

MEMORANDUM

DATE: June 10, 2011

TO: Deans, Directors, Department Heads, and Advisors

FROM: George Gehrels, Chair, Undergraduate Council
Celeste F. Pardee, Curriculum Associate, Academic Affairs

RE: Cooperative Education Program (Co-op) Updates

The University has supported the national Cooperative Education Program since it was authorized by the Undergraduate Council in 1989. In recent years the program has been sponsored by UA Career Services for students interested in taking a semester or summer to gain work experience in their chosen field. Due to an oversight, Co-op policy and requirements haven't been stated in the General Catalog. The Undergraduate Council has rectified this by updating the policy and drafting a Catalog statement that was approved by the Faculty Senate on 5/2/11. The updated Co-op Policy, found in the 2011-12 Catalog, is effective for Summer/Fall 2011 for all currently enrolled undergraduates.

Undergraduate Cooperative Education Program, http://catalog.arizona.edu/2011-12/policies/coop_ed.htm:

Undergraduates seeking work experience related to their academic program and career goals prior to graduation may apply for the Cooperative Education Program through <http://catalog.arizona.edu/2011-12/catinfo.html> UA Career Services <http://www.career.arizona.edu/students/default.aspx?internship> . Cooperative education (Co-op) enables students to alternate semesters of full-time course work with a semester and/or summer of full-time paid professional experience in the field. Co-op helps students explore and confirm their career choice.

To qualify, students must have full-time status and a minimum cumulative 2.500 GPA. Students with senior status may participate in co-op as long as one full-time semester of course work remains to complete their degree requirements after they return from a co-op experience. Once approved for the program by Career Services, students may register for COOP 100, Career-Related Experience, a 1-unit course taken for audit (i.e., no credit). COOP 100 maintains a student's active status at the University, similar to a Leave of Absence http://catalog.arizona.edu/2010-11/policies/undergrad_loa.htm . While COOP 100 may be repeated, enrollment is limited to non-consecutive regular semesters, consecutive summer sessions, or one regular semester combined with summer sessions.

Enrollment in COOP 100 does not maintain full-time status for financial aid or insurance purposes. Interested students should check with their scholarship or <http://catalog.arizona.edu/2011-12/catinfo.html> financial aid <https://financialaid.arizona.edu/> counselor to find out how a co-op experience will affect their scholarship award or financial aid status.

Successful completion of a co-op experience or internship <http://catalog.arizona.edu/2010-11/policies/house.htm> is encouraged in many UA degree programs. To ensure that a career-related work experience will support their academic and career goals, interested students should consult with their <http://catalog.arizona.edu/2011-12/catinfo.html> major academic advisor http://advising.arizona.edu/co_major.php .

Management of the Policy:

* Career Services counselors discuss Cooperative Education options with interested students, advise them on qualifications, and provide information on employers with suitable co-op positions.

* Students are urged to discuss the proposed co-op experience with their major academic advisors to ensure that it will contribute to their academic goals.

* Students arrange the conditions of their co-op experience with an approved employer.

* When the co-op arrangements are final, the student takes a Change of Schedule form, signed by Career Services, to the

Registrar's Office (Admin 210) for enrollment in COOP 100-during the open registration period. If COOP 100 is the only course taken during a fall, spring, or summer, the student does not pay regular tuition but is charged a \$100 processing/handling fee (effective Fall 2011).

* From the COOP 100 class roster provided to Career Services, eligible students' participation may be verified by Career

Services. If the student is not participating, the Registrar's Office withdraws the student from COOP 100 and records a "W" for the course.

Students interested in participating in the Co-op Program should contact Career Services, Student Union Memorial Center, Room 411, or call 621-2588. Questions about the Co-op Policy should be addressed to Celeste Pardee, Curriculum Associate, at 621-5375, cpardee@u.arizona.edu.