

Procedures to Follow in order to Participate and Complete the Fenn Co-Op Program

In order to complete the Fenn Cooperative Education program, record the experience in your transcript and receive your Fenn Co-Op certificate upon graduation, you must follow the procedures outlined below. It is crucial to keep in contact with the Fenn Co-Op Office in order to obtain information and avoid uncertainties.

Fenn Co-Op follows an **alternating work/study sequence and other permitted work-based learning paths** which normally begin in the summer after the sophomore year. Co-op work semesters must alternate with study semesters (one semester of full-time co-op followed by one semester of full-time course-work, and so on). **If you wish to deviate from the alternating work/study sequence, you must submit get approval from the Co-op Office.**

Application and Approval

First, you need to apply to the Fenn Co-Op Program. You may apply as soon as you are accepted into the Washkewicz College of Engineering. You will receive a notification indicating your acceptance status. The application is available on line at: <http://www.csuohio.edu/engineering/coop/> or in the Fenn Co-Op office.

You should continue with your studies following the co-op version of the curriculum sheet of your engineering major, **maintaining a GPA of at least 2.2 and staying in good academic standing.**

Eligibility

To become eligible to perform your first co-op assignment, **you must first complete all of the coursework of the first two years (freshman and sophomore) of study, including ESC 130 (Engineering Co-op Orientation).**

If, after registering for the spring semester of your sophomore year, you realize that you will not have completed some of the courses of the first two years of study, you may **obtain permission** through the Fenn Co-Op office, requesting to be allowed to begin your co-op without completing those courses.

You must have an approved resume. Contact the Fenn Co-Op office for assistance in resume preparation and approval via optimalresume.com.

Co-Op Assignments (A minimum of three successful co-op semesters are necessary to receive a certificate)

Contact the Fenn Co-Op office to begin your job search by the 3rd week of the semester **prior** to the co-op semester. **Please do not wait until the last few weeks of the semester.**

When you accept a co-op position with a company/organization:

1. Register for either ESC 300 or ESC 400 for the semester of the co-op assignment.
2. Notify the Fenn Co-Op office of your assignment by filling out the “Co-Op Placement Information Form” available at <http://www.csuohio.edu/engineering/coop/>.
3. Meet with your departmental co-op faculty mentor and follow the assignments in the ESC 300/400 course syllabus to achieve a passing grade (S). Assignments include:
 - a. Developing objectives, recording them in the “Co-Op Learning Objectives” form (<http://www.csuohio.edu/engineering/coop/>) and submitting them to your faculty co-op mentor and to the Fenn Co-Op office.
 - b. Writing a final report summarizing the experience; the report must first be reviewed and approved by your company supervisor; then, submit the report to your departmental co-op faculty mentor for grading and to the Fenn Co-Op office.
 - c. Completing the “Student Evaluation” (<http://www.csuohio.edu/engineering/coop/>) and requesting your supervisor to complete the “Employer’s Evaluation” (<http://www.csuohio.edu/engineering/coop/>); both forms should be submitted to the Fenn Co-Op office.
4. Follow the instructions on submitting forms and be sure copies are sent to the Fenn Co-Op office.
5. A Fenn Co-Op representative will visit you and your supervisor once during your co-op semester.