What is Cooperative Education?

**Definition:** Cooperative education, often referred to as co-op, is a combined effort between RHIT, Employers and Students (YOU!). The primary goal is to enhance the student’s academic studies with real-world work experience.

**Student Objectives:** The primary goal is to become a more knowledgeable and marketable jobseeker. Co-op provides this by providing first-hand, on-the-job experience. The experience will also help develop interpersonal skills such as self-confidence, responsibility and professional competence. Many students also do this as a way to help finance their education.

How does co-op work?

Work/study periods vary for each program. You’ll need to consult your Academic Advisor to determine when and how long you can co-op.

**Student Status:** you will earn one credit, which will NOT apply towards graduation requirements, nor is it considered a free-elective. This one credit hour keeps your student status as “full-time” while you are on co-op.

**Eligibility:** a student becomes eligible the spring term of their sophomore year, but can go early if approved by the Academic Advisor. Employers generally look for students who are at least sophomores so they have more relevant course work behind them. **International students must meet with the Director of International Student Services before accepting a co-op position.**

**Work Periods:** Co-ops should expect to work 40 hours per week. The duration is based on the academic quarters, which is 3 months. You can work multiple terms, however **a student cannot be off campus for more than three consecutive academic quarters.**

The Role of Career Services

Career Services can help you coordinate all your co-op paperwork and preparation, from your co-op application to your actual employment with a company.

We recruit the participation of employers, post work opportunities, assist with submitting your résumé to companies for their review and selection, and help with arranging interviews.

Career Services will also follow-up with you during your work term. We often make on-site visits, and we make sure you get registered on time for classes when it’s time to return to campus.

As a co-op student you will be asked to meet with the RHIT Co-op Coordinator preceding your first work term and fill out paperwork.
The Cost of Co-op

The only fees associated with the Co-op program are those fees that keep you enrolled as a student at RHIT.

Actual Costs to Consider
- You will not receive Financial Aid while on co-op.
- You will remain classified as full-time, which will keep your student loans from going into repayment.
- You will not be charged tuition while on co-op, but you will be charged certain fees each term:
  Fees can range anywhere from $165.00 to $200.00 each quarter. For specific cost, please contact Registrar, Jan Lind at lind@rose-hulman.edu.
  Fees are due on the Friday before each quarter begins, and you are sent a 30 day notice prior to that to help you remember.
- You must have proof of health insurance. You can remain under your parent’s policy while on co-op. If you aren’t currently insured, many employers offer this benefit for a fee. However, it is also available through RHIT for $108/quarter.
- You may graduate later than the class you started with
- You may have to plan for unexpected purchases (wardrobe, computer software, travel, moving, etc.)

Still Interested?

The rest of this handbook will guide you the rest of the way, starting with the paperwork process.

Application: Enrolls you in RHIT’s Co-op Education Program. Also serves as your initial notice of intent. You MUST apply or RHIT will not recognize your time away from campus as “official”. This must be signed by your faculty advisor, financial aid, and Assoc. Dean of Student Affairs.

Course Grid: Plans out which quarters you will be enrolled at RHIT, and which quarters you will be on a co-op assignment. This must be signed by your faculty advisor.

Notice of Acceptance and Departure: Gives RHIT the dates and contact information needed in order to properly keep your student status as full-time.

Handbook Acceptance Form: This confirms you have received a co-op handbook.

Employer Evaluation: Allows your employer to assess your performance while on co-op. It gives you the opportunity to get feedback on your strengths and weaknesses.

Student Evaluation: Helps Career Services and future co-op students learn how a company operates, and what the learning environment is like for a co-op student.
___ Meet with Ali Fell in Career Services to receive a Co-op Handbook

___ Identify Co-op employer and navigate their process for hiring

___ Complete and submit the following forms to Career Services:
   ___ Co-op Application  ___ Co-op grid/course schedule  ___ Handbook Acceptance Form
   You can drop them by our office -or- Campus Mail CM15 -or- email: fell@rose-hulma.edu -or- FAX: 812-877-8930

___ Complete and submit Notice of Acceptance and Departure form with all appropriate signatures.

___ Notify RHIT mail services about your departure and return dates

___ Start co-op job

___ During the last 2 weeks of each work term, meet with immediate supervisor to discuss the Employer Evaluation. Note: Evaluations will be mailed to you approx. 4 weeks prior to the end of each work term.

___ 4-5 weeks into your last co-op term, you will receive an email from the Registrar’s Office instructing you how to register for the next quarter’s classes. You will register on-line at the Registrar’s webpage.

___ Contact Financial Aid office to make sure everything is in place for the next term.

___ Within 2 weeks after your last work term, you will need to submit the following forms to Career Services:
   ___ signed and completed Employer Evaluation
   ___ signed and completed Student Evaluation

___ You remain responsible for Co-op registration fees each quarter:

   For questions regarding these expenses, contact: Jan Lind in the Registrar’s Office at 812-877-8297
Things to do before you leave RHIT to go on Co-op:

- Complete all paperwork mentioned on the Co-op Program Syllabus.

- Make arrangements to cancel or sub-lease your housing in Terre Haute if leaving the city.

- Make arrangements for a place to live where you are going.

- Make sure you have transportation or access to transportation once you arrive there.

- Make sure your wardrobe is adequate for the work you will be doing.

- Discuss any allowances the company might have available to you such as: housing, moving or clothing allowance.

- Arrange for any important mail to be forwarded to you at your new residence.
Things to do before you leave the Co-op site to return to RHIT and once you get here:

- Contact the Registrar’s Office to get enrolled in classes for the next term.

- Make arrangements to end your housing there.

- Make arrangements to acquire housing in Terre Haute (you may want to do this BEFORE you leave if you want on-campus housing).

- Complete required evaluations (employer evaluation, student evaluation and co-op reflection)

- Arrange for any important mail to be forwarded to you from the site.
Before leaving on co-op, you MUST notify the Mail Room. You can add or change your mail forwarding address electronically through the Banner web system. It is important to keep your mail forwarding address information current to prevent possible delays in mail delivery. You can view your local, permanent and campus mail addresses, however, the mail forwarding address is the only address that can be added or updated.

**Simply follow these Banner Web User Instructions:**

- go to the [RHIT](#) web page
- Under Quick Links (at the bottom and middle of the page), click on the down arrow and select Banner Web. A security alert may appear, if so, select OK
- Enter your Kerberos Username and Password, click on Login or hit the enter key on your keyboard
- Click on Personal Information
- Click on View or Update Address(es) and Phone(s), your active addresses will appear on the screen
- Follow the instruction on the screen

**IMPORTANT NOTICE FOR MAIL FORWARDING**

**YOU** are responsible for providing the Mail Distribution Center with a current mail forwarding address. Your mail will only be forwarded for the time period that you indicate in the "From" and "Until" date fields in the Forwarding Address database on the Banner Web Personal Information page as described in the Banner Web User Instructions above.

The electronic system is intended to provide you with convenient, easy access to maintaining your current mail forwarding address whether on or off campus.

Packages cannot be forwarded without payment in advance. Please contact [Rick Alumbaugh](#) x 8490 to make forwarding arrangement for packages.
APPLICATION

Student Name: _______________________________ ID# _______________________
Date of Birth: ______________________ email: _______________________________
Campus Phone: ____________ Home Phone: ____________ Cell Phone: ____________
Campus Address: _______________________________________________________
Major: ______________ Overall GPA: ______ Faculty Advisor: ______________
Anticipated Graduation Date (with co-op): ____________ Hours completed: ______
Are you a U.S. citizen?  ☐ Yes    ☐ No
Do you have any health problems/physical disabilities that would affect the type of work you can do?  ☐ No
☐ Yes  if yes, explain: __________________________________________________

_______________________ has departmental approval to enter the Cooperative Education
program for employment.
Faculty Advisor Signature: ________________________________ Date: ________
_______________________ has discussed housing arrangements in reference to participation in
the Cooperative Education program.
Associate Dean of Students Signature: ____________________________ Date: ________
_______________________ has spoken with Financial Aid concerning the Cooperative Education
program.
Financial Aid Signature: ____________________________________________ Date: ________

For International Students Only:
_______________________ has spoken with Int’l Student Services concerning the Cooperative
Education program.
Dir. Int’l Student Services Signature: ______________________________ Date: ________

**Return signed form to Ali Fell in Career Services: Email: fell@rose-hulman.edu  FAX: 812-877-8930  CM15
NOTICE OF ACCEPTANCE AND DEPARTURE

Co-op Student Information
Name: __________________________ ID# __________________________
Major: __________________________ Minor: __________________________
Email: __________________________ Phone: __________________________
Campus Address: ________________ Home Address: ________________

The student listed above will not be on campus for the consecutive quarters indicated. This student is taking part in a pre-approved co-op assignment which qualifies him/her to remain classified as a full-time Rose-Hulman Institute of Technology student.

Co-op Basic Information
Check which Quarter you will be gone: Please list the year.
Fall _______ Winter _______ Spring _______ (Summer _______ )
Gross Monthly Salary: _____________ Co-op with this company: □ 1st □ 2nd □ 3rd
Job Title: ________________________ Your work phone: ________________________
Your work email: ____________________ Responsibilities: ________________________

Co-op Company Information
Company Name: ________________________________
Company Address: __________________________________________
Company Phone: ____________________ Company Website: ____________________
Supervisor Name/Title: ____________________ email: ____________________

Student Signature: ______________________ Date: ______________________
Faculty Advisor Signature: ______________________ Date: ______________________

If you return to school before the scheduled end of your co-op, you must notify Career Services in order to ensure all departments are properly informed of the change.

**Return signed form to Ali Fell in Career Services: Email: fell@rose-hulman.edu  FAX: 812-877-8930  CM15**
STUDENT EVALUATION 1

Student Name:_______________________ Company: _________________________
Co-op Term from ________ to_______   Supervisor: __________________________

PURPOSE: This section is designed to help future co-op applicants as well as RHIT Career Services. Please answer as honestly as possible:

Part One: Rate the following areas dealing with your co-op experience:

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-workers</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Work Environment</td>
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<tr>
<td>Level of Responsibility</td>
<td></td>
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<tr>
<td>Learning Benefits of co-op</td>
<td></td>
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<td></td>
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<tr>
<td>Salary/Benefits</td>
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</tbody>
</table>

Did the co-op experience meet expectations you had prior to starting? □ Yes □ No
Did you feel comfortable at the company? □ Yes □ No
Were you given adequate feedback related to your job performance? □ Yes □ No
Would you work for the company if offered a position? □ Yes □ No

“Technical” Skills Assessment

<table>
<thead>
<tr>
<th>“Technical” Skills Assessment</th>
<th>Scale</th>
<th>Comments, Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECHNOLOGY TOOLS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used modern tools and current techniques necessary for the job</td>
<td>5 4 3 2 1</td>
<td></td>
</tr>
<tr>
<td>THEORY &amp; PRACTICE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied classroom knowledge to complete assigned projects</td>
<td>5 4 3 2 1</td>
<td></td>
</tr>
<tr>
<td>ABILITIES/SKILLS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designed and conducted experiments. Analyzed and interpreted data. Identified, formulated and solved problems.</td>
<td>5 4 3 2 1</td>
<td></td>
</tr>
<tr>
<td>COMPUTERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilized computer applications and Databases.</td>
<td>5 4 3 2 1</td>
<td></td>
</tr>
</tbody>
</table>

“Analytical” Skills Assessment

<table>
<thead>
<tr>
<th>“Analytical” Skills Assessment</th>
<th>Scale</th>
<th>Comments, Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONCEPTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluated situations, solved problems.</td>
<td>5 4 3 2 1</td>
<td></td>
</tr>
<tr>
<td>CREATIVITY/IDEAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrated original/creative thoughts. Identified/suggested new ideas</td>
<td>5 4 3 2 1</td>
<td></td>
</tr>
<tr>
<td>“Professional” Skills Assessment</td>
<td>Scale</td>
<td>Comments, Examples</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------</td>
<td>--------------------</td>
</tr>
<tr>
<td>ETHICS</td>
<td>5 4 3 2 1</td>
<td>Provided an understanding of responsibility. Equipped me with the understanding of the potential impact my work has on society.</td>
</tr>
<tr>
<td>LIFE-LONG LEARNING</td>
<td></td>
<td>Taught me the need for continuing to learn new concepts and solutions throughout my career.</td>
</tr>
<tr>
<td>PERSONAL QUALITIES</td>
<td></td>
<td>Encouraged me to assumed responsibility for my own actions and to developed self-confidence, honesty and integrity.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>“Soft” Skills Assessment</th>
<th>Scale</th>
<th>Comments, Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUNICATION</td>
<td>5 4 3 2 1</td>
<td>Able to conduct formal presentations, to speak on an interpersonal level, and communicate through writing.</td>
</tr>
<tr>
<td>TEAMWORK</td>
<td></td>
<td>Able to function on multi-disciplinary teams. Worked well with others. Demonstrated flexibility, understood and contributed to the organization’s goals.</td>
</tr>
<tr>
<td>LEADERSHIP/ORGANIZATION</td>
<td></td>
<td>Managed projects and people. Set goals, learned to prioritize and multi-task. Set and met deadlines. Showed initiative.</td>
</tr>
</tbody>
</table>

Part Two:

Any advice for future students considering a co-op at this company?
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Please provide any suggestions for improvement of the co-op experience
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

**Return signed form to Ali Fell in Career Services: Email: fell@rose-hulman.edu FAX: 812-877-8930 CM15**
EMPLOYER EVALUATION

Student Name:____________________ Supervisor’s Name:_____________________

CO-OP Term from ________ to________ Company: __________________________

Evaluator Name (if different than supervisor):________________________________

Has this evaluation been discussed with the student? ☐Yes ☐No
Will this student be asked to return for another co-op assignment? ☐Yes ☐No

<table>
<thead>
<tr>
<th>Criteria for Evaluation:</th>
<th>COMMENTS</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  POOR</td>
<td>(performs below expectations)</td>
<td></td>
</tr>
<tr>
<td>2  FAIR</td>
<td>(needs more development)</td>
<td></td>
</tr>
<tr>
<td>3  AVERAGE</td>
<td>(meets most expectations)</td>
<td></td>
</tr>
<tr>
<td>4  GOOD</td>
<td>(meets all expectations)</td>
<td></td>
</tr>
<tr>
<td>5  OUTSTANDING</td>
<td>(exceeds expectations)</td>
<td></td>
</tr>
<tr>
<td>6  NO BASIS TO JUDGE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CRITERIA

Attitude:
Shows enthusiasm for work assigned. Responds well to feedback. Accepts accountability for own actions and work. Good work ethic.

Time Management:
Effective in preparing and organizing work. Meets all deadlines and completes all work. Prioritizes work with normal amount of supervision.

Quality and Quantity of Work:
Work is accurate, neat, well organized and thorough. Work was completed in a timely manner. Can prioritize. Works with little supervision.

Teamwork and Cooperation:
Demonstrates appropriate behavior toward co-workers and supervisors. Works well with others and asks for help when needed.

Attendance, Appearance and Punctuality:
Consistently on time, no excessive absences. Properly dressed and well groomed.

Knowledge of the Job:
Understands the job and polices and procedures. Takes initiative and shows interest in work. Learns new tasks with normal training.

Communication/Interpersonal Skills:
Able to speak comfortably with others. Able to maintain open lines of communication and make oneself approachable.

Evaluator Signature ___________________________ Date___________

Title ___________________________

**Return signed form to Ali Fell in Career Services: Email: fell@rose-hulman.edu  FAX: 812-877-8930  CM15**
It is important to us that you have been given access to all of the information available concerning the Cooperative Education Program at Rose-Hulman.

Career Services requires that you sign and return this form once you have received a copy of the student edition of the Cooperative Education Handbook.

Signing this also acknowledges that you understand there is a co-op coordinator at Rose-Hulman that is available to answer your questions before, during and after your co-op session. Contact information for the Co-op Coordinator can be found on the last page of the Co-op handbook, as well as the bottom of each of the forms you are required to turn in. (including this one)

I, ______________________ have received a copy of the Co-op Handbook as well as contact information for the Co-op Coordinator.

Date: ___________________