



# UGA College of Engineering Cooperative Experiential Learning Program

## STUDENT/SUPERVISOR OUTCOMES & EXPECTATIONS

### **Mission Statement:**

The UGA Engineering Cooperative Education Program (co-op program) provides a structured means for engineering students to gain valuable and relevant experiential learning through a work experience while growing as a professional in their chosen field. We seek to establish partnerships with organizations and firms from a wide range of areas, including industry and manufacturing, engineering design and consulting, research laboratories, governmental agencies and professional organizations.

### **Guidelines:**

The partner organizations that participate in our program will operate under very general guidelines set by UGA and that apply to each organization. In addition, some firms and organizations may require customized agreements per their own internal requirements. An individual firm may participate in both the UGA co-op program and hire students as interns for individual semesters or periods of time, as their company needs dictate. However, if a student begins a relationship with the partner organization as a co-op, it is expected that they will continue to work under the guidelines and schedules of the co-op experiential learning program.

A co-op experience is not to be confused with having a part-time job with a professional organization. Each participating student will be expected to work "full-time" at their sponsoring partner organization through the entire semester. Exceptions for this full-time requirement may be made, but only on a case-by-case basis and with the approval of the undergraduate coordinator and the co-op program coordinator and for due cause. Feedback will be garnered from the partner organization after each semester and used to evaluate the student's progress and success with this program, as well as to provide feedback on the program as a whole.

It is the responsibility of every faculty member that serves as an academic advisor to be aware of how the co-op program works and identify and recommend students who would be good candidates for participation. Participation in engineering co-op will not be mandatory, even though participation provides vital professional experience. Participation in the UGA co-op program will be treated as an honor, and the students will be expected to uphold the highest professional standards as a representative of the university and of themselves while participating in this program.

Latest Update: October 15, 2014

## College of Engineering

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## Cooperative Experiential Learning Program

### Outcomes and Expectations:

#### *For the Student*

1. Participation in the co-op program is an honor for the student. Each student will be expected to represent themselves and UGA with the highest degree of professionalism.
2. A student must maintain a cumulative GPA of 2.8 or greater in order to continue participation.
3. Students may start their first semester of co-op after they have completed 30 credit hours (2<sup>nd</sup> year status or higher). Students, however, may begin to plan and interview for co-op positions during their first year of studies in preparation for their entering the co-op program.
4. Students are expected to work out a proposed schedule for their course work and co-op semesters in advance with their academic advisors. A Co-Op Eligibility Form with a proposed plan of study that includes a minimum of two, and preferably three, semesters of co-op work participation shall be prepared and submitted to the co-op coordinator before beginning the first semester of co-op work at the partner organization.
5. Each semester that the each student works at the partner organization, he/she will register for ENGR 3910: Cooperative Work Experience
6. As part of her/his co-op work semester, each student must submit the required forms and a written report documenting the work experience and lessons learned for each semester they work for their employer. A separate file will be submitted by the student, which provides specific feedback on the partner organization, and this file will be kept separate and confidential from the formal end of semester report. At the conclusion of their final semester of co-op, the student will be expected to give a presentation to faculty and student groups or classes to highlight the experiences that they had, knowledge learned from the work experience, and the benefit of co-op to them.
7. Some engineering programs (such as mechanical engineering) may allow for the ENGR 3900 Co-op Work Experience courses to count for program requirements for graduation, but the actual determination of that is up to each individual program curriculum committee. It is the student's responsibility to check with their program curriculum committee to determine whether credit towards graduation can be earned for their degree.

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## **Outcomes and Expectations:**

### *For the Partner Organization*

1. A contact person shall be designated within the organization who will serve as the primary channel for information concerning the overall relationship between UGA engineering and the organization.
2. The organization will provide one designated supervisor for the UGA student during each co-op semester. This supervisor can change with different semesters, but it is expected that the same person will be in charge for the entire semester.
3. The organization is expected to provide work that will be meaningful and educational for the student and their career growth.
4. The organization agrees to provide feedback on the student's performance during each semester no later than the last day of classes for that particular semester of work.
5. The organization is understood to have no obligation to hire the student after their graduation, but it is hoped that the experience gained by both parties may lead to future employment if business conditions warrant.
6. The organization will be asked on an annual basis to provide feedback to the UGA co-op program coordinator on the overall program's impact and suggestions for future improvements.

## **If you have any questions, please contact:**

Kelley Saussy  
Director of Experiential Programs  
College of Engineering  
The University of Georgia  
(706) 542-2582  
[kelleyrw@uga.edu](mailto:kelleyrw@uga.edu)

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