

Co-Operative Education Guidelines

General

The University of Puget Sound offers students the opportunity to undertake a co-operative education experience so students, through full or part-time employment, may:

- Gain pre-professional experience through academically-related off-campus employment.
- Gain relevant experience to provide context for later academic studies.
- Extend theoretical knowledge to practical application.
- Achieve work-related and academic goals in preparation for employment.

Eligibility

The eligibility of a student to undertake a co-op will be determined by the Office of Career and Employment Services using the following criteria:

- Sophomore, junior, or senior class standing.
- Cumulative university grade point average of at least 2.50.
- A declared major, minor, or interdisciplinary emphasis in a department, school, or program appropriate for the co-op placement.
- Recommendation of the academic advisor.
- Approval from the chair or director of the department, school, or program for which the student will receive credit.
- Total enrollment in co-ops is limited to 20 students per term.

Requirements

The requirements of the co-op will be specified in the Co-Operative Education Learning Agreement composed of a Job Description and Learning Objectives. The Learning Agreement must be completed; signed by the student, the supervising instructor, the department chair or program director, and the work supervisor; and submitted to the Office of Career and Employment Services before the end of the add period during the term in question. The student may then be registered.

The Job Description will include:

- A list of the specific job responsibilities and tasks assigned to the student.
- The criteria used by the employment supervisor to evaluate the student's job performance.
- The student's work schedule with start and end dates plus an outline of hours to be worked each day of the week.
- The day and time during the week that the student will meet with the supervisor to review job performance and progress toward learning objectives.
- The date by which the supervisor is to send the student's performance appraisal to the Office of Career and Employment Services.

The Learning Objectives should reflect the student's academic and professional interests and must specify how the student intends to achieve a pertinent experience by including:

- Specific intended objectives for undertaking the co-op.

- A description how each responsibility or task assigned by the employment supervisor can be made relevant to the intended objectives.
- A schedule of days and times for meeting with the instructor to review the student's assessment of personal job performance and progress toward the learning objectives.
- The date during the final examination period (or the date by the last day of the summer session) for the student to submit the self-assessment to the instructor unless arrangements have been made to extend the co-op with an in-progress grade beyond the normal end of the term.
- Any specific objective that may be assigned by the instructor.

Grading

A student's performance in a co-op will be graded pass/fail by the instructor using the employment supervisor's appraisal of the student's completion of job responsibilities (forwarded by the Office of Career and Employment Services); the student's self-assessment regarding the completion of learning objectives, how they were achieved, and how that achievement was demonstrated; and by any additional criteria the instructor assigned in the Learning Agreement.

Designation

- The co-operative education experience will be designated COOP 499 CO-OP EXPERIENC.

Credit

Activity credit will be granted for a co-op based on employment hours:

- .25 unit and less-than-half-time enrollment status for at least 120 hours.
- .50 unit and half-time enrollment status for at least 240 hours.
- 1.00 unit and full-time enrollment status for at least 480 hours.

This credit is not applicable to the Upper-Division Graduation Requirement.

As activity credit, a co-op is included in the limit of 1.50 units of activity credit that may be applied to a bachelor's degree. Apart from the activity unit limit, no more than a total of 2.00 units of co-ops combined with internships may be applied to a bachelor's degree.