



CLEVELAND STATE UNIVERSITY

WASHKEWICZ

COLLEGE OF ENGINEERING

*Center for
Engineering
Experiential
Learning
(CEEL)*



DONALD E. WASHKEWICZ HALL
WASHKEWICZ COLLEGE OF ENGINEERING

2300

CEEL offers a Fenn Fellows peer mentoring/ advising program, global internship assistance and Fenn Co-op Scholarship Program. The Fenn Fellows program is where engineering student leaders are selected to work with fellow engineering students on resume and interview skills, reflection and presentation skills, while the leaders gain project management experience. In today's economy, thinking globally and being exposed to the global industry provides students with invaluable experience. The global internship provides selected students assistance with pursuing these placements. All of these initiatives assist engineering students in becoming "Ready-to-Go-Engineers."

CEEL'S SIGNATURE PROGRAM IS THE FENN CO-OP PROGRAM AND THE HIGHLIGHTS ARE:

- Paid experience
- Flexible scheduling
- Fenn Fellows Mentoring Program
- Direct contact with engaged faculty
- Scholarship opportunities
- Academic credit
- Employer workshop and seminar opportunities
- Certificate of co-op academic completion awarded upon graduation

CO-OP SEMESTER COMPLETED

BENEFIT UPON COMPLETION

1 Co-op Rotation	Free business cards
2 Co-op Rotations	Free business cards, eligible for co-op scholarships and Fenn Fellows Leadership Program
3 Co-op Rotations	All of the above plus Fenn Co-op Scholarship



SARAH BOUCHAHINE, CHEMICAL ENGINEERING STUDENT

"Co-oping has been one of the most beneficial and fulfilling parts of my student career. I think it is an extremely important experience for a student to have, in order to make the connections between theoretical knowledge learned in the classroom and practical application in industry. Being a Fenn Fellow mentor has been rewarding because it has allowed me to help other students gain the opportunity to have this experience, as well as gain leadership experience."

BRIAN SQUIREK, ELECTRICAL ENGINEERING STUDENT

"Being a mentor for the Fenn Fellows program was an amazing experience. I really enjoyed working with the students and seeing them progress throughout the semester. Even after the program ended, the relationships that were built continued to thrive and many students have stayed in contact with me. This program overall is great for the students and I hope many more will take the opportunity to join the Fenn Fellows program at CSU."



SHELBY ROBERTS, CIVIL ENGINEERING STUDENT

"Fenn Fellows has been a wonderful opportunity for professional growth. I have been able to harness my experiences in co-op and interning to help others. As a first-generation college student, I have had to figure out the do's and don'ts of the professional world. Now as I am approaching graduation in May and looking for full-time employment, I feel like my experience gives me more of an edge."

BAILEY KREMILLER-KOCIN, COMPUTER SCIENCE STUDENT

"Work experience is a great thing for any engineer or even any student to have when they graduate from college. A student can gain confidence and mature in a nurturing environment. Co-ops allow students to fill in what they miss in school and become an all-around better candidate for future work. I highly recommend that everyone tries one."



The College of Engineering revamped the Fenn Co-op Office into the Center for Engineering Experiential Learning Office, also known as the CEEL Office. This center encompasses cooperative education, internships, senior design/capstone as well as many industry collaborative initiatives. In assessing best practices, this revamping created an office that houses all engineering experiential learning in one area since most of engineering experiential learning is academic, meaning credit is involved. The center has three full-time staff members, graduate assistants and student workers. Ultimately, this change will provide students with the best possible experience during their time here studying engineering.

FENN CO-OP PROGRAM

STUDENT REQUIREMENTS

- Be enrolled as a full-time student
- Student must complete the co-op application and submit it to the CEEL office to be reviewed. Students will be notified of participation acceptance. (Students may apply when accepted to the Washkewicz College of Engineering. This may be as early as their freshman year.)
- Complete all courses through the second year, depending on major, to qualify for this program. For information about beginning program prior to completing freshman and sophomore courses, please contact the CEEL office.
- Be in good academic standing (not on probation) with a cumulative grade point average of 2.20 or better for application and, for continuing participation, maintain a cumulative GPA of 2.20 and not be on probation.
- Complete ESC 130 (Engineering Co-op Orientation) and earn a grade of satisfactory.
- Transfer students must complete at least 8 credit hours of course work in the Washkewicz College of Engineering, plus meet the requirements of the Cooperative Education Program prior to their first assignment.
- Students must have an approved resume. Contact the CEEL office for assistance in resume preparation and approval via OptimalResume at csuohio-eng.optimalresume.com.
- Student must be enrolled and an active participant in the Engineering Cooperative Education Program. Below are sample schedules. For more information about completing the program in less than five years, contact the CEEL office.

	FALL	SPRING	SUMMER
Year 1	Study	Study	Vacation/ Work/Study
Year 2	Study	Study	Co-op
Year 3	Study	Co-op	Study
Year 4	Co-op	Study	Co-op
Year 5	Study	Study	GRADUATE

	FALL	SPRING	SUMMER
Year 1	Study	Study	Vacation/ Work/Study
Year 2	Study	Study	Co-op
Year 3	Co-op	Study	Study
Year 4	Study	Co-op	Co-op
Year 5	Study	Study	GRADUATE

	FALL	SPRING	SUMMER
Year 1	Study	Study	Co-op
Year 2	Study	Study	Co-op
Year 3	Study	Study	Co-op
Year 4	Study	Study	GRADUATE



PROGRAM RATIONALE

The Fenn Cooperative Education (co-op) Program at Cleveland State University's Washkewicz College of Engineering is an experiential education opportunity that provides the link between the classroom and the workplace. It is an opportunity for the student to learn about her/his area of academic interest through practical experience.

STUDENT BENEFITS

In today's competitive job market, employers are looking for experience coupled with a college education. Co-ops allow the student to gain work experience through a relationship with the college and the employer, giving them the chance to explore different career opportunities. They are able to try new areas of professional experience and develop and apply communication skills. It is a win-win situation, where both the student and the employer have the opportunity to determine if they are a good fit. In addition to the professional benefits, the student can help pay for his or her education.

- Co-ops provide a link between what is learned in the classroom and what is done in the field. Typically, students who participate in co-ops demonstrate higher achievement in the classroom due to their experiences.
- Students are able to practice their communication skills and learn how to effectively market themselves through the mediums of cover letters, resumes and interviews. This will provide valuable experience when it comes time for the student to seek his/her first job after graduation.
- Co-ops provide an excellent opportunity for students to network with potential future employers. Many companies use co-op positions as a training process, anticipating successful students becoming full-time employees after graduation. In addition, students will interact with engineering students from other universities and professional engineers working in the field, as well as professionals from other disciplines.
- Co-ops are taken on a pass/fail basis.
- As an academic program, there is a required course, ESC 300/400, which students must take, with assignments to be completed. Faculty mentors assign grades of satisfactory or unsatisfactory for ESC 300/400.



EMPLOYER RESPONSIBILITIES

Cleveland State University's Washkewicz College of Engineering and its students value the relationship with all employers of co-op students. In this role, companies are partners in the education of our students. For this reason, it is important that students have technically challenging, meaningful work assignments, closely related to their chosen field. The success of this program depends upon the student graduating as a well-trained engineer with valuable experience. Equally, success entails the employer developing a group of qualified graduates, ready to accept positions of responsibility.

THE FOLLOWING GUIDELINES WILL HELP IN DEVELOPING THE COMPANY/COLLEGE CO-OP PROGRAM:

- Consider the objectives of the company's co-op program.
- Begin planning your co-op needs one year in advance. This will help the engineering career coordinator to identify available student numbers.
- Each employer interested in participating in Washkewicz's Co-op Program should submit a detailed job description by contacting the CEEL office at 216.687.6968, or by submitting one on OptimalResume, at csuohio-eng.optimalresume.com, if already registered. If you need registration assistance, feel free to contact the CEEL office.
- To assist the CEEL office staff in preparing students for interviews, any materials providing company history, products, plants and public information are welcome. This information will be shared with students in presenting positions and in preparation for interviews with the organization.

- Upon receiving resumes, the employer should contact a member of the CEEL office staff to discuss the interview process. The staff can assist in this process by providing accommodations for on-campus interviewing.
- Employers should notify the CEEL office when an offer is made to the student. This allows the office to ensure all requirements are completed prior to the beginning of the co-op experience.
- Employers are asked to contact the CEEL office if they require co-op students to sign non-compete or nondisclosure agreements.

ONCE THE STUDENT BEGINS THEIR CO-OP EXPERIENCE, THE EMPLOYER IS ENCOURAGED TO:

- Provide an orientation for the co-op student covering the following areas:
 - Facility tour
 - Worksite policies and procedures
 - Provide worksite safety orientation
 - The organizational structure
 - The corporate culture
 - Introduction to supervisor and teammates
 - Define employee measurements and expectations
- Provide the co-op student with defined workspace and all necessary equipment.
- Maintain communications with the co-op. Ensure the student understands assignments, is being challenged and is confident in being successful.
- Make sure the co-op has a mentor or supervisor to provide guidance and likes to teach.
- Communication is the most important aspect of the relationship between the employer, the student and the University. The CEEL manager requests early notification from the employer should the following situations occur:



- Co-op student communication and/or language issues
- Failure of a co-op student to report for the assignment
- Excessive absenteeism and/or unexplained or continual tardiness
- Co-op student is unable to work effectively in a team environment
- Dress becomes improper
- Uncooperative attitude
- Insubordination or any other disciplinary issues
- A CEEL office representative will meet with the student to address any issues and follow up with the employer.

PROBLEM RESOLUTION:

Our objective is to prevent the need for early conclusion of the co-op experience. Prior to dismissing a student from her/his assignment, we ask that the following procedure be observed (or the employer may feel free to supply the CEEL office with a copy of the company procedure):

- As early as possible, notify the CEEL office of the difficulties the student has in his/her assignment. Washkewicz College of Engineering would hope this is well in advance of a final decision.
- A CEEL office representative (and, if appropriate, the faculty mentor) will meet with the employer and the student separately, then together, if necessary. The objective is to make this a learning experience for the student.
- The employer should provide documentation of the student's actions leading to the possible dismissal. This is important in terms of the student's evaluation and in providing career guidance.
- If it is determined that the issue cannot be resolved, an effort will be made to provide the employer with another co-op student. Washkewicz College of Engineering will follow up and address the issues with the student in a manner intended to help the student constructively.



ENGINEERING AND COMPUTER SCIENCE CONNECTIONS FAIR

The Washkewicz College of Engineering CEEL office hosts its annual Connections Fairs in the fall and spring. These fairs garner over 80 employers in the fall and 60 employers in the spring, with over 700 students in attendance. The event connects employers with students, alumni and faculty. Opportunities are available for co-ops, internships and full-time employment.

EMPLOYER AND STUDENT APPRECIATION PROGRAM

The CEEL office sponsors an annual Employer and Student Appreciation Program every November to recognize co-op graduates, Fenn Co-op Scholarship recipients and outstanding employers that engage in the co-op program.



FOR MORE INFORMATION

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