

**Department of Engineering Technology
The University of Toledo**

Undergraduate Co-Operative Experience

Students in the ET programs may, at their option, participate in a voluntary cooperative (co-op) education component while earning their degree. Co-op is the integration of classroom and practical experience in an organized program. Students alternate university class work with semesters of employment in industry, business, or government. Students satisfying the requirements of the co-op program will have a co-op experience notation added to their transcripts. Students wishing to participate must first apply and be accepted to the co-op program. To satisfy the co-op requirement, a student must successfully complete three semesters of co-op experiences, with the option to complete as many as five co-op experiences. This co-op component is available as an option for transfer students on a case-by-case basis. It is not available to students in a degree-completion program.

This important experience has been shown to further enhance students' employment outlook by improving the odds that they or their jobs will:

- Be directly related to their major course of study
- Provide higher salaries, greater responsibility, and increased decision-making opportunities
- Earn frequent promotions and raises

The co-op program provides the engineering technology student with invaluable benefits. The engineering technology student will enjoy career-related experience while simultaneously building maturity, confidence, and a strong work ethic. The hands-on opportunity with high-tech equipment in industry not only integrates classroom theory with practical experience, it also provides the engineering technology student with financial assistance to help offset the cost of education. Additionally, the co-op experience allows the student to develop a viable network with industry professionals. In many cases, co-op leads to full- or part-time employment upon graduation. Students will have a variety of companies from which to choose with locations throughout a large geographic area.

The Career Management staff has coordinated high quality jobs within the engineering community in order to provide students with worthwhile experiences. Prior to the engineering technology student's first co-op assignment, he/she will complete ENGT 2000 Professional Development to assist in the transition from classroom to industry. Students must also complete a core curriculum before they are eligible for a co-op placement. Students should be aware that merely meeting the minimum requirements for participation will not guarantee placement. The College will assist students in finding co-op positions but cannot guarantee employment. This assistance to the student is supported by the co-op fee.

The curricula in the engineering technologies are constructed such that course work alternates with multiple co-op work periods. It is possible for students to complete five work periods, with three being required for graduation with the co-op option.

While a desirable objective is for co-op to lead to permanent employment, a student is not required to do all his/her co-ops with the same company. However, it is expected that a student will do at least two co-ops with the same company. Students may change co-op employers after their first co-op assignment **BUT** not after the second and subsequent assignments. When a student wants to change companies, he or she must inform his/her co-op director by the end of the second week of the term prior to his/her next co-op term.

Students in ET wishing to participate in the co-op program must:

- Apply and be accepted to the co-op program. Applications are available in the departmental office. Completed applications are to be submitted to the ET Academic Program Coordinator (APC) and must be received by the last day of finals in the semester in which the student completes ENGT 2000.
- Have a minimum overall GPA of at least 2.500.
- Successfully complete a core of courses prior to the first co-op placement. This core shall consist of:
 - ENGT 1000 Engineering Technology Orientation
 - ENGT 1050 Computers for ET or CSET 1100 Introduction to CSET
 - ENGL 1110 Composition I (or equivalent)
 - ENGL 2950 Science and Technical Report Writing
 - MATH 1330 Trigonometry (or equivalent)
 - 15 hours of technical courses in the major area of study
- Satisfactorily complete ENGT 2000 Professional Development two semesters prior to the first co-op placement. Satisfactory completion is defined as having earned a grade of “C” or better.
- Maintain a minimum overall GPA of 2.500 in order to continue in the co-op program.
- Register for ENGT 3940 Co-Op Experience during the first three semesters of co-op placement and for ENGT 3950 for the last two, if applicable.
- Earn a grade of “S” (Satisfactory) in each co-op placement in order to qualify for continued co-op placements.
- Pay the co-op fee for each of the first three semesters of enrollment in ENGT 3940.
- Must successfully complete a minimum of three co-op assignments in order to satisfy the requirement of the co-op program and qualify for the corresponding transcript notation verifying co-op participation.
- Understand that the co-op placement is a full-time job experience. As such, it is expected that students will not enroll for academic classes during the co-op term. Any exceptions to this rule must be made in writing to the ET co-op director and receive formal and positive approval prior to the onset of the co-op term. Violation of this condition will result in the student being ineligible for continued co-op placements.

In order to achieve a grade of “S” in ENGT 3940 or ENGT 3950, students will be required to:

- Submit a completed student evaluation of the co-op experience.
- Pay the co-op fee for ENGT 3940.

Each co-op employer will be asked to complete an evaluation of the student's co-op experience. The grade in ENGT 3940 and ENGT 3950 will be awarded by the departmental co-op director in consultation with the co-op employer and the respective program director.