

Education Program is an agreement between Student, S W X G H P D M T R U G H S D O W I H I E Q Career Center. Permissions and verifications must be in place before beginning a co-op. The work assignment of the program is a contract between Student and Employer.

Specific requirements of a co-op:

- x Student must be in good disciplinary and academic standing, with a minimum 2.0 GPA, and have completed a minimum of 3 semesters at Mines (2 semesters for transfer students). Student must time the co-op in such a way that the on-site interval of the co-op and return to Mines occurs at least one semester prior to graduation. Credit (and tuition) is applied the semester of return.
- x Employer and Student must commit to an employment agreement equivalent to a minimum of 6 months full-time work; this may be structured in a variety of ways:
 - o Full-time six-month interval, including summer and one semester off-campus;
 - o Alternating semesters between work and school until completion of required time of service;
 - o Parallel program, working full-time during the summer, plus part-time (> 20 hours/week) during the paperwo
- x A technical report follows completion of the department by mid-semester; an appropriate semester end.

Prior to committing to a co-op, Student must:

- x (nsur H th ...)



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 Any documents **O L V W O** with an asterisk* must be signed by all responsible parties. **D O C U M E N T S** uploaded into DiggerNet.
 Hard copies of all forms listed below can be provided upon request if DiggerNet access is unavailable.

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| ' R F X P H Q W D W L R Q | & R P S O H W H G | % \ | ' H D G O L Q H 7 R & R P S O H W H |
| *Cooperative Education Student Agreement Z L W K 0 L Q H V | Student | | % H I R & R H R S |
| *Cooperative Education Degree Completion Plan | Student,) D F X O W \ Co- Rp Advisor | | % H I R & R H R S |
| * & R R S H U D W L Y H (G X F D W L R Q S U R F B O O H W H G E H O R Z X Q O H V V R W K H U Z L V Z L W & H O L W L K H G V L D U W H U P R R) \$ S S U R Y D O \$ F N Q R Z O H G J P H O | Student,) D F X O W \ Co- Rp Advisor | | % H I R & R H R S |
| Learning Objectives | Student,) D F X O W \) & R R S \$ G Y L V R U 5 H Y L H Z H G D Q & H I R & R H R S \$ S S U R Y H G E \ (P S O R \ H U | | % H I R & R H R S |
| Notify & D U H H U & H R P W H U & R R U G L Q D W R U L I H Q U R O O L Q J W R 0 L Q H V 6 + , 3 | Student | | % H I R & R H R S |
| Notify Financial Aid of Co- Rp | Student | | % H I R & R H R S |
| & R P S O H W H \$ S S O L F D W L R Q L Q J W R 0 L Q H V | Student | | % H I R & R H R S |
| Employer Responsibilities & Cooperative Education Contract (Approval on DiggerNet) | Employer | | % H I R & R H R S |
| Employer Midterm Evaluation | Employer | | + D O I : D K U R & H R P |
| Employer Final Evaluation | Employer | | Within 10 days of &o- Rp (nd ' D W H |
| Student Self Evaluation | Student | | Within : eeks of 5 eturn L Q W R 0 L Q H V |
| Exit Interview | Career Center Co-op Coordinator, with Student | | Within 0onth of 5 eturn L Q J W R 0 L Q H V |
| Student Program Evaluation | Student | | Within 0onth of 5 eturn L Q J W R 0 L Q H V |
| Technical Report | Student, 5 eviewed and * rated by) D F X O W \ Co- Rp Advisor | | Due : ithin 4 : eeks of 5 H W X U Q L Q J W I 0 L Q H V |

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When completing a co-op, there are multiple individuals to contact and keep in touch with along your experience. Use this sheet as a guide for campus contacts, as well as who to reach out to for questions.

This is for your reference - you do not need to submit this form.

& D U H H U & H C A M P U S contacts, as04 T (as04)Tj 0.044>>BDC EMC /P <</MCID 29 .086 Tw (contacts,) (en)0