The Colorado School of Mines Cooperative Education Program is an opportunity for undergraduate students to connect experiential activity relevant to a declared Mines major to academic coursework to earn elective credit. Because this credit (up to 3 credits of free elective) must be reflective of the standards of Mines, careful consideration and planning is required before committing to the Co-Op. The Mines Co-Op is an agreement between student, employer, student’s major department, and the Mines Career Center. Offices of the Registrar, Financial Aid, and Student Health are also involved, as permissions and verifications must be in place to maintain the student’s active status while so engaged off campus.

Specific requirements of a Co-Op:

- Student must have completed a minimum of 3 semesters at Mines or, if transfer student, two semesters.
- 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.
- Student must be in good disciplinary and academic standing, with a minimum 2.0 GPA.
- 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:
  - Full-time six month interval, including summer and one semester off-campus;
  - Alternating semesters between work and school until completion of required time of service;
  - Parallel program, working full-time during the summer, plus part-time (≥ 20 hours/week) during the academic year (local employers only).
- Student must complete all paperwork and acquire signatures for approval for the Co-Op before “Co-Op 340” designation is placed in the student’s record by the Registrar and before the Co-Op work is begun.
- Student must maintain personal health insurance during the time of academic activity off-campus.
- Student must submit all required paperwork to the Career Center before course number Co-Op340 is replaced by the appropriate academic designation (e.g., EGNN340) prior to the return semester. A technical report follows completion of the work segment and must be completed to the satisfaction of the academic department by mid-semester; with an appropriate grade submitted at semester end.

Prior to committing to a Co-Op, the Student must:

- Receive signatures of prior approval from academic department (advisor), employer, and Career Center.
- Plan coursework for remainder of degree completion (please note that not all courses are offered every semester and student needs to be aware that pre-requisites and course progression may affect both scheduling and, ultimately, the date of graduation. Note also that the addition of the Co-Op credit hours may result in greater than 19 hours during the semester of return and incur increased tuition charges).
- Clarify/complete any health insurance or financial aid arrangements, submitting required forms.

While at the Co-Op jobsite, the Student must:

- Create relevant learning objectives, based on the job description to be performed and with the help and acknowledgment of the supervisor signing for the Employer – these learning objectives may be submitted before student’s departure or within 3 weeks of being on the job. If the Employer changes a Student’s assigned tasks, learning objectives are to be re-written and re-submitted to the Career Center.
- Check in with the Career Center Co-Op Coordinator at the mid-point of the Co-Op, ensuring that the Employer submits a required mid-term evaluation. Student must contact the Career Center if problems arise affecting the successful completion of the Co-Op experience.
- Register on Trailhead for courses to be taken during the return semester (allow for 3 hours for Co-Op340 which will be added as a departmental 340 course; tuition/fees will be assessed accordingly).
- Plan for the final project (technical paper) with notations, photos, etc.

On return to Colorado School of Mines, the Student must:

- Provide the Career Center with the Employer’s Final Feedback form and complete an “exit interview” with the Career Center Co-Op Coordinator.
- Submit the final project to the academic department, with a copy to the Career Center; this must be submitted by mid-term of the return semester. It is advised that the student meet with the department Co-Op Advisor (usually department head) early on return to discuss scope of the graded project.
EMPLORER RESPONSIBILITIES

COLORADO SCHOOL OF MINES - COOPERATIVE EDUCATION PROGRAM

An organization employing a Mines CO-OP student agrees to:

1. Provide the student with meaningful work experiences that are appropriate for a developing professional. The student will be submitting learning objectives, updates, and a final report to the Colorado School of Mines department of his/her major. Because this six month or more of full-time experiential work will be successfully completed and the basis for a technical paper receiving up to 3 hours of credit on a transcript, it is important that the level of tasks and quality of work experience be reflective of a significant learning experience.

2. Perform the administrative functions necessary to hire the student and orient him/her to the organization, including expectations concerning schedule, job performance, pay, and other information which the organization feels is necessary. Employer responsibility includes covering the student for Workman's Compensation, though other benefits are at the discretion of the employer and understood and agreed to by the student.

3. Identify an individual who will be responsible for supervising the student's work experience.

4. Provide the Mines Career Center with a written description of the duties planned for the student to perform. This initial informal contract between the student, the employer, and the school should be completed by the end of the first week of employment and sent by fax or email to the Mines Career Center Co-Op Advisor.

5. Assist the student in formulating more detailed Learning Objectives to focus his/her application of the work to curriculum relevance. This form is to be signed by the student's supervisor/mentor and sent to the Career Center.

6. Notify this office (303-273-3235) as far in advance as possible if any events seem to be leading to concerns or for the need to discharge the student before the end of the agreed upon work period.

7. Assist, where feasible, any visits by Mines staff made to the student and his/her supervisor at the job site.

8. Complete within ten days of the termination of the work period, the Employer Evaluation Form which will be sent to you during the student's work period. If feasible, we would hope this form could be filled out by the supervisor and discussed with the student so that it can provide a thorough review of the work experience. Please fax this and all forms to Lin Sherman at 303-273-3956 or email to lsherman@mines.edu.

If you have any questions about any area of these responsibilities, please do not hesitate to contact us.

****************************************************************************************************************************

STUDENT'S NAME _________________________________________________________________________________________

STUDENT'S JOB TITLE ______________________________________________________________________________________

As a representative of this organization, I agree to the above provisions of the Mines Co-Op Experiential program:

COMPANY ____________________________________________________________________________________________

EMPLOYER SIGNATURE _________________________________________________________________________________

EMPLOYER PRINTED NAME _______________________________________________________________________________

TITLE _________________________________ DATE _______________________________

Cooperative Educational Program

8
COOPERATIVE EDUCATION CONTRACT

Student completes and Employer signs this form. Submission of this contract ratifies your registration in the CO340 (CO-OP) course and therefore must be emailed to isherman@mines.edu or faxed to the CO-OP Office 303-273-3956 by the end of the first week on the job.

Student Name ___________________________________________ CWID: ____________________________

Phone(s) Personal __________________ Work __________________

Student’s Work Email/Phone ________________________________ Salary ______________/month

Dates of employment: From __________________ To __________ and (if not continuous) _________ TO _________

Workman’s Compensation Provided by Employer: Yes___ Period of Coverage __________ to __________

Additional Benefit/Compensation: __Relocation Expense __Housing Allowance __Housing Provided __Bonus

Residence (while on CO-OP) ________________________________________________________________

Company __________________ Type of Industry __________________

Address __________________________________ City/State/Zip __________

Job Location __________________ Your Job Title ____________________________

Employer - Supervisor __________________________ Title __________________________

Work Phone __________________________ Email Address ____________________________

Job Description (More detailed information required with the Learning Objectives Contract one month after start date):

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Signed:

Student ___________________________ Employer ___________________________ Date __________

This CO-OP position has been received and approved by Colorado School of Mines to further the educational career objectives for the above student.

________________________________________ CO-OP Coordinator, Mines Career Center __________

Original: Student Copy: Supervisor, CO-OP Coordinator (Fax to 303-273-3956 or email to isherman@mines.edu)
JOB-RELATED LEARNING OBJECTIVES CONTRACT

This contract is due in the Office of Cooperative Education no later than one month after employment starts.

OBJECTIVE I

Part I (What will you accomplish?)

Part II (How will you do that?)

Part III (How will you measure what you did?)

OBJECTIVE II

Part I (What will you accomplish?)

Part II (How will you do that?)

Part III (How will you measure what you did?)

OBJECTIVE III

Part I (What will you accomplish?)

Part II (How will you do that?)

Part III (How will you measure what you did?)

We agree that the stated objectives are valid:

________________________________        ______________________________________       ____________________________
Student                                                        Employer/Supervisor                                                 Date

________________________________                                           _______________________________________
Academic Department Co-Op Advisor                                                Co-Op Coordinator, Career Center

Original:  Student    Copy:  Supervisor, CO-OP Coordinator (Fax to 303-273-3956 or email to Isherman@mines.edu)
**EMPLOYER'S MID-TERM EVALUATION OF COOPERATIVE EDUCATION STUDENT**

**Name:** ____________________________________  **Major:** __________________  **Work Period:** ____________________

**Employer:** ____________________________________  **Location:** ____________________

**Supervisor:** ____________________________________  **Title:** ____________________

**INSTRUCTIONS:** The immediate supervisor should evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards. Remarks are particularly helpful.

<table>
<thead>
<tr>
<th>ATTITUDE - Application to work</th>
<th>ABILITY TO LEARN</th>
<th>DEPENDABILITY</th>
<th>QUALITY OF WORK</th>
<th>RELATIONS WITH OTHERS</th>
<th>JUDGMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding in enthusiasm</td>
<td>Learned work exceptionally well</td>
<td>Completely dependable</td>
<td>Excellent</td>
<td>Exceptionally well accepted</td>
<td>Exceptionally mature in judgment</td>
</tr>
<tr>
<td>Very interested and industrious</td>
<td>Learned work readily</td>
<td>Above average in dependability</td>
<td>Very Good</td>
<td>Works well with others</td>
<td>Above average in making decisions</td>
</tr>
<tr>
<td>Average in diligence and interest</td>
<td>Average in understanding work</td>
<td>Usually dependable</td>
<td>Average</td>
<td>Gets along satisfactorily</td>
<td>Usually makes the right decision</td>
</tr>
<tr>
<td>Somewhat indifferent</td>
<td>Rather slow in learning</td>
<td>Sometimes neglectful or careless</td>
<td>Below average</td>
<td>Has difficulty working with others</td>
<td>Consistently uses good judgment</td>
</tr>
<tr>
<td>Definitely not interested</td>
<td>Very slow to learn</td>
<td>Unreliable</td>
<td>Below average</td>
<td>Works very poorly with others</td>
<td>Consistently uses bad judgment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INITIATIVE</th>
<th>QUALITY OF WORK</th>
<th>DEPENDABILITY</th>
<th>QUALITY OF WORK</th>
<th>RELATIONS WITH OTHERS</th>
<th>JUDGMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proceeds well on his/her own</td>
<td>Unusually high output</td>
<td>Completely dependable</td>
<td>Unusually high output</td>
<td>Exceptionally well accepted</td>
<td>Exceptionally mature in judgment</td>
</tr>
<tr>
<td>Goes ahead independently at times</td>
<td>More than average</td>
<td>Above average in dependability</td>
<td>More than average</td>
<td>Works well with others</td>
<td>Above average in making decisions</td>
</tr>
<tr>
<td>Does all assigned work</td>
<td>Normal amount</td>
<td>Usually dependable</td>
<td>Normal amount</td>
<td>Gets along satisfactorily</td>
<td>Usually makes the right decision</td>
</tr>
<tr>
<td>Has hesitations</td>
<td>Below average</td>
<td>Sometimes neglectful or careless</td>
<td>Below average</td>
<td>Has difficulty working with others</td>
<td>Consistently uses good judgment</td>
</tr>
<tr>
<td>Must be pushed frequently</td>
<td>Low output, slow</td>
<td>Unreliable</td>
<td>Low output, slow</td>
<td>Works very poorly with others</td>
<td>Consistently uses bad judgment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATURITY</th>
<th>QUALITY OF WORK</th>
<th>DEPENDABILITY</th>
<th>QUALITY OF WORK</th>
<th>RELATIONS WITH OTHERS</th>
<th>JUDGMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quite poised and confident</td>
<td>Unusually high output</td>
<td>Completely dependable</td>
<td>Unusually high output</td>
<td>Exceptionally well accepted</td>
<td>Exceptionally mature in judgment</td>
</tr>
<tr>
<td>Has good self-assurance</td>
<td>More than average</td>
<td>Above average in dependability</td>
<td>More than average</td>
<td>Works well with others</td>
<td>Above average in making decisions</td>
</tr>
<tr>
<td>Average maturity and poise</td>
<td>Normal amount</td>
<td>Usually dependable</td>
<td>Normal amount</td>
<td>Gets along satisfactorily</td>
<td>Usually makes the right decision</td>
</tr>
<tr>
<td>Seldom asserts self</td>
<td>Below average</td>
<td>Sometimes neglectful or careless</td>
<td>Below average</td>
<td>Has difficulty working with others</td>
<td>Consistently uses good judgment</td>
</tr>
<tr>
<td>Timid</td>
<td>Low output, slow</td>
<td>Unreliable</td>
<td>Low output, slow</td>
<td>Works very poorly with others</td>
<td>Consistently uses bad judgment</td>
</tr>
<tr>
<td>Brash</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ATTENDANCE:** Regular  Irregular  **PUNCTUALITY:** Regular  Irregular

**OVERALL PERFORMANCE:** Outstanding  Very good  Average  Marginal  Unsatisfactory

The student's outstanding personal qualities are:

The personal qualities which the student should strive most to improve are:

The report has been discussed with the student:  Yes  No

________________________________________________________  Date ____________________

Immediate Supervisor Signature

________________________________________________________  _______________________

Supervisor's Printed Name/Title  Email Address

Note: Please fax to 303-273-3956 or email to Lin Sherman at Isherman@mines.edu
EMPLOYER’S FINAL EVALUATION OF COOPERATIVE EDUCATION STUDENT

Name: ________________________________________  Major: _______________  Work Period: ___________________

Employer: __________________________________________________  Location: _________________________

Supervisor: __________________________________________________  Title: ___________________________

INSTRUCTIONS: The immediate supervisor should evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards. Remarks are particularly helpful.

<table>
<thead>
<tr>
<th>ATITUDE - Application to work</th>
<th>ABILITY TO LEARN</th>
<th>DEPENDABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>![ ] Outstanding in enthusiasm</td>
<td>![ ] Learned work exceptionally well</td>
<td>![ ] Completely dependable</td>
</tr>
<tr>
<td>![ ] Very interested and industrious</td>
<td>![ ] Learned work readily</td>
<td>![ ] Above average in dependability</td>
</tr>
<tr>
<td>![ ] Average in diligence and interest</td>
<td>![ ] Average in understanding work</td>
<td>![ ] Usually dependable</td>
</tr>
<tr>
<td>![ ] Somewhat indifferent</td>
<td>![ ] Rather slow in learning</td>
<td>![ ] Sometimes neglectful or careless</td>
</tr>
<tr>
<td>![ ] Definitely not interested</td>
<td>![ ] Very slow to learn</td>
<td>![ ] Unreliable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INITIATIVE</th>
<th>QUALITY OF WORK</th>
<th>RELATIONS WITH OTHERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>![ ] Proceeds well on his/her own</td>
<td>![ ] Excellent</td>
<td>![ ] Exceptionally well accepted</td>
</tr>
<tr>
<td>![ ] Goes ahead independently at times</td>
<td>![ ] Very Good</td>
<td>![ ] Works well with others</td>
</tr>
<tr>
<td>![ ] Does all assigned work</td>
<td>![ ] Average</td>
<td>![ ] Gets along satisfactorily</td>
</tr>
<tr>
<td>![ ] Hesitates</td>
<td>![ ] Below average</td>
<td>![ ] Has difficulty working with others</td>
</tr>
<tr>
<td>![ ] Must be pushed frequently</td>
<td>![ ] Very poor</td>
<td>![ ] Works very poorly with others</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATURITY</th>
<th>QUANTITY OF WORK</th>
<th>JUDGMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>![ ] Quite poised and confident</td>
<td>![ ] Unusually high output</td>
<td>![ ] Exceptionally mature in judgment</td>
</tr>
<tr>
<td>![ ] Has good self-assurance</td>
<td>![ ] More than average</td>
<td>![ ] Above average in making decisions</td>
</tr>
<tr>
<td>![ ] Average maturity and poise</td>
<td>![ ] Normal amount</td>
<td>![ ] Usually makes the right decision</td>
</tr>
<tr>
<td>![ ] Seldom asserts self</td>
<td>![ ] Below average</td>
<td>![ ] Often uses poor judgment</td>
</tr>
<tr>
<td>![ ] Timid</td>
<td>![ ] Low output, slow</td>
<td>![ ] Consistently uses bad judgment</td>
</tr>
<tr>
<td>![ ] Brash</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ATTENDANCE: ![ ] Regular  ![ ] Irregular</th>
<th>PUNCTUALITY: ![ ] Regular  ![ ] Irregular</th>
</tr>
</thead>
</table>


The student’s outstanding personal qualities are:

The personal qualities which the student should strive most to improve are:

The report has been discussed with the student: ![ ] Yes  ![ ] No

__________________________  _________________________
Immediate Supervisor Signature  Date

__________________________  _________________________
Supervisor’s Printed Name/Title  Email Address

Note: Please fax to 303-273-3956 or email to Lin Sherman at Isherman@mines.edu