



Cooperative Education Program

The Cooperative Education Program (co-op) is a unique opportunity for NC State students to integrate their classroom learning with real world, full-time industry experience. This provides students with the chance to develop career related skills while building the professional competence and interpersonal skills necessary to succeed in their chosen profession upon graduation.

Program Requirements

- Enrolled full-time for at least nine months (two consecutive semesters) and in F-1 status
- Has completed a minimum of 30 college credit hours (*for undergraduates*)
- Has been admitted to their degree program prior to their first day of work
- Cumulative GPA of a 2.50 for undergraduate students or 3.00 for graduate students
- Review information and view the online CPT session on the CPT page of the OIS website (*undergraduates may also need to attend a Co-op Information Session*)

Application Process

- Submit completed Co-op Application
- Make New Student Appointment with a Co-op Coordinator
- Upload resume to ePACK, titled *Co-op Resume* prior to first appointment with Co-op Coordinator

* International students follow procedure to apply for Curricular Practical Training

Co-op Program Policies and Procedures

A. COMPANIES

1. COMPANY AGREEMENT

Each participating company and agency has entered into an agreement with NC State's Cooperative Education Program to provide work assignments related to each student's major field of study. Employers agree to provide adequate training, proper supervision, ascending levels of responsibility, and a reasonable wage based on the nature and quality of the work, the student's background, and company policies.

2. JOB CLASSIFICATIONS

Depending upon company head count and budget policies, co-op positions may be classified in several ways, e.g., co-op, internship, temporary, etc. Regardless of the actual classification, the job will be considered co-op if it meets the criteria in number 1 above and is paid full-time employment for more than one academic semester.

3. PROGRAM LENGTH

Unless otherwise stated, each company intends to provide a minimum of but not limited to 12 months of co-op work experience on an alternating semester basis for undergraduate students. Graduate students will work at least one semester at the company. Business needs may fluctuate, and a student's performance sometimes proves to be less than satisfactory, so that continued employment beyond a work period may not be possible. However, except in cases of extreme unsuitability, the employer has agreed to keep the student for the full term of a given work period.

B. STUDENTS

1. JOB AVAILABILITY

The Cooperative Education Program is optional on the part of the student and on the part of the employer. Although an attempt is made to place every student and fill every job vacancy, there is no guarantee that a job will be available initially or on a continuing basis. An accepted offer is a contractual agreement that must be honored for the student to remain in the Co-op Program. After accepting an offer, the student must withdraw from consideration for other co-op positions and internships.



2. JOB OFFERS

It is your decision whether or not to accept a co-op position. When you receive a job offer, discuss it with your Co-op Coordinator before making a decision to be sure the position is with an approved co-op employer and to have any questions answered prior to accepting.

Once you accept a position, you must honor your decision and withdraw from the interviewing process. Failure to do so may result in suspension from the Co-op Program. Students cannot pursue opportunities with other employers until they have fulfilled their commitment to the co-op employer.

3. PLAN OF WORK AND STUDY (potentially needed for undergraduate students)

Each undergraduate student who applies for the Co-op Program must meet with a faculty adviser to complete a Plan of Work and Study. Once admitted to the program and hired by a company or agency, the student is expected to make progress towards degree completion by continuing to register for classes or co-op each semester and summer period until graduation or official withdrawal from the university.

4. REGISTRATION

Upon being hired as a co-op by a company or agency, each student must register for the appropriate co-op course each semester or summer period while employed at the company or agency in any capacity, other than permanent full-time, until graduation or official withdrawal from the university. Failure by the student to take responsibility for registration and payment of registration cost might jeopardize the student’s participation in the Co-op Program. In the event that the Co-op Program has to register the student, a late registration fee as required by the university Cashier’s Office will be charged. Campus facilities, services, and activities are open to all registered co-op students.

5. REGISTRATION COST

The registration cost for a co-op course, as set by the university, is currently:

COP 100, 200, 300, 400, 500 (Alternate Full-Time)	\$490
COP 101, 201, 301, 401, 501 (Parallel Part-Time)	\$245

Undergraduate students enroll in COP 100 through COP 400. Graduate students register for COP 500 when working full-time and COP 501 when working part-time.

6. CONTINUING GPA REQUIREMENT

Between alternating work periods, a student is required to be enrolled in classes full-time. After being admitted to the Co-op Program with a 2.5 GPA or higher, an undergraduate student must maintain a 2.0 overall GPA to remain in the program. Graduate students must be in good standing with the university and have a GPA of 3.0 or above. If the GPA drops below the co-op requirement, both the employer and the student will be notified by the Co-op Program. Employer GPA requirements will prevail when they are more strict than the university requirements.

7. WORK REPORT, POST-WORK CONFERENCE, GRADE FOR CO-OP

An Incomplete (IN) grade will be awarded for each co-op (COP) course until a work report signed by the adviser is received and a post-work conference is held with the Co-op Coordinator, usually within 30 days of returning to campus. Upon meeting these requirements, the students will be awarded a Satisfactory (S) grade; otherwise, an Unsatisfactory (U) grade will be recorded at the end of the semester following the work rotation. Any student out on a work rotation during the semester of graduation should turn in the work report and schedule the post-work conference to ensure the co-op grade will be reported to Registration and Records in time for graduation.

8. CO-OP PROGRAM CERTIFICATE (*undergraduate students*)

In order to qualify for a certificate, undergraduate students must work a minimum of 12 months full-time, or the equivalent on a part-time or combination basis. Graduate students need a minimum of three months of full-time co-op work to qualify for a certificate. Degree completion is required for Co-op Certificates to be distributed. Each student who has satisfied the above requirements will receive a co-op certificate in the months following graduation and will have a notation on their transcript indicating the number of months worked. The time spent working in the Co-op Program will also qualify as time towards the Professional Engineering Licensure.

9. ENROLLMENT IN A CLASS DURING A WORK PERIOD

Undergraduate students in their second, third, or fourth co-op work rotation are eligible to enroll in an additional academic course while working full time. To receive approval to enroll in a class during a full-time co-op work period, a student must complete a Course Permission Form, which requires the approval of both the employer, academic adviser, and the Co-op Coordinator. Each student should carefully weigh the consequences of taking on the burden of a class in addition to the co-op workload. If at a later date, the student requests a Late Drop of the course, the demands of a co-op job will not be considered as a valid excuse. Students who are on a co-op work rotation for the first time are typically not eligible to enroll in classes.

10. SPECIAL ASSISTANCE

If you are student with a disability and desire any assistive devices, services, or other accommodations, please contact the Co-op Program. Although students are not required to disclose any disabilities, such information will be maintained in confidence and will be used only to assist the staff in planning and advising. Therefore, the program requests that the Co-op Coordinator be advised of any necessary assistance required.



Cooperative Education Program Application and Agreement

Date _____

Name _____ Student ID # _____

Major _____ GPA _____ Class _____

Local Address _____

Permanent USA
Address if different _____

Phone Number _____ NC State Email _____

Citizenship Status (select one):

Local Emergency
Contact in USA _____

Semester and year you are considering starting co-op _____

Do you already have a co-op job?

Do you have reliable transportation to and from work?

Do you receive any kind of financial aid?

How did you hear about the Co-op Program?



Agreement and Statement of Understanding

I _____, a student in _____ (major), am applying to participate in the Cooperative Education Program at NC State University. I have read and understand the policies and procedures above and agree to abide by the program requirements. I grant permission to the Cooperative Education Program to

- Provide an employer my academic record or transcript of my grades from NC State and other relevant institutions by mail, fax, or in person as a required condition of employment
- Share copies of my reports and job performance to faculty in my academic department
- Make copies of my work reports available to students considering co-op opportunities with similar employers

I agree that if I accept a co-op position with a company participating in the Co-op Program at NC State University, I will register for the appropriate co-op (COP) course each semester and summer term that I am employed at that company in any capacity, other than permanent full-time until graduation or official withdrawal from the university.

I understand that if I fail to register for the appropriate co-op course while working, the co-op staff will process my registration on my behalf, which may require an additional, nonrefundable late fee, per university registration protocol.

I understand that if I accept a co-op position with a company participating in the Co-op Program at NC State University, I cannot pursue other co-op opportunities and will be required to fulfill my co-op commitment prior to pursuing additional internships or professional opportunities.

Student Signature _____ Date _____

Co-op Office _____ Date _____