

# SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

## Policy Manual

**SUBJECT:** Cooperative Education Program

**NUMBER:** Policy II-4 (Formerly Policy II-A-6)

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The Cooperative Education Program provides students with the opportunity to integrate experiences in the classroom with experiences in industry and professional domains. The Cooperative Education Program is a partnership between business, industry, governmental agencies, and South Dakota School of Mines and Technology (SDSM&T).

A student who wishes to participate in the Cooperative Education Program should contact his/her academic department cooperative education coordinator.

1. Student Eligibility
  - A. Student must be employed in the area of their major.
  - B. The Cooperative Education Program is open to SDSM&T undergraduate students who are at or above a grade point average of 2.0 and to graduate students who are at or above a grade point average of 3.0.
2. Academic Credit
  - A. Students accepting cooperative education positions must register and pay for a Cooperative Education (CP) class during the semester they are on a cooperative education work assignment. Students may register for only one CP class for each semester of cooperative education work experience.
  - B. Cooperative Education class sections will be department-specific. The academic department cooperative education coordinator will assist the student in obtaining an instructor; the instructor must have the approval of the department head in order to serve.
  - C. Cooperative education credits may be applied toward graduation in accordance with University and department policy.
  - D. Since the work performed by a cooperative education student is equivalent to the workload of a full time student, a student on a cooperative education assignment who is registered for CP credit shall be considered to have full-time status.
3. Evaluations - Successful completion of the cooperative education courses must include, as a minimum:
  - A. The submission of a written report describing the accomplishments made during the cooperative education experience. Emphasis should be given to identifying specific examples of the relationship made between classroom and industrial experiences.
  - B. An evaluation of the work performance of the student as an employee of the company made by the supervisor. This evaluation should be made using the

company evaluation form or the SDSM&T Cooperative Education Employer Evaluation Form.

- C. A student must submit the written report and employer's evaluation prior to last day of classes at the end of the semester in which the co-op is being performed or at the end of the work period for that semester, whichever is later, to the instructor.
  - D. The grade for the cooperative education course is determined by the academic department assigned instructor.
4. Administration
- A. Each department will appoint a department cooperative education coordinator. The department cooperative education coordinators, the Provost/Vice President for Academic Affairs, and the Director of the Career Center shall constitute the Cooperative Education Steering Committee.
  - B. The Cooperative Education Steering Committee is responsible for developing qualified cooperative education industrial or business experiences, and will:
    - 1) Assist students in locating co-op opportunities.
    - 2) Maintain contacts with cooperative education employers.
    - 3) Conduct an on-going evaluation of the program and provide an annual report on the program.
    - 4) Keep abreast of national trends and models relating to cooperative education programs at other universities.

**SOURCE: Office of the Vice President, 1989; Office of the Vice President, Jan. 1995; Office of the Vice President; Dec. 2000; Office of the Provost, Aug. 2001; Office of the Provost, Dec. 2009**

**BOR Reference: None**