What is the Cooperative Education program (courses CE4096 Cooperative Education I, 1 credit, and CE4596 Cooperative Education II, 2 credits)?

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-The ‘coop’ education program is a way by which a student can get a maximum of 3 credits for working full time (i.e., the student cannot be registered in any other course while registered in CE4096 or CE4596) in a civil engineering related job with an employer for a maximum 2 semesters, one of these semesters being a Summer semester.

-By enrolling in the cooperative education program (CE4096, 1 credit, in the Summer; CE4595, 2 credits, in the Fall, or, alternatively, CE4096, 1 credit, in the Spring and CE4595, 2 credits, in the Summer), the student retains full time student status (even when being registered for less than 12 credits) while working a full time job. Retaining full time student status during college is important for a student who has a student loan or a student who is claimed as a (student) dependent by their parents in family tax forms.

-The requisites to enroll in CE4096 are as follows:

*The student must be admitted already in CE upper division to enroll in CE4096 or CE4596.

*The student must have a job offer from an employer who will be employing the student for at least one full semester. A summer internship not followed or preceded by a full semester disqualifies the student for registration in the coop program.

*The job must be a civil engineering related job and must involve a minimum of 30 hours per week of work.

*The student must not register in any other course while registered in either CE4096 or CE4596.

*A maximum of 3 credits can be obtained through CE4096 (1 credit) and CE4596 (2 credits) and these credits count as CE Technical Elective credits.

*The semester following the coop experience (e.g., the Spring semester following the Summer and Fall semesters in which the student did the coop) the student is required to fill in and turn in additional forms with more details about employer and job done and write a single report (if the student registered in CE4096 only) or two reports (if the student registered in both CE4096 and CE4596) describing the technical work done during the coop. The additional forms and instructions on how to write the report(s) can be obtained from the faculty coordinator after the coop experience.
*Submittal of the additional forms are due in the middle of the semester following the coop experience, while the technical report(s) are due at the end of the semester following the coop experience. In addition to writing the technical report(s), the student may be asked to give a 15 minute presentation to faculty and students in the department about the work done during the coop.

*Copies of the technical reports the student writes are sent to all faculty within the civil engineering department for evaluation. A copy of the technical report is also sent to the employer. The faculty coordinator also contacts the employer to seek feedback about the student’s performance while working for the employer.

*Coops are graded on an A-F basis, and the final grade is assigned on the basis of the reports written and the feedback received from employer and faculty.

*Since the evaluation (and grading) is done one semester after the student finishes the coop program (e.g., in the Spring if the last semester of the coop was the Fall), at the end of the last semester of the coop, the faculty coordinator posts an ‘I’ (for incomplete) as the score for the coop program. This ‘I’ eventually changes to an actual grade A-F grade once the student submits all forms and reports are evaluated by faculty and employer.

-Possible ways to register in the coop programs are as follows:

a- The employer offers the student a semester full time job for Spring. Then the student registers in CE4096 (1 credit) for the Spring (the student registers during the preceding Fall semester, as normally done when registering for any other course).

b- The employer offers the student a semester full time job for Spring and Summer (2 semesters). Then the student registers in CE4096 (1 credit) for the Spring and for CE4596 (2 credits) for the Summer.

c- The employer offers the student a semester full time job for Fall semester. Then the student registers in CE4096 (1 credit) for the Fall.

d- The employer offers the student a job for the Summer and for the Fall. Then the student registers in CE4096 (1 credit) for the Summer and in CE4596 (2 credits) for Fall.

Note: Option ‘d’ above is the most popular way of registering for the coop program.

-To get a permission number to register in either CE4096/CE4596, the student must first talk to the student advisor (who is aware of the rules stated in this document) and thereafter get in contact with the faculty coordinator (Dr. Carranza-Torres, carranza@d.umn.edu) and ask for a ‘coop agreement form’ that the student must read, fill in and sign to be granted a permission number to register. The form includes also a ‘code of conduct’ that the department expects students to follow during the coop. In this form, the student also provides basic information about the job and the employer.