Cooperative Education Program

Guidelines for Industry Partners
Co-op: combining classroom education with practical work experience

Co-ops are defined as full-time work for a continuous summer-fall term or full-time work for a continuous spring-summer term, approximately 30 continuous work weeks. If the opportunity is shorter in duration or less than full-time work hours, contact the academic department regarding internship options.

The ASU Undergraduate Co-op is designed to complement a student's formal education with paid full-time practical work directly related to the student's major.

Cooperative education may provide academic credit for approved structured job experience and helps students make the school-to-work transition. It is an excellent way for students to gain practical experience for the industry needs of the future. It also provides industry partners with access to the best and brightest students, who bring cutting-edge knowledge and skills into the workplace.

Industry partners have the opportunity to fill temporary workforce needs and evaluate students in the field before offering them a full-time position.

Students usually begin the program in their sophomore or junior year. Students work full-time with the same employer for summer-fall or spring-summer terms. This continuity enables students to focus on longer work assignments. Participants are classified as full-time students during each term they work full time for an approved employer.

The program’s intent is to make sure students are on track to graduate in four to five years.

Employer requirements:
- Active Student Placement Agreement with ASU
- Approved co-op job description
- Supervisor’s agreement to provide guidance, mid-term and final performance reviews and review of applicable sections of student’s final report.

Students bring knowledge from the classroom, integrate skills they learn on the job and take on increasing levels of responsibility—making meaningful contributions to the organizations in which they work. Often, employers hire the students upon graduation.
The ASU Undergraduate Co-op

Eligibility and Requirements

To be eligible, the student must:

• Major in an undergraduate Fulton Schools of Engineering discipline that participates in cooperative education.
• Be in good academic standing.
• Have a minimum GPA of 3.0 for all ASU coursework.
• Be enrolled at ASU within the past 12 months.
• Be full-time, with at least 12-credit hours per semester for the past two semesters.
• Have completed 30-credit hours, with at least 12 at ASU.

International students with F-1 and J-1 visas are not eligible at this time.

To participate, the student must:

• Be willing to complete at least one full-time summer-fall or full-time spring-summer co-op term at the bachelor's level.
• Find and be offered a co-op with an employer willing to agree to the program requirements.
• Complete the Co-op Application. Provide it to their supervisor to complete their sections.
• Verify that the company has a Student Placement Agreement with ASU.
• Complete the Co-op Degree Completion Plan form and meet with their academic advisor.
• Meet with their financial aid advisor to review and sign the Co-op Financial Aid/Scholarships Verification form.
• Attend a co-op orientation/info session.

Acceptance:

• If accepted into the program, register and pay for the course by the regular deadlines.
• Check the course communications while on co-op. Submit all assignments by the course due dates.

Work Terms

Undergraduate students complete one full-time work term, with an option for a second. Terms are either summer-fall or spring-summer and are aligned with the normal school calendar.

Student Status

Students enroll in FSE 399 for one credit hour, and will be considered by ASU as a full-time student for the purposes of enrollment verification.

Evaluations

Course advisors and the Engineering Career Center monitor the academic progress and work performance of students. This provides a structured learning experience for both the student and employer. Employers must complete a student performance evaluation at mid-term and prior to the end of each work term. Employers are encouraged to meet with each student regularly. The mid-term and final evaluations must be discussed with the student before submitting it to the course advisor and the Engineering Career Center.

Compensation

Co-op positions are paid by the employer. There is not a standard pay scale, and pay varies based on a student's level of academic completion. Some employers also provide additional compensation in the form of housing or possible relocation.

Exceptions to the eligibility criteria will be reviewed on a case-by-case basis by the Engineering Career Center.

Co-op Changes and Performance

Students are expected to complete at least one full-time work term with the same employer. However, some circumstances prohibit this, including:

• A change in the student's major or career goals that do not fit with the current employer
• Poor academic performance, causing the student to be dropped from the program
• Student withdrawal from ASU
• Unacceptable work performance
• Inability of employer to provide work experience related to the student's major

If any of these situations occur, students should meet with their co-op advisor in the Engineering Career Center before terminating the co-op assignment.

If a company is unable to invite a co-op student back because of budget issues or other internal reasons, please let the student and the Engineering Career Center know as soon as possible so that alternate arrangements may be made.

If a student's performance is unacceptable or unprofessional, we ask that the employer first meet with the student to address performance issues. Due to a lack of work experience, some students may not realize their behavior is unacceptable. If there is no improvement after the feedback is provided, please immediately notify the student and the co-op advisor in the Engineering Career Center.
Opportunities for industry partners
- A cost-effective method to meet short-term and long-term resource needs
- A way to free up experienced employees for additional opportunities
- A source of new problem-solving techniques and ideas
- A first-hand look at some of ASU's most enthusiastic and ambitious students
- An opportunity to evaluate potential candidates for the future workforce
- A chance to train individuals while they are still students
- Key visibility at ASU
- Opportunities for technology transfer and knowledge sharing

Opportunities for students
- Real-world work experience in the student's major field of study
- Enhanced résumé
- Financial support
- Development of social skills and maturity
- Experience in making informed decisions and solving problems
- Networking and employment contacts