

## Cooperative Education Syllabus

**Course Title:** Special Studies – SS  
**Course Numbers:** 1099, 2099, 3099, 4099, 5099, 6099  
**Section Number:** 001 (Fall – Spring) 013 (Summer)  
**Class Number:** See Catalog

---

Kathy M. Hubbard, Dir. Undergraduate Professional Experience Programs  
Caruth Hall, Room 101  
Office Hours: (Please Schedule an Appt.)  
Mon., Wed., Fri 1:00 pm – 4:00 pm,  
Thu. 5:00 pm – 6:00 pm  
Phone: 214-768-3033  
Fax: 214-768-3883  
Email: [coop@engr.smu.edu](mailto:coop@engr.smu.edu)  
Website: <http://www.engr.smu.edu/coop/>

### Co-op Mission Statement:

The mission of the SMU Cooperative Education Program is to advance student theoretical and practical learning, provide professional career development, develop student written and verbal communications, technical and interpersonal skills. The office also exists to create employer recruiting pipelines and support the School of Engineering's mission to develop industry leaders in a global workforce.

### Course References:

Cooperative Education Career Development Handbook

### Suggested Readings:

Student will be assigned at least one article or book excerpt to read each work term.

### Course Objectives:

1. Students will increase their discipline-related knowledge
2. Students will develop a greater understanding of their academic and career interests
3. Students will develop interpersonal and professional skills that allow for successful workforce transition
4. Students will improve their ability to work with others
5. Students will enhance their verbal and written communication skills
6. Students will develop improved analysis, problem solving and decision-making skills
7. Students will learn organizational structure, behavior and function

### Prerequisites:

Attend One Orientation Schedule

Complete the Application and Acceptance Requirements for Co-op Participation, see co-op Handbook Phase 1

**Grading Policy:**

Co-op students receive special recognition of participation in the Co-op Program on their academic transcripts. This special recognition demonstrates successful completion of career development, professional experience, technical and workplace skill development.

Co-op students receive a pass/fail grade for each completed co-op course. The following requirements must be met to receive a (P) or pass for the course.

- ☐ Work full-time during the work term, (min. 37.5 hrs a week).
- ☐ Perform all duties and tasks to the employer's satisfaction
- ☐ Earn a "satisfactory" or better attendance rating
- ☐ Complete all co-op assignments by the due date

**Attendance Policy:**

As an employee you are expected to report to work on-time everyday. You must adhere to the company's attendance policy. Your employer will evaluate your attendance at the end of each work term. Attendance will be rated as follows:

- ☐ Perfect Attendance
- ☐ Satisfactory Attendance
- ☐ Unsatisfactory Attendance

Unsatisfactory Attendance may result in you receiving a grade of (F) or fail for the co-op course as well as removal from the Co-op Program.

**Late Work Policy:**

It is important that you complete co-op assignments on time. The co-op assignments are designed to validate your work term and are measurements for determining grades. Grades must be submitted to the Co-op Director's office on time for accurate processing. Failure to complete work on time may result in an (I), Incomplete, or (F), fail, on the transcript

**Co-op Assignments:****Week 1 - 3**

- ☐ Complete and Submit the Work Term Information Sheet to the Co-op Director

**Week 1 - 3**

- ☐ Meet with Supervisor and or Mentor to determine learning objectives

**Weeks 8 – 12 (Week 6 for Summer Work-term)**

- ☐ Mid-term site visits/call by Co-op Director. Review progress on attaining learning objectives

**Week 12 – 16 (Week 9 – 10, Summer Work-term)**

- ☐ Meet with Supervisor/Mentor and or HR representative to discuss performance evaluation/s and the availability of positions in the next alternating work terms.

**Week 16**

- ☐ Complete the end of work-term student evaluation, essay, and supervisor correspondence
- ☐ Contact Co-op Director to set-up the "end of work-term" meeting. At this meeting you will turn in evaluations and essays and review the previous work term and plan for the next work term. (Meetings are approximately 30 mins)