher levels and within the organization. Students are expected to communicate the multi-term co-op requirement to their co-op supervisor and human resources during their first co-op term. If there are extenuating circumstances that prevent a student from returning for a second term, students should notify their Cooperative Education Faculty Advisor to discuss alternatives.

## D. Classes During the Co-op Semester

A student is not permitted to take any more than six credit hours of academic courses while on a co-op term. Classes must not conflict with the regularly established work hours as determined by the co-op employer. While students may elect to take courses outside of regular work hours during the co-op semester, they must follow all rules, regulations and procedures in doing so as required by their college. If students would like to take more than six credit hours during a co-op term, they should speak to their Cooperative Education Faculty Advisor for approval. If not approved, the student may petition to the Professional Standards Review Committee (PSRC).

## E. Independent Contracting

Students are permitted to accept positions as 1099 independent contractors for co-op credit. Students should be aware of 1099 contract tax implications. It is the student's responsibility to ensure they are aware of their status or protection under workman's compensation, payroll deductions for taxes and social security, and possible penalties should students fail to pay self-employment taxes.

Should a student on his or her own choose to accept such a position, then that decision is solely that of the student, and the University of Cincinnati will not be party to the agreement between the student and the employer. The College takes this position because students in the Cooperative Education Program are in a learning status, are considered regular employees of the organization where they work, are assigned duties and supervised by the employer, and the work performed is for the benefit of the employer. There are also serious questions about the legality of employers classifying co-op students as consultants or independent contractors under the Internal Revenue Code.

Beyond the basic legal questions, there are concerns about the possible lack of student awareness about the status of their protection under workman's compensation, payroll deductions for taxes and social security, and possible penalties should students fail to pay self-employment taxes. There are also other related issues that could have an adverse impact on the wellbeing of a student.

## F. Unemployment Compensation

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

It is not ethical for a participating student to request or receive unemployment compensation based upon periods of Cooperative Education unemployment. Such an application on the part of a Cooperative Education student is in violation of state laws, including Ohio, and would be a breach of the good faith understanding between the student and the Cooperative Education employer. Any student who makes an inappropriate application for unemployment compensation will be subject to immediate suspension from the Cooperative Education Program.

## G. Suspension or Withdrawal

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

### **1. Academic Suspension**

In the event a student is suspended from his or her academic program or college, he or she should contact his or her Cooperative Education Faculty Advisor. Should the suspension occur during a co-op semester, the student should not resign from the co-op position. He or she should contact the Cooperative Education Faculty Advisor. If this procedure is not followed, the student will not be permitted to re-enter the Cooperative Education Program at the conclusion of the suspension.

### **2. Cooperative Education Suspension**

The Professional Standards Review Committee (PSRC) can issue a cooperative education suspension to a student for failing to comply with Cooperative Education Program policies which includes unprofessional conduct while employed in a co-op position. This sanction typically results in academic suspension.

### **3. Official Withdrawal from the Cooperative Education Program**

If a student transfers out of an academic degree program after acceptance to and/or participation in the Cooperative Education Program, the student must notify the Cooperative Education Faculty Advisor of their withdrawal.

If the student is transitioning into a different degree program at the University of Cincinnati which offers cooperative education, the student should follow the Transition/Transfer Student Application Process as described in an earlier section.

### **4. Unofficial Withdrawal from the Cooperative Education Program**

If, after initiating the job search process, or holding a co-op position, a student elects to discontinue the job search and/or active participation, the student is considered withdrawn from the program and may face academic sanctions as determined by their Cooperative Education Faculty Advisor, the College of Cooperative Education & Professional Studies and the Professional Standards Review Committee (PSRC).

Once a student's resume is distributed to employers, they are considered actively participating in the program. In disciplines where co-op is optional, once a student completes a co-op semester, then the number of co-op semesters agreed to in the degree plan becomes an integral part of the student's academic program. In disciplines where co-op is mandatory, unofficial withdrawal from the Cooperative Education Program can jeopardize academic standing.

---

## **VIII. Military Obligations**

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

The student should plan to meet with the Cooperative Education Faculty Advisor to discuss military commitments in relation to participation in the Cooperative Education Program. It is the student's responsibility to understand the commitment requirements of both the military and Cooperative Education Program. Please see the following section detailing military obligations within the

Cooperative Education Program.

## A. Selective Service

Students participating in the Cooperative Education Program are classified as full-time students of the University of Cincinnati, so long as they are registered for each semester, including the co-op semester. See Verification of Full-time Status.

## B. Non-ROTC Military Training

Students who are considering non-ROTC military training (Reserves, National Guard, etc.) should consult their Cooperative Education Faculty Advisor immediately to determine how this will affect Cooperative Education participation.

## C. Reserve Officers Training Corps (ROTC)

In keeping with University policy, students in the Cooperative Education Program are accommodated when participating in ROTC programs. Both the Army and the Air Force offer a five-year, full-time program for students in the Cooperative Education Program. Students should meet with the appropriate personnel in the ROTC program to determine the best schedule to meet requirements for the academic major, co-op, and ROTC. Both services offer Advanced or Two-year Programs for qualified students.

## D. Student Responsibilities

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

Should any type of military obligations conflict with a co-op, the student can petition the Professional Standards Review Committee (PSRC) for a military waiver and discuss the situation immediately with the student's Cooperative Education Faculty Advisor. The electronic form is available [HERE](#). A student participating in a ROTC/Military program requests to do so via a PSRC Petition form. The student should select "Waiver", then "Military Waiver" or Policy Exception – Military Training" for petition type. Students are advised to upload a document of proof on government letterhead including dates of training. When job continuity is interrupted in this manner, it may not be possible for the student to be employed at the same position, by the same employer, or in the same industry in the next co-op semester. See the PSRC section for specific cases.

---

## IX. Cooperative Education Semester Requirements

There are five requirements to be completed during each co-op semester. These requirements include:

- registering for the semester in Catalyst,
- completing co-op assignments,
- performing work evaluated as satisfactory or better,
- working the prescribed calendar dates, and
- completing a co-op reflection.

If a student works consecutive semesters, he/she is required to complete all requirements for each co-op semester. This includes registration for each co-op semester during the appropriate registration window and completing the student report(s) for each co-op semester.

## A. Registration

Registration requirements for the co-op semester must be completed by the census deadline listed [HERE](#). The registration process is detailed in an earlier section of this document.

The co-op course sequence is:

- COOP 2041-001
- COOP 2042-001
- COOP 3041-001
- COOP 4041-001
- COOP 4042-001

Failure to properly register for a co-op semester can result in loss of full-time student status, health insurance, financial aid and scholarship distribution in addition to the co-op semester not fulfilling the student's graduation requirements.

## B. Assignments

Reflection is a critical component of learning through cooperative education. Throughout participation in the Cooperative Education Program, tools and assignments are provided to facilitate reflection and learning. These assignments are accessible through the student's Cooperative Education Faculty Advisor.

Students who have at least two of their three Student Reports completed by the end of their co-op term will receive an "SP" (satisfactory progress). Students who complete zero or one report will receive an "UP" (unsatisfactory progress). Upon completion of all three reports and a co-op reflection meeting or assignment, students will receive a "P" (passing). If any of these assignments are not completed by the conclusion of the semester following the co-op term, the student will earn an "I" (incomplete).

Grades given by the College of Cooperative Education & Professional Studies for academic courses are a part of the official University grading system. All grades given by the College are recorded on the official grade report issued by the Office of the Registrar.

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

### 1. Student Report-Part 1

To start the co-op semester, students are to schedule a meeting with a supervisor to set expectations and goals. In each semester, the student is to establish two goals and strategies to meet these goals, in collaboration with a supervisor. Additional goals are pre-established by the Cooperative Education Faculty Advisor, and students work in collaboration with a supervisor to develop a strategy to meet these goals as well. Student learning objectives support the cooperative education experience and assist both employer and student in achieving a positive and productive co-op semester. Learning objectives, or goals, along with a



plan to meet the objectives, should be established during the first three weeks of the co-op semester. At the midpoint and conclusion of the co-op semester, learning objectives are reviewed by the student and supervisor.

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

At the midpoint of the semester, students are required to meet with a supervisor again to discuss progress in the role and toward established goals. During the co-op semester, students increase their understanding of a particular topic as an exercise in self-directed learning. While the topic of the student project should be viewed during the midpoint of the co-op semester, the student should complete the project during the final two weeks of the semester utilizing knowledge and experience recently gained.

## **3. Student Report-Part 3**

The final, most lengthy component of the assignment is a self-assessment completed by the student to reflect upon professional, technical, and personal skills and learning. Reports prepared while still on the job are more comprehensive and thus of greater value to both the student and the Cooperative Education Faculty Advisor than those prepared hurriedly and from memory at a later date. The Student Report should be completed in its entirety during the final two weeks of the co-op semester.

### **Experiential Explorations Program (EEP) Assignments**

Students participating in an EEP will be entered into an EEP Canvas course. A Cooperative Education Faculty Advisor serves as the administrator of the sandbox. The student must complete several assignments in the Canvas sandbox throughout their EEP semester. The first assignments consist of sharing proof of co-op registration and choosing an EEP pathway. At the end of the EEP, the student will provide documentation of all EEP work through the “proof of EEP completion” assignment and complete a final reflection project.

## **C. Employer Report**

All students participating in a co-op are evaluated by their supervisor each co-op semester using an Employer Report. It is also acceptable for an employer to complete and upload a company-specific evaluation form. This report is viewed as a performance evaluation and the student's Cooperative Education Faculty Advisor reviews the ratings and uses this form as a basis for counseling and advising the student regarding individual professional development. If a student receives a failing grade, the student may not receive recognition of a completed co-op semester.

A reminder to complete this form is emailed to the supervisor each semester by CCPS. During the registration process, a student denotes their supervisor. The contact entered in this field is the individual who will be prompted to complete the Employer Report. During the semester, in the case of supervisor changes, the student should contact their Cooperative Education Faculty Advisor for specific instructions in order to have day-to-day work activities properly evaluated.

## **D. Co-op Reflection**

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

## E. Summary of Requirements

In summary, to receive a passing grade for the co-op semester, a student must:

1. Register for the COOP course in Catalyst and Handshake.
2. Complete the assigned Student Reports for each semester worked. Encourage completion and review of the Employer Report for each semester worked.
3. Perform work which the employer evaluates as satisfactory or better.
4. Work the entire semester as prescribed by the Academic Calendar. This information is confirmed through both the Student and Employer Reports.
5. Complete the co-op reflection requirement with the assigned Cooperative Education Faculty Advisor following the co-op semester.
6. Complete any additional requirements assigned by the Cooperative Education Faculty Advisor.

---

## X. Professional Standards Review Committee (PSRC)

To uphold the standards of the University of Cincinnati and the College of Cooperative Education and Professional Studies, and to serve the best interests of students' education, the College has established the Professional Standards Review Committee (PSRC). The committee is composed of Cooperative Education Faculty Advisors appointed by the Unit, and the College of Cooperative Education and Professional Studies to ensure program standards are maintained.

### A. PSRC Cases

The PSRC reviews all matters pertaining to petitions of conflict resolution, violations of program rules, and policy exceptions. Additionally, any variance to an uninterrupted sequence of co-op semesters as a result of any activities, unemployment, or other events, must be approved through petition to the PSRC. Some common situations are outlined below.

#### 1. Advanced Standing

Advanced Standing is granted to a student by the college and the Professional Standards Review Committee (PSRC) based on qualifying prior work experience. If a student meets the criteria to request Advanced Standing, they must submit a petition to the PSRC. The student should select Advanced Standing as the petition type. Students are advised to upload a proof of employment letter on company letterhead, including employment dates, hours worked per week, pay rate, and primary responsibilities, signed by a supervisor or HR representative.

#### 2. ROTC/Military Training

A student participating in a ROTC/Military program requests to do so via a PSRC Petition form. Student should select waiver – Military Waiver or policy exception – Military Training for petition type. Students are advised to upload a document of proof on government letterhead including dates of training.

#### 3. Unemployment

In the case that a student is unable to secure co-op employment through an unsuccessful compliant job search or is relieved of position duties while on co-op, a PSRC petition for Waiver should be submitted to the PSRC for review. Student should connect with their Faculty co-op advisor prior to submitting a petition for an unemployment waiver.

#### 4. Possible Offenses

Some examples of offenses which may result in PSRC action are listed below yet are not limited to examples shown here. Serious offenses can result in Suspension and Dismissal.

- a. **Dishonesty** - Furnishing the College or co-op employers with false written or oral information.
- b. **Violation of Probation** - Violation of Program rules and regulations while on probation for a previous action.
- c. **Employer Termination** - A student is terminated by the employer due to improper behavior or other misconduct by the student while officially fulfilling a co-op semester with the employer.
- d. **Unauthorized Change of Co-op Employer** - Violation of the requirement to have official College of Cooperative Education and Professional Studies approval of any change in the student's co-op employer.
- e. **Unsatisfactory Performance** - Two or more unsatisfactory performance reports from the student's co-op employer(s).
- f. **Disregard for Policy** - A pattern of disregard for policies by a student as evidenced by prior warnings or probation sanctions by the College.

## B. PSRC Outcomes

The PSRC reviews both Student Petitions and Cooperative Education Faculty Advisor recommendations to come to a decision. Outcomes of the PSRC decision may be a program waiver, policy exception and/or academic sanctions.

### 1. Waiver

A waiver has no detrimental effect on the student's participation in the Cooperative Education Program or projected date of graduation. This designation is utilized when a student is unable to secure or complete an appropriate co-op position or semester through no personal fault.

Common causes of a waiver may include failure to secure an appropriate co-op position due to the economy after all reasonable efforts were made, termination of a co-op position for reasons other than performance (e.g., illness, participation in Military Training), or any situation where a penalty regarding certification would be inequitable.

### 2. Policy Exception

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

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

### 3. Policy Violation

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

Common causes for a policy violation may include starting a co-op work semester late or leaving early for no approved reason, changing employers without prior approval, or providing false information to an employer. A co-op employment violation will result in loss of recognition for the co-op semester and could include the addition of a co-op semester as a program requirement. This action could be coupled with academic sanctions.

#### **4. Participation Violation**

A co-op participation violation is given when a student does not participate in a cooperative education work semester due to their own actions. A co-op participation violation will result in loss of recognition for the co-op semester. This action could be coupled with academic sanctions and is recorded as a Participation Violation.

Common causes for a participation violation may include: a student is unable to secure or complete an appropriate co-op position due to failure or refusal to comply with Cooperative Education policies, personal restrictions as to geographic location, section availability, salary level, or violations of standards of professional conduct for the co-op semester that result in loss of the job.

#### **5. Academic Sanctions**

A student admitted to the Cooperative Education Program of the University of Cincinnati accepts the responsibility to know and comply with all institutional and College rules, the Student Code of Conduct, and standards that govern the Program. In general, when a student demonstrates unwillingness to obey the rules governing conduct for Cooperative Education Program participation, the individual will be treated the same as one who had failed in traditional classroom courses and may be suspended or dismissed from the Cooperative Education Program. The University of Cincinnati's Student Code of Conduct, which defines the behavior expected of students, is applicable to students while in co-op positions. Copies of this Code are available for review in the following locations: all Student Affairs and Services offices, student organization offices, College Deans' offices, and the Office of the University Ombuds.

Proven failure to meet these regulations and standards justify appropriate academic sanctions by the Professional Standards Review Committee of College of Cooperative Education and Professional Studies. The academic sanctions include Warning, Probation, Suspension and Dismissal. These sanctions are serious matters, especially so for students in programs where the satisfactory completion of the Cooperative Education Program is part of the degree requirements and may delay graduation.

The various sanctions are defined as follows:

- a. **Warning is an official notification to the student that their behavior has been unacceptable.** Any further misconduct may result in a more severe sanction.
- b. **Probation is an official notification to the student that their behavior has been unacceptable.** This action becomes a part of the student's record and could result in probation status in the student's academic unit. This sanction is in effect for a specified period as determined by the Professional Standards Review Committee. After receiving notice of probation, it is the responsibility of the student to confer with the student's Cooperative Education Faculty Advisor to discuss any questions concerning the probation and to plan an appropriate course of action to avoid further difficulties. Any further student

misconduct during probation may result in suspension or dismissal from the Cooperative Education Program.

- c. **Suspension prohibits the student from participating in the Cooperative Education Program of the University of Cincinnati for a specified time.** A suspension period does not typically exceed one calendar year. The Professional Standards Review Committee will determine the effective beginning and ending dates of the suspension. This Cooperative Education action could result in suspension from the student's College. Suspension requires that the student must petition for readmission. Suspended students will be notified in writing as to the action's rationale and when they will be eligible to apply for readmission into the Cooperative Education Program. Once readmitted into the program, if the student then later fails to comply with Program policy, this will normally result in dismissal.
- d. **Dismissal** prohibits the student from ever participating in the Cooperative Education Program of the University of Cincinnati. In cases of serious misconduct, a student may be dismissed without any previous disciplinary action by the Professional Standards Review Committee. Dismissed students will be notified in writing as to the rationale for the action and the effective date of the dismissal. Dismissal actions are terminal and readmission to the Program is normally not permitted.

## C. Petitioning

In all cases, either or both the Cooperative Education Faculty Advisor and the student may present the issues and relevant information to the PSRC.

### 1. Student Petition

It is most advisable for the student to submit the initial petition to the Committee. The following steps should be followed by a student presenting a case to the Committee:

- a. Secure a copy of the "Student Petition for Exception or Waiver" form from the Cooperative Education Faculty Advisor. The electronic form is also available [here](#).
- b. Follow the instructions on the form to complete and submit. Send any supporting documentation via email to Susan Frazer at [frazersr@ucmail.uc.edu](mailto:frazersr@ucmail.uc.edu).
- c. The PSRC will meet (typically once a month; last week of the month) to review submitted petitions.
- d. After the Committee meets and reaches a decision, a copy of the decision of the Committee will be returned to the student.
- e. The student should contact the Cooperative Education Faculty Advisor to confirm the impact of the Committee's decision on the schedule for future participation in the Cooperative Education Program.

### 2. Cooperative Education Faculty Advisor Petition

The Cooperative Education Faculty Advisor may submit a petition for a student case without a Student Petition. In this situation, the Cooperative Education Faculty Advisor completes and submits the Cooperative Education Faculty Advisor Referral. The student will receive confirmation of the receipt of their Cooperative Education Faculty Advisor's petition and notification of the date of the upcoming PSRC meeting.

After the Committee meets and reaches a decision, the written decision of the Committee informs the Cooperative Education Faculty Advisor and the student via email of the result of the Committee's decision.

### **3. Appeals**

In a few cases, the student or the Cooperative Education Faculty Advisor may feel that the decision of the Committee is inappropriate or that the case was not presented effectively in the petition. In such instances, the decision may be appealed. All appeals related to a committee decision must be submitted within 30 days of the receipt of the decision which is being appealed