

Cooperative Education/Study Guidelines



Department of
Industrial and Engineering Technology
Morehead State University



**IET Cooperative Education/Study Guidelines
available on the World Wide Web at:
www.moreheadstate.edu/iet/**

Just click  on “Cooperative Education”.

Morehead State University
College of Science and Technology
Department of Industrial and Engineering Technology

Course Guidelines

- I. Credit hours
 - One to 12 hour variable credit (academic advisor's discretion)
 - Minimum of 60 clock hours of work experience = one credit hour
 - One to six hours maximum for summer
- II. Visitations
 - At least one visitation per rotation
- III. Total number of Cooperative Study hours per program
 - Two (2) year program: maximum of six hours
 - Four (4) year program: maximum of 12 hours
- IV. Length of semester Cooperative Study experiences
 - Minimum of 10 weeks. This allows a **part-time* co-op and enables the student to take additional credits. [**20 hour/week – three (3) weeks to get one (1) credit hour; totaling a maximum of six (6) credit hours/semester (18 weeks)*]
- V. Work station
 - May be a profit or nonprofit organization
- VI. Academic Advisor's role
 - Advisors retain final say as to whether or not a particular job is acceptable for Cooperative Study credit and the appropriate total number of credit hours for each individual experience.

Criteria for Cooperative Study Placement

1. Supervision is a key factor in identifying Cooperative Study placements. On-the-job supervision should be with the understanding that the student will be working directly under an individual's direction. That supervisor should be recognizable as a professional in his field and should carry a title to that effect.
2. Cooperative Study also implies the student will or may be working more than one semester in his total college career. These work periods usually occur during at least one semester per calendar year frame. Students in two-year programs may work up to three semesters, four-year program students may work up to five semesters.
3. In reference to progressive placements, the student's responsibility and financial reimbursement should correlate with the student's academic level. For example, a freshman student would expect less responsibilities and less pay, whereas an upperclassman would expect a more responsible job with pay representative of that position.
4. Locations for placements should be viewed as representative of agencies or businesses that ordinarily employ graduates of that particular program area. Specific involvement with day to day routines are better evaluated by faculty having expertise in that particular discipline.
5. Final evaluation for job placements appropriate for Cooperative Study credit must be

mutually agreed upon by cooperative education staff and academic faculty and/or administrative personnel.

6. Cooperative Study differs in concept from an internship in that cooperative study is viewed as a "real job" situation with financial reimbursement. An internship is usually thought of as a simulation involvement with the student in many cases taking an observer's role non-paid.

Application Procedure

The prospective co-op student shall submit the following items to the **instructor of the cooperative study course prior to enrolling in the course:**

1. The student will consult his/her academic advisor to determine which cooperative study program [IET 239(1 to 3 hrs), IET 339(1 to 3 hrs), or IET 439(1 to 6 hrs)] is appropriate.
2. The student shall complete an "IET Cooperative Study Application" form available from their advisor or the instructor of the cooperative study course for which they are registering. The following items must be submitted along with the cooperative study application form:
 - a. The student shall write a brief description of the job as they envision it (minimum one paragraph). [To be submitted with the application form prior to registration].
 - b. The student shall write a description of the experience they hope to gain and how it will benefit their program of study (minimum one paragraph). [To be submitted with the application form prior to registration].
 - c. The student shall submit a letter from the employer/supervisor which states that the employer/supervisor agrees to complete evaluation forms for the cooperative study student's work experience. [Letter is to be submitted with the application form prior to registration].
3. The student will officially register/enroll in the cooperative study course and pay related tuition.

Course Procedure

Applicable for all Industrial and Engineering Technology cooperative study course prefixes including: IET, ITCB, ITCM, ITEC, ITMT. Student procedures for documentation and evaluation of Work Experience are as follows:

1. The student shall keep a "Log" or "Journal" of dates and hours worked with a short description of the work performed. This log or journal booklet should be kept with the student during their work experience and submitted at the end of the summer term/semester.
2. The student shall write a summary and evaluation of their work experience describing how the experience benefited their program of study and career plan. Additionally, the summary should specify whether the student felt prepared for the work experience and what could have been done at the University to better prepare the student for the experience. This summary shall be a minimum of two (2) pages (typed, double-spaced, one-inch margins) and submitted at the end of the summer term/semester.
4. The Cooperative Study course instructor shall contact (at the job site or by telephone) the student and employer during the summer term/semester.
5. An employer representative (preferably the student's immediate supervisor) shall complete a student work performance evaluation form.

Morehead State University - Department of Industrial and Engineering Technology
IET, ITCD, ITCM, ITEC, ITMT
COOPERATIVE STUDY APPLICATION

Printed Name _____
Last First Middle

SSN _____ MSU ID# _____

Campus Address & Phone #

Summer Address & Phone #

Major (Circle one) Industrial Technology: _____ two-year degree (AAS) _____ four-year degree (BS)

Option: _____ ITCD _____ ITCM _____ ITEC _____ ITMT

_____ Industrial Education Other, specify _____

1. Have you already arranged or obtained a Cooperative Study job for the summer?

_____ YES _____ NO

- (a) If yes, please give the company name, address, phone and your immediate supervisor or the person who has hired you (a person who can be contacted by MSU)?

Name of Supervisor Telephone #

Company Name

Address

- (b) If no, please provide the name, address, phone, and contact person (supervisor, owner, etc...) of those companies that you would like to work for this summer?

Name Phone

Name Phone

Address

Address

