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**LINDNER COLLEGE OF BUSINESS**

**COOPERATIVE EDUCATION**

STUDENT HANDBOOK

Updated as of March 12th, 2024

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# Overview

## Approval of this Handbook

The Cooperative Education Student Handbook for the Lindner College of Business was established and is maintained by the Dean’s office. This handbook is based on policies developed by the College of Cooperative Education and Professional Studies and adapted for use by Lindner Career Services and Lindner Undergraduate Programs Office.

*Approved by:*

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## Definition of Cooperative Education

University of Cincinnati Definition of Cooperative Education (Co-op):

Cooperative Education experiences are career-oriented, transcripted, and compensated. They require academic preparation, mentorship and assessment, and guided student reflection that integrates the experience to student learning goals and their academic curriculum.

## How to Use This Handbook

This handbook covers the policies and procedures of the mandatory, undergraduate co-op program for the Lindner College of Business. If you have questions about the co-op program anytime throughout your participation, you should refer to this handbook or talk to a staff member in Lindner Career Services to seek clarification.

## Key Terms

The following key terms will aid in understanding and implementation of the policies and procedures contained in this Handbook.

**Academic Advisor:** Academic advisors located within the College provide intensive proactive and reactive advising support through regular contact with their advisees.

**Academic Program:** The program in which a student is enrolled (i.e., Accounting, Economics).

**Academic Semester:** The semester(s) during which the student is enrolled and participating in academic courses on campus.

**Canvas:** The online learning management system used for assigning individual student assessment (goals and reflection) of a co-op experience.

**Career Advisor:** The Career Services staff member who supports co-op acquisition goals for the student’s major of study.

**Cooperative Education (Co-op):** The academic program which complements terms of full-time academic course work with terms of full-time and/or part-time work experience which are paid, properly supervised and evaluated, and discipline-related.

**Co-op Committee:** A committee that reviews all matters pertaining to program and student relations or irregularities. This may include Lindner Career Services team members as well as other staff, faculty, and select students.

**Co-op Employer:** The organization or corporation employing the student for the duration of the term the student is working in a co-op position.

**Co-op Position:** The position a student is filling with an employer as a part of the co-op program (i.e., the co-op job).

**Co-op Semester:** The semester(s) during which the student is participating in a co-op experience (i.e., “on co-op” or EEP).

**Employment Authorization Document (EAD):** A document issued by the Department of Homeland Security that allows the individual to work in the U.S. Non-immigrants of statuses other than F-1 or J-1 must be in possession of an EAD to engage in paid co-ops.

**Experiential Explorations Program (EEP):** EEPs are educational alternatives to traditional co-op positions. They provide students with additional educational employment alternatives to better prepare them to qualify for future co-op and career opportunities.

**Full-time Co-op:** Full-time co-ops are a minimum of 350 total hours with start and end dates within an academic semester or similarly, a short-term project with documentation of 350 total hours completed.

**Handshake:** The online portal used for reporting a co-op experience, scheduling appointments, and researching/applying for jobs and co-ops. Every Lindner student has access to this platform.

**International Services Advisor:** Staff in UC International Services who authorize employment for co-op and international EEPs for F-1 and J-1 international students.

**Mandatory Programs:** Those academic programs for which participation in the co-op program is a requirement for graduation. All undergraduate programs in the Lindner College of Business require participation in co-op.

**Matriculated:** Officially enrolled in an academic college and/or major.

**Part-time co-op:** Part-time co-ops are a minimum of 175 total hours with start and end dates within an academic semester, or a short-term project with documentation of 175 total hours completed.

**Partners:** This often refers to employers (employer partners) who support the Lindner Co-op Program by hiring Lindner students for co-op and internship positions.

**Qualtrics:** The online tool used an individual student assessment of a co-op experience

**Reflection Assessment:** Assessments administered through Canvas and/or Qualtrics which are required to be completed for each co-op semester which ask students to set goals and reflect on what they gained through co-op.

**Transfer Students:** Students who enter the University of Cincinnati from another university or college.

**Transition Students:** Students who change majors or change colleges within the University of Cincinnati.

# Introduction

## Mission of Co-op

Co-op had its founding at the University of Cincinnati in 1906. Through co-op, the professional world partners with the University to integrate theory and practice. Supporting the University’s mission, co-op extends student learning beyond the classroom providing an enhanced educational experience which includes paid, discipline-related work experience to further students’ career preparation. While students are gaining practical experience in their chosen field, they acquire an understanding of the world of work, integrate theory and practice, and have the opportunity to further develop professional and interpersonal skills.

We strive to carry out our mission and vision and act in accordance with these values:

* Respect: We respect each of our colleagues, students, and partners to reinforce the power of teamwork and collaboration.
* Equity and Inclusion: We value diversity, in all forms, and embrace the perspectives and contributions of each individual. Through the lens of humanity, we cultivate a culture of belonging where everyone is welcome and valued.
* Service: We serve each student and partner in an ethical, empathetic, and productive way.
* Innovation and Excellence: We innovate to achieve academic excellence, provide exceptional career-based services to students, and develop collaborative relationships with partners.
* Integrity: We keep our commitments to each colleague, student, and partner. Our words and actions are governed by honesty, transparency, accountability, and trust.
* Professional Development: We invest in the professional growth of all employees and understand its impact on our students, partners, and the University.

## The Lindner Co-op Program

The Lindner Co-op Program is designed to provide eligible students the most comprehensive education and professional preparation available. Participating undergraduate students complete semesters of paid, career-related experiences to complement semesters of classroom study, generally starting at the end of their first year and extending through their early senior year. International students are not eligible for paid, career-related experiences until after completion of two semesters of full-time study at UC or a previous higher education institution in the United States. The extension of classroom teaching through practice in a chosen profession adds a unique dimension to student learning and preparation for entering a chosen career area.

The co-op experience related to the field of study, acquired while earning a degree, assists the student in developing an understanding of human relationships and in learning to work with others as a member of a team. Individual growth is enhanced by the realization that, in addition to demonstrating theoretical knowledge, one is also learning to become an integral part of the working community and developing an awareness of the interrelationship between the academic and professional worlds. Thus, during the college years, the student obtains first-hand knowledge of professional practices, expectations, and opportunities. At the same time, a student is offered a realistic test of career interests and aptitudes. Work experiences make the student more valuable to employers, increase qualifications for career opportunities, and provide an excellent background for pursuit of graduate programs.

The Lindner College of Business requires that co-op positions meet the following requirements:

* Full-time employment (multiple part-time employment experiences can meet this requirement)
* Financially compensated (see “Co-op Criteria” section for details on unpaid co-ops)
* Career-related to business studies
* Supervised by Employer
* Assessed by Career Coach

## Eligibility

In order to complete the program and receive program services, students must meet the following criteria:

* Students must be a full-time, matriculated student in a Lindner College of Business major and maintain satisfactory academic progress in their program.
* Students who have been dismissed, suspended, or otherwise not permitted to take classes are not permitted to participate in the co-op program.
* Co-op is a transcripted course that students need to be registered for each semester of co-op.

### Criteria for International Students

The University of Cincinnati defines an international student as someone who is not a U.S. citizen, permanent resident, Asylee or Refugee. All non-immigrant students, regardless of immigration status, are considered international students. Rules for participating in co-op vary based on a student’s immigration status. F-1 or J-1 visa holders require specific work authorization to be granted by UC International Services. Other non-immigrant visa holders must be in possession of an Employment Authorization Document (EAD) issued by the Department of Homeland Security to participate in the program. Most F-1 or J-1 visa holders must complete two full-time semesters of classes in the U.S. before they are eligible for participation in a co-op position. However, there are exceptions such as J-1 exchange visitors participating in formal exchange programs and some F-1 students who have been studying in the U.S. at other institutions without a break. International students should consult with International Services to confirm their co-op experience is aligned with their international requirements.

Students on an F-1 or J-1 visa, in order to work, must receive formal authorization from an advisor in UC International Services, prior to each co-op semester and following acceptance of a co-op position. Any employment not authorized in writing by UC International Services is illegal as a violation of F-1/J-1 immigration status. In order to obtain the proper authorization to work, students must submit a Curricular Practical Training eForm in the iBearcatsGlobal system at <https://ibearcatsglobal.uc.edu>. The eform is found on the F-1 or J-1 Student Services menus. The Curricular Practical Training eform will first require approval from the student’s career coach so students need to make sure they have their correct email address. Students should not list their academic advisor when submitting the Curricular Practical Training eform. These requests take 5 business days to process so students must plan ahead. Students should let the career coach know when they have submitted the request so the career coach can confirm the co-op assignment with UC International Services.

International student on statuses other than F-1 or J-1 must have an Employment Authorization Document (EAD) in order to work in the U.S. There is no specific authorization students with EAD’s need to submit to UC International Services.

# Co-op Requirements

## Co-op Criteria

The criteria for determining eligibility of a student’s proposed experience as a co-op is as follows:

* Co-ops must be paid work experiences (hourly, monthly, or stipend; stipends must be at least minimum wage for hours worked).
* Co-ops must be work experiences related to the student’s business studies.
* Sales-related co-ops must include an amount of guaranteed compensation (not including training, conferences, or professional workshops).
* Proposed co-op experiences will NOT be approved if the majority of the job description consists of the following and the like:
  + Manual Labor
  + Food Service
  + Child/Youth care
  + Security/Valet
  + Factory Production
  + eCommerce Order Fulfillment/Delivery (e.g., DoorDash)
  + Retail Customer Service
  + Uber/Lyft Transportation
  + Data Entry
* Additional experiences that will NOT be approved include student worker jobs, campus-based leadership roles (e.g., PACE Leader, Student Government, student organizations), tutoring, teaching assistant, peer teaching, peer leader, or micro-credentials.
* Full-time co-ops are a minimum of 350 total hours with start and end dates aligning with the academic semester calendar, or a short-term project with documentation of 350 total hours completed. Part-time co-ops are a minimum of 175 total hours with start and end dates aligning with the academic semester calendar, or a short-term project with documentation of 175 total hours completed. Work hours for one co-op rotation are counted only within one semester timeframe as determined by the university’s co-op calendar dates.
* A maximum of one co-op is eligible to be an approved experience each semester (i.e. no simultaneous co-op experiences).
* Law-specific co-op experiences are eligible for pre-law business students who have declared a Business Law Undergraduate Certificate.

Students may initiate an appeal process through the Co-op Committee for their proposed co-op experience as an exception. Such exceptions may include examples such as industry-specific experiences that are typically unpaid, employer-hosted case competitions, and small business ownership.

## Number of Co-ops to Graduate

Student classification (first year vs. transfer/transition) with regards to co-op number requirement is based on time of admission, not the amount of credit hours already on a transcript from Advanced Placement courses or College Credit Plus participation in high/secondary school.

* First year admission shall apply to students entering the Lindner College of Business within one academic year of study
* Transfer/transition admission shall apply to students entering the Lindner College of Business after one academic year of study or later

Each co-op completed in a country where a student has no previous and/or current citizenship or residency status will be counted as twice its co-op equivalent, e.g., a full-time co-op in another country would count as two full-time co-ops towards the co-op graduation requirement, while a part-time co-op in another country would count as one full-time co-op towards the co-op graduation requirement.

Curricular Practical Training (CPT) work authorization is limited for each international student to the maximum number of semesters that fulfill their co-op requirement based on their admission category into the Lindner College of Business. International students should work with both their Career Advisor and International Student Services to plan accordingly in order to maximize the opportunities for off-campus work experience without jeopardizing their visa.

### Lindner Business Honors Students

Students entering the College as Lindner Business Honors students are required to complete a minimum of three full-time co-ops in order to graduate. Two part-time co-ops are equivalent to one full-time co-op.

* The first co-op is expected to be completed by the end of sophomore year to demonstrate satisfactory progress towards meeting the total co-op number requirement.
* The second co-op is expected to be completed by the end of junior year to demonstrate satisfactory progress towards meeting the total co-op number requirement.
* 60 and 90 credit hours reached without satisfactory progress towards meeting the total co-op number requirement may trigger an alert on the student’s account and require a meeting with a career coach.

### First-Year Business Students

Students entering the College as first year students are required to complete a minimum of two full-time co-ops in order to graduate. Two part-time co-ops are equivalent to one full-time co-op.

* The first co-op is expected to be completed by the end of junior year to demonstrate satisfactory progress towards meeting the total co-op number requirement.
* 90 credit hours reached without satisfactory progress towards meeting the total co-op number requirement may trigger an alert on the student’s account and require a meeting with a career coach.

### Transition and Transfer Students

Students entering the College as transfer or transition students are required to complete a minimum of one full-time co-op by the end of their studies in order to graduate. Two part-time co-ops are equivalent to one full-time co-op.

## Exemptions from the Co-op Requirement

Students continuously working full-time in a professional setting while completing their degree are exempt from the Lindner co-op requirement.

## Co-op Substitution

Partial or full completion of the co-op requirement may be granted for co-ops outside of the Lindner College of Business. These co-op experiences are from another academic program or educational institution that has a co-op program with similar standards. Experience must be noted on a transcript.

A student must complete the college’s Co-op Substitution Form if they wish to receive partial or full completion of the co-op requirement for non-Lindner co-ops. There is a rigorous review process associated with any proposed co-op substitution.

Active Lindner students completing a co-op experience from another academic program or educational institution must satisfy similar hours and business-related job description in order to receive partial/full completion of the Lindner co-op requirement. Students who have completed a co-op experience before their admission to the Lindner College of Business may be granted partial/full completion of the Lindner co-op requirement without a business-related job description.

Co-op substitution is typically used by those students who transfer to UC from other institutions or transition to the Lindner College of Business from other degree programs at UC that have similar co-op programs. Details of the process should be discussed with the student’s Career Advisor at the earliest opportunity. Co-op substitution does not necessarily reduce the time to graduation, which is also impacted by course requirements and course offering schedules.

# Alternatives to Traditional Co-op Requirements

Some students seek alternatives to the traditional co-op experience. For these students, the following options are available:

* Experiential Explorations Program
  + [Emerging Professional EEP](#_Emerging_Professional_EEP)
  + [Innovation EEP](#_Innovation_EEP)
  + [Career-Related Travel Semester EEP](#_Career-Related_Travel_Semester)

## Experiential Explorations Program (EEP)

The Experiential Explorations Program (EEP) is designed to give students an opportunity to have an educational alternative to traditional co-op positions and to provide students with additional educational employment alternatives to better prepare them to qualify for future co-op and career opportunities.

Each of the EEP Alternatives requires prior notification to and approval from the student’s Career Advisor and the Director of Experiential Learning (Co-op Committee if necessary). Process details and approval forms may be obtained from Lindner Career Services. It is highly recommended that students seek approval by one month prior to the semester they plan to do the EEP.

The EEP program:

* Does NOT allow an employer to replace a co-op student who is working in a paid position with an unpaid student.
* Is only available to students with a declared Lindner College of Business major.

### Student Process for EEPs

Students must be fully eligible for co-op to participate in an EEP. Only students who actively participate in the process, as defined by the co-op Handbook, will be approved for an EEP.

1. Notify your Career Advisor of a planned EEP as soon as possible.
2. Complete a formal request for an EEP. Outline your plan with benchmarks/deliverables on form provided.
3. Record your EEP in Handshake and be registered for the appropriate co-op course (e.g., LPE3000 or LPE3001) in Catalyst.
4. Submit your EEP Plan for approval by your Career Advisor before the end of semester prior to the experience.
5. If required by EEP type, students should establish an EEP guided mentorship(s) with an industry-related professional.
6. Communicate all EEP plan changes/updates that occur with your Career Advisor and the Director of Experiential Learning.
7. Meet with your mentor/practicing professional regularly as outlined in your EEP.
8. Complete the EEP, including semester progress meetings, reports, and any additional requirements.
9. Submit time sheets and final deliverables to your Career Advisor or relevant faculty prior to your reflection assessment.
10. F-1 and J-1 international students must submit the Curricular Practical Training e-form to UC International Services at <https://ibearcatsglobal.uc.edu>

### Career Advisor Process for EEPs

1. Approve the student’s request to participate in the Emerging Professional EEP plan for one co-op semester.
2. Meet with student to discuss their EEP plan.
3. Refer to Director of Experiential Learning (Co-op Committee if necessary) for additional guidance and approval.
4. Approve the student’s EEP application in Handshake in agreement with the Director of Experiential Learning (Co-op Committee if necessary).
5. Review and approve all EEP plan changes/updates that occur during semester.
6. Assess the EEP and work with student for preparing for future co-op.
7. Remind F-1 and J-1 international students to submit the Curricular Practical Training e-form to UC International Services at [https://ibearcatsglobal.uc.edu](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fibearcatsglobal.uc.edu%2F&data=05%7C01%7Cwindeljb%40ucmail.uc.edu%7C6f70768939ec43ba344e08dae29e4a45%7Cf5222e6c5fc648eb8f0373db18203b63%7C1%7C0%7C638071466716259916%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=mVzoQEl4XlM8uI66fkijOraTGU1XIZ7ryELUHuaGoNQ%3D&reserved=0)

## Emerging Professional EEP

Students will develop their professional and technical skills through the Emerging Professional EEP. The experience is designed by the student in collaboration with their Career Advisor and completed under the guidance of a mentor/practicing professional in the student’s field of study or closely-related field. Students participate in a variety of upskilling and professional experiences throughout the course of one academic term. The Emerging Professional EEP is intended to be **a student- or career advisor-initiated experience** for students who would benefit from additional professional development opportunities. EP-EEPs help students cultivate professional and technical skills and apply them through project-based work, research, or part-time work in their field of study.

### EP-EEP Conditions and Requirements:

1. Students are eligible to participate in the Emerging Professional EEP for their first or second co-op experience and upon recommendation of their Career Advisor.
2. Experience must be related to business studies.
3. Hours can be accumulated through a variety of experiences throughout the semester. A full-time EEP is a minimum of 350 total hours per semester and a part-time EEP is a minimum of 175 total hours per semester. Hours must be verified by a Career Advisor.
4. Work must include all three components:
   * Technical upskilling AND
   * Professional skill development AND
   * Project-based work
5. Technical Upskilling: Student will upskill in career relevant technical skills. Technical upskilling can include rigorously assessed coursework on third-party online platforms. Credit bearing courses cannot count towards EEP hours.
6. Professional skill development: Students will include cross-cutting/professional skills in the EEP plan. Cross-cutting skills include communication, critical thinking, leadership, teamwork/collaboration in diverse settings, ethical judgement, innovative approaches. Examples include: informational interviews, community and campus involvement, industry-specific competitions, professional meetings, and conferences, finding mentorship, participating in multi-disciplinary collaborations including service learning.
7. Project-based work: Project-based work can include competitions, personal projects research, and/or part-time work in their field of study. Group project-based work is encouraged.
8. Experience is structured and formalized, and outlines a plan with benchmarks/deliverables and timelines for specific skill development. Student should plan their EEP in collaboration with a Career Advisor.
9. Final deliverables/projects: Student must identify and propose final deliverables/projects that adequately demonstrate their increased proficiency with specific concepts, professional and technical skills that they plan to develop through the experience.
10. Final EEP plans, including a schedule and deliverables, must be approved by a career coach before the end of the semester prior to the EEP experience.
11. Student must keep time sheets showing both direct instruction as well as time spent on application of learning. Time sheets will be submitted prior to their post experience reflection.
12. Part-time positions in the student’s field of study may be substituted for project work.
13. The experience may be paid or unpaid.
14. Work is guided by a mentor/practicing professional in the student’s field of study or closely-related field. The role of the mentor/practicing professional is to assist the student through the EEP experience, not to provide instruction.
15. Student is responsible for identifying a mentor/practicing professional. If a student is having trouble identifying a mentor, they should contact their Career Advisor.
16. The student is required to meet with their mentor/practicing professional regularly: weekly or every two weeks is preferred, minimum is once a month.
17. Mentor/practicing professional must have a minimum of one year of experience in the student’s field of study and have the capacity to assess the student’s EEP experience. Mentor/practicing professional cannot be a direct family member, a peer, or the student’s Career Advisor. tudents should consult with their Career Advisor before asking a UC faculty member.
18. Experience must be evaluated by a Career Advisor.
19. Students participating in an approved EEP experience must be enrolled in an LPE course by that semester's deadline for reporting co-ops.

## Innovation EEP

This EEP allows students to substitute one semester of co-op work experience with an entrepreneurial innovation experience. Students interested in this option should meet with their Career Advisor several months in advance of the planned Innovation EEP semester to develop a plan to ensure required pre-requisites are in place prior to participating in the Innovation EEP.

A student participating in the Innovation EEP must have an idea developed and approved, moving toward production, testing, and launch. If a student is developing a concept and needs to work through idea incubation, it is recommended they pursue an Emerging Professional EEP.

Pre-requisite Coursework: Completion of an ENTR course for academic credit (preferred) or equivalent course aligned with the work experience of the Innovation EEP.

### INNOV-EEP Conditions and Requirements:

1. Students are eligible to participate in the Innovation EEP upon completion of an ENTR course for academic credit (preferred) or equivalent course aligned with the work experience of the Innovation EEP.
2. Students must have their entrepreneurial idea pitched and approved by a faculty/staff member from the Entrepreneurship department, Center for Entrepreneurship, or a similar UC program.
3. Hours can be accumulated through a variety of experiences throughout the semester. A full-time EEP is a minimum of 350 total hours per semester and a part-time EEP is a minimum of 175 total hours per semester. Hours must be verified by a Career Advisor.
4. The entrepreneurial innovation experience must be related to business studies.
5. Experience may be unpaid, but non-monetary compensation in the form of incubation resources, startup community mentorship and financial stipends may be provided.
6. Experience is structured and formalized, and outlines a launch plan that includes:
   1. Specific startup activities.
   2. Goals with clear milestones/timeframes for business development.
   3. Student will plan their EEP in collaboration with a Career Advisor and a faculty/staff member from the Entrepreneurship department, Center for Entrepreneurship, or a similar UC program.
7. Final EEP plans including a schedule and deliverables must be approved by a Career Advisor before the end of the semester prior to the EEP experience.
8. Student must keep time sheets showing both direct instruction as well as time spent on application of learning. Time sheets will be submitted prior to their post-experience reflection.
9. Work is guided/supervised by a practicing entrepreneur-mentor in the field related to the student’s discipline or a faculty member in a discipline related to the student’s entrepreneurial program. The role of the entrepreneur-mentor is to assist and guide the student through the EEP experience, not to provide instruction.
10. Students are responsible for identifying an entrepreneur-mentor. Students should check with their entrepreneurial program to help identify a mentor.
11. The student is required to:
    1. Meet with their entrepreneur-mentor regularly: weekly or every two weeks or as required by an ncubation program.
    2. Document meeting dates on their time sheets.
    3. Record a summary of meetings and document the time and date of meetings.
12. Experience must be assessed by a Career Advisor and/or the Director of Experiential Learning.
13. Students must adhere to their Career Advisor’s requirements should the Career Advisor determine additional requirements for program participation.

## Career-Related Travel Semester EEP

This EEP allows students to substitute one semester of co-op work experience with a career-related travel experience.

### Travel-EEP Conditions and Requirements:

1. Experience must be career-related to business studies.
2. Travel duration should generally fall within the dates of a UC semester.
3. Travel must be related to the student’s discipline or career goals.
4. A period not exceeding three weeks of the semester may be utilized for preparation, scheduling, and other necessary administrative arrangements.
5. Student must identify the specific concepts and goals, professional and technical skills that they will be developing through the Travel-EEP.
6. Experience is structured and formalized, and includes a detailed travel itinerary that must be submitted to and approved by the student’s Career Advisor prior to confirmation of the EEP.
   1. Itinerary must document all relevant professional practice activities occurring during the travel term, for example: tours, seminars, meetings, presentations.
   2. As much as possible, we encourage students to schedule and confirm itinerary prior to travel term approval.
7. A student traveling internationally must contact UC International Study Abroad (global@ucmail.uc.edu) prior to traveling outside of the US.
   1. Any students traveling to a country not their home country must complete a Worldwide Co-op application in UC International’s Study Abroad Risk Management database: studyabroad.uc.edu.
8. Final deliverables/projects: Student must identify and propose final deliverables/projects that adequately demonstrate their increased proficiency with previously-identified concepts and goals, professional and technical skills that they have developed through the experience. For example: e-portfolio, blog, and/or journal.
9. Final EEP plans including an itinerary and deliverables must be approved by a Career Advisor before the end of the semester prior to the EEP experience.
10. Students must document all relevant professional practice activities occurring during the travel term to include in their final deliverables.
11. Experience must be assessed by a Career Advisor and/or the Director of Experiential Learning

# Participating in the Co-op Program

## Co-op Coursework

The Lindner College of Business offers both classroom-based career preparation courses and virtual co-op courses to help students prepare for, obtain, and guide their co-op experiences.

**Career Success Strategies (BA1080)** *is designed for first-year students and is part of the Lindner First Year Experience. This course is targeted to the specific needs of Lindner first year students.*

**Career Success Strategies (BA2080)** *is designed for transition and transfer students who start their collegiate journey outside of Lindner.*

*Both BA1080 and BA2080 help Lindner students explore possible career paths, and leverage their varied options for gaining professional experience. To build their foundation for career success, the course develops skills vital for executing an effective job search. For example, students will learn how to (a) identify opportunities fitting their career goals, (b) articulate their strengths, skills and interests, (c) effectively compile job application materials, and (d) expand their professional network.*

**Lindner Professional Experience (full-time) (LPE3000)** is the course that guides and tracks Lindner students’ full-time co-op.

**Lindner Professional Experience (part-time) (LPE3001)** is the course that guides and tracks Lindner students’ part-time co-op.

**Lindner Professional Experience (full-time) (LPE4000)** is the course that guides and tracks Lindner students on full-time co-op in a country of no previous and/or current citizenship or residency.

**Lindner Professional Experience (part-time) (LPE4001)** is the course that guides and tracks Lindner students on part-time co-op in a country of no previous and/or current citizenship or residency.

***Note: Students do not self-register for LPE courses. A staff member in Career Services registers each student once their co-op has been reviewed and approved.***

*Lindner Professional Experiences enable Lindner College of Business students to develop professional skills and explore potential career paths. Building from UC's leadership in cooperative education, these professional experiences are integrated within all Lindner majors and the PACE framework (Professionalism, Academics, Character and Engagement). To fuel their learning, students reflect upon their experiences in courses within the Lindner curriculum, as well as through career coaching provided by Lindner Career Services.*

## Search for a Co-op Position

The search for a co-op position typically begins one semester or earlier in advance of planned employment. Throughout the school year, students receive communications from Lindner Career Services regarding upcoming co-op opportunities. Students may be advised to begin their job search multiple semesters in advance. Students are strongly encouraged to meet with their Career Advisor as they begin the search process.

The search process is as follows: Students meet more than once with their Career Coaches/Advisors to review their resume and discuss the comprehensive job search process. Then, they begin applying for positions. Throughout the student’s tenure at Lindner, they will receive weekly updates on co-op opportunities from Career Services. Career Advisors do not “place” students into co-op positions. Students must be willing and active participants in the co-op search process.

All decisions with respect to co-op positions must be made in the light of their effect on the student, the employer, and the University’s program objectives. While the students’ interests are paramount, sufficient resources are not available to tailor the program to meet highly specialized or narrowly defined experience preferences. Positions related to a student’s long range career interests are often possible, provided those interests are consistent with the student’s academic studies and such opportunities are available. The educational value of the experience available from a co-op position, not the pay rate or location, is the controlling factor in determining the appropriateness of a student’s co-op position. Career Advisors recommend potential discipline-related employment opportunities to students.

Due to fluctuations in the labor market, the University cannot guarantee employment for any student. However, the hiring rate for UC co-op students has consistently been higher than the national average. Nevertheless, students need to spend each week in the job search until a position is secured. This includes following procedures and communicating clearly with a Career Advisor. Should any issues arise, these should be communicated to a Career Advisor immediately.

There is no way to compel an employer to hire when there is no need for a student’s services. Past experience has shown that most employers are not receptive to the employment of a student with poor academic standing or one whose previous employment record is unsatisfactory. Therefore, it is important not only to maintain satisfactory academic progress but also to provide employers with acceptable job performance.

In line with general University policy, the College is committed to assisting students with physical or cognitive differences in gaining full benefit from their participation in the co-op program. Every effort is made to serve all students equally in job referral activities, however, limitations in individual capabilities, needs, or performance, may limit the options for discipline-related co-op opportunities for some program participants since, ultimately, employing organizations make the hiring decisions.

## Rules that Apply to the Search for a Co-op Position

### Equal Opportunity

Employers of co-op students, whose policies and practices are not found to be consistent with the institution’s policy, will be advised of their need to comply if they are to continue their working relationships with the Lindner College of Business. The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities. The University does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in University programs or activities.

### Participation and Non-Compliance

It is the student’s responsibility to be an active participant in the job search consistently until a position is secured. This includes following job search and co-op procedures and communicating consistently with a Career Advisor.

Students who do not demonstrate full participation in the search process as defined by their Career Advisor may be considered non-compliant. Career Advisors may determine non-compliance at any time and will communicate this to both the student and their academic advisor via email. This could result in difficulty meeting the co-op requirement, which would delay the student’s graduation. Full participation may include attending recruiting events on campus, applying to a minimum number of positions, connecting with industry professionals, networking with alumni, and regularly meeting with their Career Advisor.

Students will receive notification that they are non-compliant if they fail an employer-required pre-employment drug test. Please refer to the UC Student Code of Conduct for further information as it pertains to other possible University actions: [www.uc.edu/campus-life/conduct/student-code-of-conduct.html](http://www.uc.edu/campus-life/conduct/student-code-of-conduct.html)

Students will receive notification that they are non-compliant and their paperwork is being sent to the Co-op Committee for review and recommendations.

Student Appeals: If a student disagrees with a non-compliance decision, they should first have a discussion with their Career Advisor. If the student decides they would like to appeal the non-compliance decision, they can follow the Co-op Committee procedures later defined in this Handbook.

## Interviews

Employers are encouraged to contact students directly to hold interviews for open positions. The interview process is at the discretion of the employer and may include an interview(s) on-site, on-campus, or over the phone/internet. It is the student’s responsibility to maintain professional decorum when communicating with employers. If questions arise during this communication, the student should contact their career coach.

## Accepting a Co-op Position

### Acceptance and Notification

The co-op position is a written agreement between the student and the employer. When the student accepts a co-op position in writing, they have committed to the position and are no longer in the job search. The student must immediately notify the Career Advisor to begin the co-op recording and registration process. Upon this commitment, students must respectfully decline any additional interviews or offers. F-1 and J-1 international students must begin the work authorization process with UC International Services.

### Dates and Duration

Students are expected to work within the dates of the University semester calendar. This calendar dictates the official start and end dates for the semester. Any proposed deviation should be addressed with the Career Advisor prior to approaching the employer.

### Compensation

One of the tenets of the co-op program is ensuring one’s experience is compensated. The employer determines the rate of pay and the student is directly compensated by the employer for work performed. The primary consideration in the co-op program is the learning and experience a student receives from the opportunity an employer affords rather than monetary compensation.

Salary is set by the employer and may not always be negotiable. Variances in pay rates exist among positions and applicants for numerous reasons such as student ability, tenure with firm, geographic location, employer pay scales, and economic conditions. Before approaching an employer about salary and/or benefits, students must first discuss these issues with their Career Advisor. When considering a co-op offer, students should take into consideration that the main benefit in participating in any co-op position is to increase learning and experience in a student’s field of study. Monetary compensation is a secondary benefit.

When considering compensation, students are encouraged to accept positions where they are paid as W-2 employees. Independent contracting (1099 contractors) follows a different contractual and employment relationship between employer and employee. For example, a W-2 employee receives a paycheck with all applicable taxes taken out by the employer, while 1099 contractors are responsible for paying these taxes on their wages independently.

### Relocation

Transportation, relocation, and housing are the responsibility of the student, not the University or employer, and must be handled in such a way as not to interfere with starting and completing a co-op position. Some employers may provide relocation assistance at their discretion.

*Work Authorization Documents*

Any foreign worker visas are the responsibility of the student, and not the University or employer, unless any such documents are supported by a University program. International students are responsible for abiding by the regulations of their international visas, including the procedures required for Curricular Practical Training (CPT) work authorization, as explained in the Criteria for International Students (see above).

## Registering for Co-op

Co-op is a full-time or part-time academic program at the University of Cincinnati. In order to maintain full-time student status while on full-time co-op, a student must be registered with the University for each full-time co-op semester. If a student participates in a co-op position working two consecutive semesters, the student must register for EACH semester. Students may not work in a full-time co-op position for three consecutive semesters. Failure to register in the appropriate timeframe can result in serious problems with student loans, health insurance coverage, visa status and/or University fees. The following steps should be completed to register for a co-op semester:

1. A student will be registered by Career Services staff for co-op no earlier than their early registration appointment prior to their intended co-op semester. This co-op course (e.g., LPE3000 or LPE3001) is a zero-credit hour course.
2. Online co-op recording should then be completed on Handshake. During the online co-op recording, students are asked to submit salary and supervisor contact information.
3. The student will then receive a formal confirmation of co-op recording via email.

# Earning Satisfactory Completion of Co-op Experiences

Satisfaction towards co-op requirement will be determined by a Pass grade in a Lindner zero-credit-hour co-op course (LPE3000, LPE3001, LPE4000, LPE4001). Co-ops must be reported on Handshake by the semester’s 100% refund/drop deadline.

Students on co-op must complete the Co-op Reflection Assessments (both initial and final) by stated deadlines. Responses require thoughtfulness and detail as instructed on the Co-op Reflection Assessment and will be reviewed and approved by the student’s Career Advisor. Insufficient submissions of the Co-op Reflection Assessment will result in an Incomplete grade after the deadline has passed for that semester to submit final grades to the Registrar.

If a student works consecutive semesters, they must complete all requirements for each co-op semester. This includes being registered for each co-op semester during the appropriate registration window and completing the Co-op Reflection Assessments each co-op semester.

## Student Report

Reflection is a critical component of learning through co-op. The student report is the primary assignment for each co-op. It is comprised of two parts:

Part 1. Initial Assessment (via Canvas)  
This part will be focused on the goals students set with their supervisor to guide their overall co-op experience. Setting goals provides motivation, accountability, and direction for making the most of a co-op.

Part 2. Final Assessment (via Qualtrics)

This part will be focused on what students have learned and gained in skills, knowledge, experience, and professional connections from their experience. Students are required to evaluate and reflect on the experiences they have gained, the goals they have achieved, the skills they have developed, and the business problems they have solved. Responses both demonstrate the educational value of co-op and enrich the curricular experience for current and future Lindner students.

## Employer Report

First, all co-op experiences reported by students are confirmed from their supervisors towards the beginning of the semester. Lindner Career Services will check in with co-op supervisors at multiple touchpoints during the co-op semester to monitor student engagement on co-op.

Second, all students are evaluated by their supervisor towards the end of each co-op semester, using the employer report administered online through Qualtrics. It is also acceptable for an employer to complete and upload a company-specific evaluation form. This report is viewed as a performance evaluation and the student’s Career Advisor reviews the ratings with the student and uses this form as a basis for counseling and advising the student regarding individual professional development. If a student receives a strongly negative performance evaluation, the student may not receive recognition of a completed co-op semester. Students are not penalized if an employer chooses not to fill out the report.

A reminder to complete this form is emailed to the supervisor each semester by the College. It is noted that during the registration process, a student denotes their supervisor in the Qualtrics online tool. The contact entered in this field is the individual who will be prompted to complete the employer report. During the semester, a student can change their supervisor by notifying their Career Advisor. This should be done in the case of supervisor changes or in order to have day-to-day work activities properly evaluated.

## Summary of Requirements

In summary, in order to receive a passing grade for the co-op semester, a student must:

1. Be registered for LPE3000/3001/4000/4001 by a Career Services staff member.
2. Complete the assigned assessments for each semester worked. Encourage completion and review of the employer report by their supervisor for each semester worked.
3. Perform work that the employer evaluates as satisfactory or better.
4. Work the entire semester as prescribed by the University semester calendar. This information is confirmed through both the student and employer reports.

# Considerations During the Co-op Semester

This section is meant to make students aware of the ramifications co-op may have on other student-relevant issues. Students are advised to contact the appropriate entities who have authority on these issues.

### Housing

Students living in University of Cincinnati-managed on-campus housing should review the terms and conditions of their housing contract for the procedure to be released from their housing and/or meal-plan contract due to co-op participation.

### Verification of Full-Time Status

During co-op semesters, properly registered students on full-time co-op maintain full-time student status. This status can be verified for student loan and health insurance purposes through the Office of the Registrar: <https://onestop.uc.edu/registration/verify-enrollment.html>

### State Residency

Students working in a co-op position outside of their home states have occasionally had problems with authorities who have required them to register their cars locally even though resident status was only temporary due to co-op participation. As a response to this need, co-op professional societies met with appropriate Motor Vehicle personnel in an attempt to resolve this problem. A copy of this resolution can be made available upon request from Lindner Career Services. The student is responsible for all matters regarding state residency.

### Health Insurance

The University of Cincinnati Board of Trustees requires all students who are registered as full-time students to be covered by health insurance. This includes students working in a full-time co-op position.

Students with University of Cincinnati Student Health Insurance must be properly registered for the co-op semester in order to maintain full-time student status and thus eligibility for University Student Health Insurance.

The Lindner College of Business is not involved in health insurance practices or policies and, therefore, will not assume responsibility for any health insurance charges for any reason.

Any questions related to health insurance should be directed to the Student Health Insurance Office, (513) 556-6868 or visit [www.med.uc.edu/landing-pages/studenthealth/home](https://www.med.uc.edu/landing-pages/studenthealth/home).

### Financial Aid

Review information at [https://financialaid.uc.edu](https://www.uc.edu/about/financial-aid.html) in order to understand and maximize student aid. It is important for students who rely on financial aid to fund their education to understand how financial aid may be handled or affected by co-op participation. Most aid is typically applied to academic semesters. Some aid may be applied to a co-op semester; however, it is dependent on the type of aid received. It is important to know the aid eligibility and required adjustments so students can plan for full academic year expenses. After accepting aid online and reporting planned co-ops, if the co-op schedule changes, students should work with One Stop ([www.onestop.uc.edu](http://www.onestop.uc.edu)) to adjust for changes.

Make sure co-op registration is complete prior to the beginning of a co-op semester to ensure proper crediting of financial aid. Failure to register for a co-op semester can cause a loss of financial aid eligibility.

The Lindner College of Business is not involved in financial aid practices or policies and, therefore, will not assume responsibility for student issues with financial aid.

### Scholarships

Students in the co-op program are eligible to receive all University scholarships. There are differences in scholarships, so it is important to understand how each scholarship works. Scholarship money is typically applied to academic semesters; however, it may vary depending on the scholarship. Contact One Stop ([www.onestop.uc.edu](http://www.onestop.uc.edu)) or the sponsoring organization with questions.

Certain scholarships exist at the university that may support international co-ops through the UC International office. Students are encouraged to apply, as any funds are available, to assist with financial needs overseas. Additional scholarships exist through both Lindner Career Services and the College of Cooperative Education & Professional Studies that Lindner students may be eligible to apply to for co-op financial assistance.

# Co-op Program Policies

Students participating in the co-op program must adhere to the University’s policies for the co-op program. If extenuating circumstances prevent a student from following the specified policies, the situation should be discussed immediately with the Career Advisor. In such situations, waivers may be granted by the Co-op Committee as deemed appropriate. Failure to abide by the policies of the co-op program will result in the student being referred to the Co-op Committee for action.

### Absence Due to Illness

If, due to illness or serious personal circumstances, a student cannot report for work on a scheduled workday, the employer should be advised as soon as possible. The Career Advisor must also be advised if it seems likely that the absence will extend beyond 40 hours. Should an absence exceed 120 hours of the co-op semester, the student must immediately contact their Career Advisor to determine if it will be possible to meet the learning outcomes for the semester on a full-time or part-time basis. The student must complete a Co-op Committee Petition form, including on the form a detailed explanation of the reason for and dates of the absence.

### Absence for Personal Reasons

The student should not ask the employer for time off from work for any reason, academic, social, or other, without first making their Career Advisor aware, in order to confirm sufficient total hours to be worked during the semester. The student observes only company holidays, not University holidays or vacations, during the co-op semester.

### Classes During the Co-op Semester

A student is not permitted to take any academic courses that would conflict with the regularly established work hours as determined by the employer. Provided there are no such conflicts, students doing a full-time co-op (enrolled in LPE3000/4000) are strongly discouraged from taking more than six (6.0) credit hours of academic coursework during their co-op semester. Students doing a part-time co-op (enrolled in LPE3001/4001) may take a standard course load provided it does not conflict with the work hours established by their employer. International students doing part-time co-op (enrolled in LPE4001) must be enrolled full-time for in-person courses while working part-time.

### Independent Contracting

Students are permitted to accept positions as 1099 independent contractors for co-op credit. Students should be aware of 1099 contract tax implications. It is the student’s responsibility to ensure they are aware of their status or protection under workman’s compensation, payroll deductions for taxes and social security, and possible penalties should students fail to pay self-employment taxes.

### Unemployment Compensation

Students may not apply for unemployment compensation based upon periods of co-op employment.

It is not ethical for a participating student to request or receive unemployment compensation based on periods of co-op employment. Such application on the part of a co-op student is in violation of most state laws, including those of Ohio, and would be a breach of the good faith understanding between the student and the co-op employer. Any student who makes an inappropriate application for unemployment compensation will be subject to immediate suspension from the co-op program.

### Suspension or Withdrawal

Participation in the co-op program is affected by academic suspension or withdrawal from an academic program. Students under suspension are restricted from making progress in their academic program.

### Academic Suspension/ Dismissal

In the event a student is scheduled to be suspended or dismissed from their academic program, the College, or University, they should contact their Career Advisor. Should the suspension or dismissal notice occur during a co-op semester, the student should not resign from the co-op position, but should contact their Career Advisor.

### Co-op Suspension

The Co-op Committee can issue a co-op suspension to a student for failing to comply with co-op program policies which includes unprofessional conduct while employed in a co-op position. This sanction typically results in academic suspension and/or restriction of access to Lindner Career Services resources.

# Standards of Professional Conduct

While on the work assignment, the student is an employee of the company or agency and is under the supervision of that organization in the performance of duties. Each student is expected to meet all of the requirements of professionalism inherent in the employing organization.

## Notice of Non-Discrimination / Title IX

The University of Cincinnati is committed to creating and maintaining an environment in which individuals may work, live, learn, and thrive in a harassment-free environment. The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities. The University does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in University programs or activities.

The University responds promptly and effectively to allegations of discrimination, harassment, and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community. The University takes immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community.

UC is committed to the ideal of universal web accessibility and strives to provide an accessible web presence that enables all University community members and visitors full access to information provided on its websites. Every effort has been made to make these pages as accessible as possible in accordance with the applicable guidelines.

### Reporting Discrimination, Harassment, or Retaliation

Students should report incidents of discrimination, harassment, or retaliation while on co-op to the appropriate office listed below. This includes incidents that a student has either experienced directly or witnessed while on co-op.

Report discrimination, harassment, or retaliation based on sex, sexual orientation, gender, and gender identity or expression to:

Office of Gender Equity & Inclusion (Title IX)

Phone: (513) 556-3349

Email: titleix@uc.edu

Report discrimination, harassment, or retaliation based on disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, age, and veteran status to:

Office of Equal Opportunity & Access

Phone: (513) 556-5503

Email: [oeohelp@uc.edu](mailto:oeohelp@uc.edu)

# Student Services and Support

## Mental Health Services

Students have access to counseling and mental health care through the University Health Services (UHS), which can provide both psychotherapy and psychiatric services. In addition, Counseling and Psychological Services (CAPS) can provide professional counseling upon request; students may receive a limited number of free counseling sessions through CAPS without insurance. Students are encouraged to seek assistance for anxiety, depression, trauma/assault, adjustment to college life, interpersonal/relational difficulty, sexuality, family conflict, grief and loss, disordered eating and body image, alcohol and substance abuse, anger management, identity development and issues related to diversity, concerns associated with sexual orientation and spirituality concerns, as well as any other issue or concern. After hours, students may call UHS at 513-556-2564 or CAPS Cares at (513) 556-0648. For urgent physician consultation after-hours students may call (513) 584-7777.

## Campus Resources Available During Your Co-op Semester

Even while students are off-campus, their Career Advisor is still available and wants to hear from them during the co-op semester. Career Advisor contact information is available on the Lindner Career Services webpage. If students have any questions or concerns, they should not hesitate to reach out, as Career Advisors are a resource for students before, during and after the co-op term. While on co-op, students are still considered full-time UC students and have access UC resources and services just as when they are taking classes, including accessibility resources, campus recreation center, counseling and psychological services, student affairs and services, services related to gender, equity and inclusion, international student services, health services, and veteran’s programs and services. More details are available at: <https://www.uc.edu/campus-life/student-affairs.html>

## Military Service

Any student who is a member of, or who contemplates becoming a member of a military organization, including ROTC, should contact their Career Advisor immediately. The student should plan to meet with the Career Advisor to discuss military commitments in relation to participation in the co-op program. It is the student’s responsibility to understand the commitment requirements of both the military and co-op program.

### Reserve Officers Training Corps (ROTC)

In keeping with University policy, students in the co-op program are accommodated when participating in ROTC programs. Both the Army and the Air Force offer a five-year, full-time program for students in the co-op program. Students should meet with the appropriate personnel in the ROTC program to determine the best schedule to meet requirements for the academic major, co-op, and ROTC. Both the Army and Air Force offer Advanced or Two-year Programs for qualified students.

Students enrolled in a ROTC program must contact their Career Advisor as soon as possible or upon enrollment in the ROTC program to make the appropriate arrangements for the summer field training semester (a minimum of one semester advance notice is essential).

### Non-ROTC Military Training

Students who are considering non-ROTC military training (Reserves, National Guard, etc.) should consult their Career Advisor immediately to determine how this will affect co-op participation.

### Selective Service

Students participating in the co-op program on a full-time basis are classified as full-time students of the University of Cincinnati, so long as they are registered for each semester, including the full-time co-op semester.

# Co-op Committee

To maintain the standards of the University of Cincinnati and the Lindner College of Business, as well as the best interest of the individual student’s education, the College has established the Co-op Committee. The committee is typically composed of multiple Career Services staff members, but will often also include faculty, other Lindner staff, and student peers appointed by Lindner Career Services leadership, supported by the College, for the purpose of maintaining program standards.

## Co-op Committee Cases

The Co-op Committee views all matters pertaining to petitions of irregularity, conflict resolution, and violations of program rules. Additionally, any variance to an uninterrupted co-op semester as a result of any activities, unemployment, or other events, must be approved through petition to the PSRC. Some common situations are outlined below.

* ROTC/Military Summer Training - A student participating in a ROTC summer training program requests to do so via a Co-op Committee Petition form.
* Medical - A student does not work a term of co-op due to medical reasons.
* Unemployment - In the case that a student is unable to secure co-op employment through exhaustive co-op search efforts, a Co-op Committee Petition for Waiver is submitted to the Co-op Committee.
* Co-op Employment Terms – Students petition to participate in a co-op that is atypical due to pay structure or other terms of employment.
* Co-op Substitution – Students, who have completed or are completing co-ops outside of the Lindner College of Business, petition for such co-ops to be counted towards their Lindner co-op graduation requirement.
* Schedule Irregularity - Any request for schedule irregularity, exception or interruption to an uninterrupted sequence must be submitted to the Co-op Committee via a Petition for Waiver.
* Possible Offenses - Some examples of offenses which may result in Co-op Committee action are listed below, yet are not limited to examples shown here. Serious offenses can result in Suspension and Dismissal.
* Dishonesty - Furnishing the College or co-op employers false written or oral information.
* Violation of Probation - Violation of program rules and regulations while on probation for a previous action.
* Employer Termination - A student is terminated by the employer due to improper behavior or other misconduct by the student while officially fulfilling a co-op semester with the employer.
* Unauthorized Change of Co-op Employer - Violation of the requirement to have official approval of any change in the student’s co-op employer.
* Unsatisfactory Performance - Two or more “Major Deficiencies” performance indicators from the student’s co-op employer(s).
* Disregard for Policy - A pattern of disregard for policies by a student as evidenced by prior warnings or probation sanctions by the College.

## Co-op Committee Outcomes

The Co-op Committee reviews both student petitions and Career Advisor recommendations to come to a decision.

Outcomes of the Co-op Committee decision may be a waiver, violation, and/or academic sanctions.

## Waiver

A waiver has no detrimental effect on the student’s participation in the co-op program or projected date of graduation. This designation is used when a student is unable to secure or complete an appropriate co-op position or semester through no personal fault.

Common causes of a waiver may include: failure to secure an appropriate co-op position due to the economy after all reasonable efforts were made, termination of a co-op position for reasons other than performance (e.g., illness, participation in a ROTC Summer Training), or any situation where a penalty regarding satisfaction of co-op outcomes would be inequitable.

## Policy Violation

A policy violation may have a detrimental effect on a student’s participation in the co-op program, or projected date of graduation. This designation is utilized when a student violates a program policy and is recorded as a policy violation.

Common causes for a policy violation may include: starting a co-op work semester late or leaving early for no approved reason, changing employers without prior approval, or providing false information to an employer. A co-op employment violation will result in loss of recognition for the co-op semester and could include the addition of a co-op semester as a program requirement. This action could be coupled with academic sanctions.

## Participation Violation

A co-op participation violation is given when a student does not participate in a co-op work semester as a result of their own actions. A co-op participation violation will result in loss of recognition for the co-op semester and could include the addition of a co-op semester as a program requirement. This action could be coupled with academic sanctions and is recorded as a participation violation.

Common causes for a participation violation may include: a student is unable to secure or complete an appropriate co-op position due to failure or refusal to comply with co-op policies, personal restrictions as to geographic location, salary level, or violations of standards of professional conduct for the co-op semester that result in loss of the job.

## Co-op Sanctions

A student engaged in the co-op program accepts the responsibility to know and comply with all University and College rules, the Student Code of Conduct, and standards that govern the program. In general, when a student demonstrates unwillingness to obey the rules governing conduct for co-op program participation, the individual will be treated the same as one who has failed in traditional classroom courses. The University of Cincinnati’s Student Code of Conduct, which defines the behavior expected of students, is applicable to students while in co-op positions. Copies of this code are available for review in the following locations: all Student Affairs and Services offices, student organization offices, College Deans’ offices, and the Office of the University Ombuds.

Proven failure to meet these regulations and standards justify appropriate academic sanctions by the Co-op Committee. The academic sanctions include Warning, Probation, Suspension and Dismissal. These sanctions are serious matters as they can impact graduation timelines and degree completion.

* Warning is an official notification to the student that their behavior has been unacceptable. Any further misconduct may result in a more severe sanction.
* Probation is an official notification to the student that their behavior has been unacceptable. This action becomes a part of the student’s record and could result in probation status in the student’s academic unit. This sanction is in effect for a specified period as determined by the PSRC. After receiving notice of probation, it is the responsibility of the student to confer with their Career Advisor to discuss any questions concerning the probation and to plan an appropriate course of action to avoid further difficulties. Any further misconduct on the student’s part during the period of probation may result in suspension or dismissal from the co-op program.
* Suspension prohibits the student from participating in the co-op program for a specified period of time. A suspension period does not typically exceed one calendar year. The Co-op Committee will determine the effective beginning and ending dates of the suspension. This action could result in suspension from the College. Suspended students will be notified in writing as to the rationale for the action and when they will be eligible to be registered for another co-op. If the student then later fails to comply with program policy, this will result in dismissal.
* Dismissal prohibits the student from ever participating in the co-op program. In cases of serious misconduct, a student may be dismissed without any previous disciplinary action by the Co-op Committee. Dismissed students will be notified in writing as to the rationale for the action and the effective date of the dismissal. Dismissal actions are terminal and likely result in dismissal from the College as well because co-op is a degree requirement.

## Petitioning

In all cases, either or both the Career Advisor and/or the student may present a petition and relevant information to the Co-op Committee.

## Student Petition

It is advisable for the student to submit the initial petition to the Co-op Committee. The following steps should be followed by a student presenting a case to the committee:

1. Submit the “Student Petition for Waiver” e-form on the Lindner Career Services website or through a link from the Career Advisor.
2. Follow the instructions on the form to complete the petition form, including any supporting documentation. The student’s Career Advisor will be notified and invited to comment via the submission of a response form.
3. The Co-op Committee will meet to review submitted petitions.
4. After the committee meets and reaches a decision, a copy of the decision of the committee will be returned to the student.
5. The student should contact the Career Advisor to confirm the impact of the committee’s decision on the schedule for future participation in the co-op program.

## Career Advisor Petition

In the event that a student does not submit a petition for their situation or the Career Advisor deems it appropriate, the Career Advisor may submit a petition for a student case without a student petition. In this situation, the Career Advisor completes and submits the referral e-form. The student will receive confirmation of the receipt of their Career Advisor’s petition and notification of the date of the upcoming Co-op Committee meeting.

After the committee meets and reaches a decision, the written decision of the committee will be communicated to the student. After receiving the decision, the student should contact the Career Advisor to confirm the impact of the committee’s decision on the schedule for future participation in the co-op program.

## Appeals

In a few cases, the student or the Career Advisor may feel that the decision of the committee is inappropriate or that the case was not presented effectively in the petition. In such instances, the decision may be appealed. All appeals related to a committee decision must be submitted in writing within 30 days of the receipt of the decision which is being appealed. Appeals are determined by the Dean/Associate Dean of Lindner College of Business or their designee.

