

DAAP COOPERATIVE EDUCATION
Program Handbook

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I. HOW TO USE THIS HANDBOOK

The DAAP Cooperative Education Program Handbook covers the policies and procedures of the Cooperative Education Program as it pertains to students in the College of Design, Architecture, Art, and Planning (DAAP). If you have questions about the Cooperative Education Program anytime throughout your participation, you should refer to this handbook or talk to your assigned Cooperative Education Faculty to seek clarification.

Delineation is made between mandatory and optional programs. Mandatory co-op programs are those majors that require Cooperative Education participation to meet graduation requirements. These include several majors in the College of Design, Architecture, Art, and Planning, the College of Engineering and Applied Science, the College of Arts and Sciences, and the College of Education, Criminal Justice and Human Services. Optional co-op programs are those majors that offer a curricular option to participate in the Cooperative Education program. For an updated listing of majors which offer Cooperative Education participation as a mandatory or optional requirement, [please view the College website](#).

II. APPROVAL OF THIS HANDBOOK

Approval of this Handbook:

The Cooperative Education Student Handbook for the College of Design, Architecture, Art, and Planning was established and is maintained by the faculty of the College of Cooperative Education and Professional Studies (CCPS).

Approved: August 28, 2024

III. DEFINITION OF COOPERATIVE EDUCATION

University of Cincinnati Definition of Cooperative Education:

Cooperative Education experiences are career-oriented, transcribed, and compensated. They require academic preparation, faculty mentorship and assessment, and guided student reflection that integrates the experience into student learning goals and their academic curriculum. (Jan. 2019)

IV. KEY TERMS

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

Academic Program: The program in which a student is enrolled, (i.e. Industrial Design, Architecture).

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

Cooperative Education (Co-op): The academic program which alternates terms of full-time academic course work with terms of full-time work experience which is compensated, properly supervised and evaluated, and discipline-related.

Co-op Assignments: Progressive reflections which are required to be completed during each co-op semester.

Co-op Employer: The organization employing the student for 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 Cooperative Education Program, i.e. the co-op job.

Co-op Semester: The semester(s) during which the student is actively working in a position (i.e. "on co-op").

Cooperative Education Faculty or Co-op Faculty: The faculty member in the College of Cooperative Education and Professional Studies (CCPS) who is responsible for administering the Cooperative Education Program for the student's major of study.

DAAP Cooperative Education Unit or DAAP Co-op Unit: The academic unit serving students enrolled in co-op programs via the College of Design, Architecture, Art, and Planning (DAAP).

Mandatory Programs: Those academic programs for which participation in the Cooperative Education Program is a requirement for graduation.

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

PD or PD Course: PD is an acronym for Professional Development and is the course indicator for courses offered by the College of Cooperative Education and Professional Studies.

Post Co-op Reflection: A required meeting between the student and the Co-op Faculty following a co-op semester.

Professional Standards Review Committee (PSRC): A committee composed of faculty and staff members for the purpose of reviewing all matters pertaining to program and student relations or irregularities.

Referral process: The process by which Cooperative Education Faculty distribute or otherwise facilitate the review of student resumes and portfolios (i.e. refer students) to potential co-op employers.

The College of Cooperative Education and Professional Studies (CCPS): The College at the University of Cincinnati which administers the Cooperative Education Program

Transfer Students: Students who enter the University of Cincinnati from another University.

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

V. INTRODUCTION

A. The College of Cooperative Education and Professional Studies (CCPS)

1. MISSION OF COOPERATIVE EDUCATION

A portion of the mission of the College of Cooperative Education and Professional Studies is to provide a premier global academic program of cooperative education. This pedagogic innovation had its founding at the University of Cincinnati in 1906. Through cooperative education, the professional world partners with the university to integrate theory and practice. Supporting the university's mission, cooperative education extends student learning beyond the classroom providing an enhanced educational experience which includes paid, discipline-related work experience to further student's 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.

As a college, 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.

In addition to aligning to the College of Cooperative Education and Professional Studies core values, the DAAP Cooperative Education Unit additionally embraces the following guiding principles:

Connect through Community. Upon entrance into any DAAP program, students are embraced by a supportive community comprising faculty, alumni, mentors, and peers. This sense of belonging carries students through their co-op journeys, with a collective belief that the success of one elevates the entire community. A lifelong commitment to engagement in our community creates alumni champions of co-op programs, perpetuating a cycle of support for generations to come.

Keep it Real. The values of authenticity, transparency, and empathy are core to our instructional practices. We are intentional in building high-touch, high-trust relationships in which all parties are motivated to meet high expectations. We strive to meet individuals where they are, offering

honest feedback that empowers students to thrive in a competitive landscape. It is important that we recognize and support the unique values and perspectives of individual students.

Experience Matters. The DAAP co-op team takes pride in our deep, relevant experiences as industry practitioners. Our connections and understanding of industry allow us to maintain longstanding relationships with our networks, while authentically cultivating new industry partnerships for student learning.

Humble but Hungry. Regardless of a student's prior experience or accomplishments, we emphasize the significance of humility in development. As we pursue excellence and encourage students to do the same, we understand the perpetual opportunities for learning and growth. Hunger drives us to embrace challenge with confidence and curiosity. Humility allows us to remain open to new knowledge and pathways for personal and professional development, with the knowledge that failure can be a necessary reality. Embracing a growth mindset makes us more resilient professionals who thrive on reframing obstacles as opportunities.

Enjoy the Journey. We recognize that process and exploration are as important as the destination, and we are committed to having fun throughout our professional and creative journeys. We believe individuals have the autonomy to infuse their unique essence into their adventures.

2. FACULTY

Upon acceptance into the Cooperative Education Program, students are assigned to a Cooperative Education Faculty who is responsible for specific phases of the program. Faculty in the College of Cooperative Education and Professional Studies (CCPS) DAAP Co-op Unit assist students in developing, implementing, and verifying their professional interests through classes, assignments, individual/small group meetings, and co-op positions. The Cooperative Education Faculty are also responsible for all curricular communication between the Cooperative Education Program and employers participating in the program.

The Cooperative Education Faculty acts as a catalyst between the student and the cooperative education employer. As subject matter experts with in-depth industry backgrounds, advisors assist each student in integrating practice and classroom theory and in realizing the fullest potential during a discipline-related practice assignment.

3. LOCATION, HOURS, CONTACT INFORMATION

Location: The College of Cooperative Education and Professional Studies (CCPS) DAAP Co-op Unit is located on the first floor of University Pavilion.

Hours: 9:00 AM–5:00 PM, Monday–Friday (including breaks but not University holidays)

Website: www.uc.edu/campus-life/careereducation.html

Office phone number: 513-556-COOP (2667)

For individual Co-op Faculty contact information [please click this link](#).

B. The Cooperative Education Program

The Cooperative Education (Co-op) Program of the University of Cincinnati is designed to provide eligible students with the most comprehensive education and professional preparation available. Participating students alternate semesters of compensated, career-related experiences with semesters of classroom study. The extension of classroom, laboratory, and studio 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 the pursuit of continued higher education.

The majority of DAAP Co-op programs are mandatory. For optional programs, once a student opts into Co-op, they are held to the same policies and procedures of a mandatory Co-op program. In all DAAP Co-op programs governed by this handbook, a student must complete the required number of work terms with a satisfactory grade or appropriate waiver to be eligible to graduate from their degree program.

Work terms must be completed in their assigned order to be able to continue in the student's enrolled degree program. Should a student fail to obtain a satisfactory grade or waiver for a given work term, the student will be suspended from the Cooperative Education Program and will be ineligible to continue degree coursework until the required work term is completed with a satisfactory grade or appropriate waiver. See "Suspension" on page 48 for more information.

1. REQUIRED WORK TERMS BY PROGRAM

SCHOOL	PROGRAM OR MAJOR	REQUIRED WORK TERMS
School of Design (SOD)	Communication Design	5
	Industrial Design	5
	Fashion Design	5
	Master of Design	1
School of Architecture and Interior Design (SAID)	Architecture (BSArch)	3
	Interior Design	5
	Master of Architecture 1 (MArch 1)	2*
	Master of Architecture 2 (MArch 2)	1*
	Master of Science in Architecture (MSArch)	1
School of Art (SOA)	Fine Arts	3
	Art History	2**
	Games & Animation	2
School of Planning (SOP)	Urban Planning	5
	Master of Landscape Architecture	1
	Master of Community Planning	1

**Master of Architecture students have the option to complete one trailing co-op at the end of their final academic term*

*** (optional, but 2 terms required once student opts in)*

2. REQUIREMENTS OF A COOPERATIVE EDUCATION POSITION

A position must meet the following criteria in order to be counted for co-op credit:

- Full-time employment (minimum 30 hours/week) during the organization's core business hours
- Compensated
- Discipline or career-related
- Supervised
- Evaluated
- Aligned with the dates of the co-op work term calendar (see "Cooperative Education Calendar" on page 28)
- Meets the minimum number of weeks (12 weeks for Fall + Spring semesters, 10 weeks for Summer semester)
- Compliant with all federal work safety regulations (OSHA)

Students may work on-site, remotely, or hybrid as the employer dictates.

a) Compensation

A co-op employer is required to compensate the student as dictated by federal and state employment laws.

The employer determines the rate of pay and the student is directly compensated by the employer for work performed. It is inappropriate for students to negotiate salary for a cooperative education position. However, if a student is returning to a previous employer for another work term, they may request a nominal raise.

Unpaid or other methods of compensation that do not fall under the federal/state employment guidelines (stipends that do not meet minimum wage, studio time, product as payment, etc.) may not be classified as co-op positions. A student who wishes to work for an employer utilizing alternate compensation must enroll in the Professional Practice EEP to receive credit for the co-op semester (see "Professional Practice EEP" on page 14).

b) Independent Contracting

If a position meets the requirements for a cooperative education position, it does not meet the IRS requirements to classify as a contract position ([more at this link](#)). Co-op students should be paid as full-time employees and issued a W-2.

A student who wishes to work for an employer paying 1099 must enroll in the Professional Practice EEP (see "Professional Practice EEP" on page 14).

C. International Co-op Programs

1. THE INTERNATIONAL CO-OP PROGRAM (ICP)

CCPS offers a competitive and rigorous program for students wishing to learn a second language and gain international experience. However, due to the course schedule and time commitment required to participate in the ICP, this program is incompatible with most DAAP program curricula.

Students can learn more about the ICP [at this link](#). A student interested in this program would need to discuss participation with their assigned Cooperative Education Faculty as well as submit a PSRC waiver for a policy exception. Participation in the ICP is likely to delay a student's graduation from their DAAP degree program.

INTERNATIONAL CO-OP AS PART OF THE GENERAL COOPERATIVE EDUCATION PROGRAM

Students are welcome to seek international co-op employment during a job search semester. If a student secures an international position, even if it is advertised on a UC platform, they are responsible for working with the UC International office to secure the required work and/or travel visas.

D. Experiential Explorations Program (EEP)

The Experiential Explorations Program (EEP) offers students enrolled in the Cooperative Education Program an educational alternative to traditional paid co-op positions, emphasizing the exploration of diverse career paths. It aims to provide students and co-op faculty with additional employment options, allowing students to gain exposure to various industries and roles. By encouraging exploration and discovery, the program enhances students' readiness for future co-op and career opportunities.

The EEP program must not:

- Be used as an option more than once in a student's program unless the additional EEP experience is approved by the Professional Standards Review Committee.
- Allow an employer to replace a co-op student who is working in a paid position with an unpaid student
- Be available to students who do not meet the admissions requirements and have not been accepted into the cooperative education program

1. APPLICATION PROCESS

Each of the EEP alternatives requires prior notification to and approval from the assigned Cooperative Education Faculty and in some cases the Professional Standards Review Committee (PSRC).

- Students must apply to participate in the EEP for an upcoming co-op term. Application information will be provided by EEP program and co-op faculty at the beginning of each semester.

A student who wishes to apply for the EEP past the initial deadline will be required to submit a Policy Exception petition to the PSRC.

- Students must complete an EEP plan proposal to submit with their application. This proposal must have approval from the student's assigned Cooperative Education Faculty. See Application Requirements below.
- A student must comply with all EEP planning deadlines as outlined by the program faculty to remain eligible to participate.

2. APPLICATION REQUIREMENTS

Students are required to submit an EEP plan proposal alongside their application. This plan proposal must be approved by their co-op faculty prior to application submission. This plan must include:

- The student's SMART goals and objectives for the EEP semester
- The specific concepts, professional and technical skills that a student will be studying and working to develop through their experience.
- Benchmarks and timelines for specific skill development.
- Proposal of final deliverables or projects that clearly demonstrate the student's improved proficiency in specific concepts, as well as the professional and technical skills they have developed through the experience.

3. EEP TYPES

a) Professional Practice EEP

The Professional Practice EEP is a student-initiated independent exploration that cannot be completed under the structure of the traditional co-op model. The Professional Practice EEP allows students to substitute one semester of cooperative education work experience with a professional practice experience. The experience may include discipline-related projects, exploration of specific concepts and development of professional and technical skills. The experience will be designed by the student in collaboration with a faculty member in the College of Cooperative Education and Professional Studies and completed under the guidance of a mentor/practicing professional in the student's field of study or closely related field.

Requirements:

- Eligibility
 - Students must have an accepted EEP application.
 - Students must have completed their first and second co-op experience OR have the special recommendation of their Co-op Faculty.
- Experience Requirements
 - The student may combine multiple projects, structured experiences, and/or part-time positions as part of their EEP experience. The student may also choose just one component to their plan, such as an unpaid internship, as long as hour and mentorship requirements are met.
 - Experiences must be discipline-related.
 - This experience may be paid or unpaid.
- Hour Requirements
 - Hours can be accumulated through a variety of experiences throughout the semester. Experience must be a minimum of 400 (fall/spring) or 350 (summer) total hours per semester and must be verified by a faculty member in the College of Cooperative Education and Professional Studies.

- Students must keep time sheets showing showing time spent on all activities. Time sheets will be turned into the student's Co-op Faculty prior to their post experience reflection.
- Mentorship Requirements
 - 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 and guide the student through the EEP Experience, not to provide instruction. Students are responsible for identifying this mentor/practicing professional.
 - The student must meet with their mentor/practicing professional a minimum of once per month. Bi-weekly meetings are recommended.
 - 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 assigned Cooperative Education Faculty. Students are strongly discouraged from seeking mentorship from other UC faculty, unless the student is directly assisting said faculty member with research or other academic pursuits.

b) Emerging Professional EEP

The Emerging Professional EEP is intended to be an experience for students who would benefit from additional professional developmental skills. This experience will provide students an opportunity to cultivate professional and technical skills and apply them through project-based work, research, or part-time work in their field of study.

Requirements:

- Eligibility
 - Students must have an accepted EEP application.
 - Students are eligible to participate in the Emerging Professional EEP for their first or second co-op experience upon recommendation of their assigned Cooperative Education Faculty.
- Experience Requirements
 - The student may combine multiple projects, structured experiences, and/or part-time positions as part of their EEP experience. These components must include:
 - Technical upskilling: Can include coursework on LinkedIn Learning, Coursera, edX, SkillShare, Udemy or other non-credit-bearing certification courses. Credit-bearing courses cannot count toward EEP hours.
 - Professional skill development: Cross-cutting skills include communication, critical thinking, leadership, teamwork/collaboration in diverse settings, ethical judgment, and innovative approaches. Examples include informational interviews; community and campus involvement; industry-specific competitions, professional meetings, and conferences; finding mentorship; and participating in multi-disciplinary collaborations including service learning.

- Project-based or part-time work: Project-based work can include competitions, personal projects, research, part-time work, freelance work, and/or unpaid work in their field of study. Group project-based work is encouraged.
- Experiences must be discipline-related.
- This experience may be paid or unpaid.
- Hour Requirements
 - Hours can be accumulated through a variety of experiences throughout the semester. Experience must be a minimum of 400 (fall/spring) or 350 (summer) total hours per semester and must be verified by a faculty member in the College of Cooperative Education and Professional Studies.
 - Students must keep time sheets showing time spent on all activities. Time sheets will be turned into the student's Co-op Faculty prior to their post-experience reflection.
- Mentorship Requirements
 - 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 and guide the student through the EEP Experience, not to provide instruction. Students are responsible for identifying this mentor/practicing professional.
 - The student must meet with their mentor/practicing professional a minimum of once per month. Bi-weekly meetings are recommended.
 - 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 Co-op Faculty. Students are strongly discouraged from seeking mentorship from other UC faculty.

c) Entrepreneurship EEP

The Entrepreneurship EEP allows students to substitute one semester of cooperative education work experience for an entrepreneurial experience. Students interested in this option should meet with their Co-op Faculty 6–9 months before the planned Entrepreneurship EEP semester to develop a plan and ensure all required prerequisites are met prior to participation.

A student participating in the Entrepreneurship 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 a Professional Practice EEP.

Requirements:

- Eligibility
 - Students must have an accepted EEP application.
 - Students must have their entrepreneurial idea pitched and approved by a faculty/staff member from the UC-sponsored incubation program or another approved incubation program.

- Experience Requirements
 - Student will plan their EEP in collaboration with a CCPS faculty member or Co-op Faculty and a faculty/staff member from the UC-sponsored incubation program or other approved incubation program.
 - Experience is structured and formalized, and outlines a launch plan that includes:
 - Specific startup activities
 - Goals with clear milestones/timeframes for business development.
 - Experiences must be discipline related.
 - This experience may be unpaid, but non-monetary compensation in the form of incubation resources, startup community mentorship and financial stipends may be provided.
- Hour Requirements
 - Hours can be accumulated through a variety of experiences throughout the semester. Experience must be a minimum of 400 (fall/spring) or 350 (summer) total hours per semester and must be verified by a faculty member in the College of Cooperative Education and Professional Studies.
 - Students must keep time sheets showing time spent on all activities. Time sheets will be turned into the student's assigned Cooperative Education Faculty prior to their post-experience reflection.
- Mentorship Requirements
 - 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 students' entrepreneurial program. The role of the entrepreneur-mentor is to assist and guide the student through the EEP experience, not to provide instruction.
 - Students are responsible for identifying an entrepreneur-mentor. Please check with your entrepreneurial program to help you identify a mentor.
 - The student must meet with their mentor a minimum of once per month. Bi-weekly meetings are recommended. The student is required to document a summary of the meeting along with the time and date it occurred.

d) Career-Related Travel EEP

This EEP allows students to substitute one semester of cooperative education work experience with a career-related travel experience

Requirements:

- Eligibility
 - Students must have an accepted EEP application.
 - Students are eligible to participate in the Career-Related Travel EEP after they complete their first and second co-op experience or upon recommendation of their assigned Cooperative Education Faculty.

- Experience Requirements
 - Travel must be related to the student's discipline or career goals.
 - Travel duration should generally correspond to the dates of a UC co-op term. A period not exceeding three weeks of the semester may be utilized for preparation, scheduling, and other necessary administrative arrangements.
 - If a student's proposed travel is to be of less than twelve (spring/fall) or ten (summer) week's duration, the student should pursue a Professional Practice EEP.
 - Experience is structured and formalized and includes a detailed travel itinerary that must be submitted to and approved by the student's assigned Cooperative Education Faculty as part of the EEP application.
 - The itinerary must document all relevant professional practice activities occurring during the travel term, for example: tours, seminars, meetings, and presentations. These must be scheduled and confirmed prior to travel term approval
 - A student traveling internationally must contact UC International Study Abroad before traveling outside of the USA.
- Hour Requirements
 - Hours can be accumulated through a variety of experiences throughout the semester. Experience must be a minimum of 400 (fall/spring) or 350 (summer) total hours per semester and must be verified by a faculty member in the College of Cooperative Education and Professional Studies.
 - Students must keep time sheets showing time spent on all activities. Time sheets will be turned into the student's assigned Cooperative Education Faculty prior to their post experience reflection.

4. EEP PARTICIPATION REQUIREMENTS

Students must be fully eligible for co-op to participate in an EEP. Please refer to the co-op eligibility requirements for your program. Only students that actively participate as defined by the student co-op handbook and their program will be approved for an EEP.

Students are eligible for one EEP semester. A second EEP will require PSRC approval of a policy exception.

a) EEP Planning

If a student is accepted into the EEP for an upcoming co-op term, they will be required to participate in a planning process with EEP faculty and/or their Co-op Faculty. This planning process serves to define and refine the plan proposal the student developed for their application.

Finalized EEP plans must meet the requirements for the student's assigned EEP type. See EEP Type descriptions for specific requirements.

Students are required to complete all assignments as defined by CCPS faculty and meet all due dates. Students who fail to complete assignments as instructed will no longer be eligible to participate in the EEP.

b) EEP Term

While a student is on an EEP term, they will be required to complete the activities as outlined in their approved EEP plan as well as complete periodic assignments throughout the term. See requirement details for each EEP Type in Section 3, “EEP Types” on page 14.

If a student must make a change to their approved EEP plan during the term, they are required to alert the EEP program faculty and their Co-op Faculty immediately for approval. Students who make unapproved changes to their plans during the EEP term are at risk for failing the term.

Students will be required to turn in evidence of completed deliverables and time sheets to receive credit for their EEP experience.

Failure to complete EEP assignments and/or activities as outlined in the student’s EEP plan will result in a failing grade for the EEP term. Co-op faculty will evaluate a student’s EEP term upon completion and assess a grade based on the student’s documentation. See “Grading” on page 42 regarding consequences of failing a co-op semester.

E. Special Cases

1. STUDENT TEACHING

Students pursuing their cooperative education certificate through Fine Arts can also obtain a Certificate in Art Education. Therefore, it is acceptable to count the required semester of student teaching required in the Art Education Certificate as a semester of experiential learning (one co-op).

For any School of Art student pursuing an Art Education Certificate, the student teaching requirement automatically takes the place of the last required Co-op term.

2. STUDY ABROAD

A student may elect to replace a co-op semester with a study abroad opportunity. A student must have support from their Co-op Faculty and be enrolled in a credit-bearing study abroad course to be considered for this type of waiver.

Students interested in pursuing a Study Abroad in place of a co-op semester must submit a petition for a policy exception to the PSRC within the first 4 weeks of the semester prior to their intended Study Abroad. This waiver is only necessary if the student intends to Study Abroad during a co-op semester rather than an academic semester.

Students interested in study abroad as an experiential learning opportunity should consider a Career-Related Travel EEP, see “Career-Related Travel EEP” on page 17.

VI. ELIGIBILITY

A. General Application Criteria for All Programs

To complete the program application and receive continuing program services, students must meet the following criteria:

- A student must be a full-time, matriculated student carrying a minimum of twelve (12) academic credit hours per semester and be majoring in a discipline that includes cooperative education in the curriculum.
- A student must apply to participate in the co-op program (see Section VIII) and must become familiar with the DAAP Cooperative Education Program Handbook.
- The number of required co-op semesters is the number available on a regular alternating basis from the time of acceptance into the Cooperative Education Program, up to and including the last scheduled co-op semester. This is to ensure the effective curriculum contribution of the co-op assignments and to meet accreditation standards. Any decrease in number of co-op rotations required must be approved by your college along with your assigned Co-op Faculty and the Professional Standards Review Committee prior to the student's participation in the program.
- A student must complete the appropriate PD prerequisite course(s) with a minimum passing grade of a C-.
- A student is NOT permitted to take the PD prerequisite course(s) more than twice without successfully obtaining a C-. Should this occur, the student is required to schedule a meeting with the Academic Program Coordinator for their major, their Academic Advisor, and the Co-op Faculty to discuss the student's ability to continue the program. Written permission will be required from all parties for progress to degree to continue.
- A student must be willing to participate in the co-op job search as defined by this handbook and their Co-op Faculty. This includes but is not limited to the development of job search materials (resume, portfolio) appropriate for the student's degree program/industry, submitting the required number of applications, and participating in position interviews.
- A student must be willing to accept any position they apply to as long as a reasonable employment offer is made. A reasonable offer is defined as any position that meets the co-op position requirements (see "Requirements of a Cooperative Education Position" on page 12) and does not place undue burden upon the student to accept.
- A student must be free of any academic or financial deficiencies or other restrictions that would interfere with program participation, including their ability to register for all co-op semesters prior to the start of the term.

After participation in co-op is initiated, a student must continue alternate work and study semesters as per their degree program's academic schedule. If a student withdraws from or is suspended from their academic program, including receiving an "I" grade for a major-specific course, they will be suspended from the Cooperative Education Program and must follow the protocol for readmission to the program. See "Suspension" on page 48.

B. Application Criteria for International Students

Students on permanent resident status (green card), F-1 or J-1 visas, or other non-immigrant visas with an Employment Authorization Document from the Department of Homeland Security, are eligible to participate in the program. Most F-1 or J-1 visa holders must complete two semesters of classes in the US before they are eligible for participation in a co-op position.

All international students are required to complete documentation with the UC International Services following acceptance of a co-op position and prior to the beginning of each co-op semester. This will enable students to work without jeopardizing their visa status in the United States.

VII. COOPERATIVE EDUCATION RECOGNITION AND CERTIFICATES

The College of Cooperative Education and Professional Studies (CCPS) awards certificates for participation to qualified students graduating from the Cooperative Education Program. These certificates are university-recognized and noted on students' transcripts. These certificates and the way in which they are earned are described below.

Students must receive passing grades in all Professional Practice courses to receive a certificate.

A. Cooperative Education & Practice Excellence

A Certificate of Cooperative Education & Practice Excellence (CPE) is awarded by the Faculty of the College of Cooperative Education and Professional Studies (CCPS) for excellence in participation in the Cooperative Education Program. To be eligible for the Excellence certificate, a student must satisfactorily complete, with no exceptions, the required number of co-op semesters (see the table "Required Work Terms by Program" on page 11).

Every student is required to continue an alternating co-op schedule up to and including those in the year of graduation. In some cases, this may result in the accumulation of more than the normal number of semesters needed for the certificate.

B. Cooperative Education & Practice Participation

A Certificate of Cooperative Education & Practice (CPP) is awarded by the Faculty of the College of Cooperative Education and Professional Studies (CCPS) to those students who are ineligible for an Excellence Certificate due to use of a waiver for one or more co-op semesters.

C. International Cooperative Education Certificate

A Certificate of International Cooperative Education Program Participation is awarded to those students who fully participate in the formal ICP and meet the academic requirements.

D. Recognition and Honors

Awards of recognition are presented annually to a select group of seniors who have demonstrated outstanding achievement on their co-op assignments. An award is available in each of the academic Co-op programs.

VIII. APPLYING TO THE CO-OP PROGRAM

All students in a mandatory Cooperative Education Program must officially apply to the program. Students who apply must meet the eligibility requirements as discussed in the previous section.

A. Process

A student should follow the application process as outlined by their assigned Co-op Faculty. Application instructions will be provided during prerequisite PD courses.

B. Deadline

For mandatory programs, applications must be submitted according to the syllabi during the semester in which students are enrolled in prerequisite PD courses and will be processed as they are submitted.

C. Notification

Students will be notified through their UC email when their application has been approved or denied.

This communication will also inform the student of the next steps necessary to begin participation in the program.

D. Transition, Transfer Student, or Change of Major Application Process

1. FROM ONE UNIVERSITY OF CINCINNATI COLLEGE TO ANOTHER UNIVERSITY OF CINCINNATI COLLEGE AFTER APPLYING TO THE COOPERATIVE EDUCATION PROGRAM

For example: A change in major from Mechanical Engineering (CEAS) to Industrial Design (DAAP).

If a student is changing majors, and the new major is in a different University of Cincinnati college, the student must reapply to the Cooperative Education Program. Once accepted into the new college and major to continue participation in the Cooperative Education Program, the student must meet the appropriate eligibility criteria.

If the student has begun participation in the Cooperative Education Program, the student should meet with the current assigned Co-op Faculty to inform the faculty member of the change and to be advised of further necessary action. A change in major will result in a change in assigned Co-op Faculty for the student. This meeting should occur as soon as the student is certain of the major change.

2. FROM ONE UNIVERSITY OF CINCINNATI COLLEGE TO ANOTHER WITHOUT HAVING PREVIOUSLY APPLIED OR PARTICIPATED IN THE COOPERATIVE EDUCATION PROGRAM

For example: A change in major from English (A&S) to Fine Arts (DAAP).

If a student is changing majors to a major that offers mandatory participation in the Cooperative Education Program, and the student has not previously applied or participated in the Cooperative Education Program, the student must apply to the program. Please refer to the Eligibility and

Application Process sections of this Handbook for further instruction, referencing the information relevant to the new major or program.

3. FROM ANOTHER EDUCATIONAL INSTITUTION

For example: Entering the University of Cincinnati after completing credit hours at a different two or four-year institution.

A student transferring to the University of Cincinnati into a program which offers mandatory or optional participation in the Cooperative Education Program must apply to the Cooperative Education Program. Please refer to the Eligibility and Application Process sections of this Handbook for further instruction, referencing the information relevant to the new major or program. Please see "Prior Learning Assessment (PLA)" on page 23 for information regarding advanced standing and PLA procedure.

4. FROM ONE MAJOR TO ANOTHER MAJOR IN THE SAME UNIVERSITY OF CINCINNATI COLLEGE

For example: A change in major from Architecture (DAAP) to Urban Planning (DAAP).

If a student is changing majors and the new major is in the same University of Cincinnati college, the student does not need to reapply to the Cooperative Education Program.

If the student has begun participation in the Cooperative Education Program, the student should meet with the current assigned Co-op Faculty to inform the faculty member of the change and to be advised of further necessary action. A change in major will likely result in a change in the assigned Co-op Faculty for the student. Should this occur, the student should schedule a meeting with the new assigned Co-op Faculty member. This meeting should occur as soon as the student is certain of the major change.

E. Re-admission

After a withdrawal from the University, students desiring re-entry to the Cooperative Education Program must request re-admittance. Students should contact the CCPS office as early as possible after their return to campus, but no later than one semester before they will be available for placement to receive instructions. For re-admittance to be considered, the student must have followed the proper withdrawal procedure, have had a satisfactory cooperative education record, met all the eligibility requirements, and applied at the appropriate time.

F. Prior Learning Assessment (PLA)

In certain cases, Prior Learning Assessment may be granted for a co-op semester.

If a student believes they have prior experience which may count for co-op credit, they should discuss this with their assigned Co-op Faculty before beginning any PD coursework or applying to the co-op program.

IX. COOPERATIVE EDUCATION COURSES

The College of Cooperative Education and Professional Studies (CCPS) offers classroom-based introductory cooperative education courses, mid-curricular courses, and additional preparatory courses. These courses are taught by the faculty of the College of Cooperative Education and Professional Studies

A. Undergraduate Courses

1. INTRODUCTION TO COOPERATIVE EDUCATION (PD10**)

The College of Cooperative Education and Professional Studies (CCPS) offers an academic course required for participants in the Cooperative Education Program. This course is designed to introduce students to the cooperative education learning model, build their professional portfolio (resume, cover letter, LinkedIn Profile, and more) and how it is executed through the Cooperative Education Program. It will prepare students to maximize learning and assist in the development of strategies and necessary skills for effective participation in the Cooperative Education Program. This course is graded on the standard A - F scale and carries one hour of academic credit.

2. PROFESSIONALISM & PURPOSE FOR THE ARTS (PD2071)

This course is designed to prepare students to maximize learning and career-readiness through a major/career-related co-op. This course will acquaint students with employer performance expectations and assist in the development of the strategies and skills for effective participation in the employment process. While students build their professional portfolio (resume, cover letter, LinkedIn Profile, interviewing skills, and more), they will also engage in self-exploration exercises rooted in reflection to further explore their sense of purpose and to connect major, career, and self with corresponding career interests. Students will analyze and actively discuss the social and ethical dimensions of the workplace while unpacking the social construction of professionalism to better understand their relationship with and development of professionalism. Through active exploration of the culture of professionalism and the professional world that waits to meet students upon graduation, this course will assist students in closing the gap between the academic application of co-op/career-readiness concepts and their pragmatic utilization in the workplace while also revealing the purpose that is driving their professional development. Additionally, students participating in this course will have the opportunity to participate in site selection for a co-op during a future semester. This course is graded on the standard A - F scale and carries three credit hours of academic credit.

3. APPLIED PROFESSIONAL PRACTICE (PD2091)

This course is designed as a complement to the Introduction to Cooperative Education course. This course will introduce Design, Architecture, Art, and Planning (DAAP) students to their discipline/major-specific cooperative education (co-op) pathway and Professional Practice Program participation in support of their first Co-op or Experiential Learning Program placement. This course will follow the DAAP job search timeline and prepare students to understand the professional requirements of co-op students practicing in their field, the required assets for participation in the search, researching their field and discipline partners, interviewing and professional communications, offer acceptance, PAL and COOP registration, EEP Individual Plan preparation, and strategies for securing housing. Course materials will address career topics specific to the discipline/major of focus for each course section; an understanding of co-op program practices and procedures; and how to assess personal strengths to shape an individualized career path.

4. DESIGN YOUR POST-GRAD LIFE (PD4091)

This course is designed to prepare students for personal and professional success following graduation from UC's Communication Design program. Students will engage in self-exploration exercises and consider personal and professional well-being, to further explore their sense of purpose and to connect major, career, and self with corresponding professional paths. We will utilize frameworks guided by reflective practice and taking action to empower students to attain a meaningful first post-grad professional experience.

B. Graduate Courses

1. PROFESSIONAL DEVELOPMENT SEMINAR—MASTER OF DESIGN & MASTER OF INTERIOR DESIGN (PD7001)

The College of Cooperative Education and Professional Studies (CCPS) offers a required course for graduate students who will complete the Professional Experience Practicum, which is modeled off the University of Cincinnati Cooperative Education Program. The course is meant to heighten awareness of the diverse design disciplines while preparing students for future work assignments in industry. The course will allow graduate students to develop transferable skills critical for career success. Communication skills will be developed through active listening, presentations and networking events. All projects, assignments and homework have a pedagogical function and are diverse in concept, content and scope.

2. INTRODUCTION TO GRADUATE ARCHITECTURE CO-OP (PD7021)

This course is a prerequisite for participation in the cooperative education program for all Graduate Architecture students. Students who have completed the BSArch program at UC are exempt. The course is meant to heighten awareness of architectural practice while preparing students to make the most of their cooperative education work assignments. Topics covered in the course include current trends that affect architectural practice, expanding practice settings, AXP as a learning experience, architectural licensure, project delivery methods, firm organization, career planning strategies, portfolio and resume development, professional interview techniques, and the procedures of the cooperative education program itself.

3. PROFESSIONAL DEVELOPMENT FOR MCP, MLA AND PRACTICUM FOR MCP (PD7031, PD7041, AND PD8031)

The objective of these courses are to prepare students for effective participation in the Professional Practice (co-op) Program of the University of Cincinnati. These courses will cover the following area: Career planning; Self-assessment analysis and career exploration; Overview of career fields and co-op opportunities; Job search activities; resume and cover letter writing and interviewing; Learning styles, self-directed learning and how to maximize benefits from co-op participation; Organization structure and culture of cooperating employers; Networking, ethics in the workplace, diversity and related topics; Exploration of the Planning and Landscape Profession; Operational procedures and rules of the Professional Practice (co-op) Program. develop an awareness of how to adjust to new environments and creates realistic expectations about an international work experience.

C. Common Course Policies

1. MINIMUM PASSING GRADE

The minimum passing grade for all PD courses is a C- except for PD-4091 Design Your Post-Grad Life which has a minimum passing grade of a D-.

2. ATTENDANCE

*a) For Traditionally Scheduled 1 Credit Hour Courses**

Attendance at each class meeting is mandatory. Attendance will be taken via sign in form during the first 15 minutes of class. It is the student's responsibility to arrive to class on time and sign the sign in form to receive attendance credit for the day. If a student is caught signing-in another student, this may result in an automatic course failure for the student signee. If you are called on during a remote class session and are found to be logged in but not actually in attendance, you will be marked absent.

Total absences of 2 or more class periods will be subject to an automatic drop of one letter grade (example: If grade is A- it automatically drops to B+) for the overall course. The third absence and all subsequent absences will result in grade being further lowered by one letter grade for each class period missed.

**For flexibly scheduled courses, reference the course syllabus*

b) For 3 Credit Hour Courses

Class attendance is mandatory, as course content, projects, and materials will be discussed and given during the scheduled time. Attendance will be taken daily. This course permits up to **three absences** throughout the semester. If you miss a class, you are considered absent no matter the reasoning—sickness, vacation, overslept, skipped—it all counts and a doctor's note or makeup assignments will not excuse this/be offered.

Beyond three permitted absences will begin to affect a student's final grade. The fourth absence will result in a full letter grade reduction (ex: A-to B+). And so forth for each subsequent absence. Ultimately, emergencies happen and are often out of your control. Please use permitted absences wisely, as this course *requires* a passing grade to proceed in your cooperative education.

3. LATE ASSIGNMENTS

It is a course requirement that all assignments be completed and turned in at the specified times in the required format. In general, no late assignments will be accepted. Individual faculty may make occasional exceptions to this policy at their discretion.

X. PARTICIPATING IN THE COOPERATIVE EDUCATION PROGRAM

A. Standards for Professional Conduct in the Cooperative Education Program

Students are expected to follow the outlined standards during the co-op job search process and while participating in a co-op or EEP experience. Adherence to these standards ensures a respectful, productive, and ethical environment.

1. RESPECT AND DIGNITY

- Treat all faculty members, employers, and fellow students with respect and dignity
- Do not engage in any form of discrimination, harassment, or bullying based on race, gender, age, religion, disability, sexual orientation, or any other characteristic protected by law.

2. INTEGRITY AND HONESTY

- Always provide accurate and truthful information in all communications, including verbal, written, and digital forms. Avoid misrepresentation/exaggeration of facts or intentionally withholding important information.
- Do not engage in or condone any form of deception, including fraud, theft, or manipulation.
- Respect the intellectual property rights of others, including copyrights, patents, and trademarks. Avoid plagiarism and give proper credit for the ideas and work of others.
- Represent your work experience and creative works truthfully in your resume and portfolio. This includes disclosing collaborative efforts and the use of AI-generated elements.

3. ACCOUNTABILITY

- Take responsibility for your actions, decisions, and mistakes.
- Ensure that you meet due dates and fulfill all responsibilities. If challenges arise that may prevent this, communicate proactively with your Co-op Faculty and/or employers to find solutions.
- Regularly seek feedback on your work and be open to constructive criticism. Use this feedback to improve and develop creatively and professionally.

4. PROFESSIONALISM

- Always exhibit courtesy and respect in all interactions, whether in person, via email, or through other communication channels.
- Arrive on time for work, meetings, and appointments. Complete tasks and meet due dates reliably and efficiently.
- Communicate clearly, concisely, and respectfully. Listen actively and ensure that you understand the perspectives and instructions of others.
- Remember that while participating in the Cooperative Education program, you are representing the University of Cincinnati, DAAP, and the co-op program in every interaction. Ensure your behavior and communication reflect the values and standards of these organizations.

B. Cooperative Education Calendar

The Cooperative Education Calendar follows the same term dates as the University of Cincinnati Academic Calendar. The co-op student is required to be available for employment beginning the first date of the co-op semester through the end date as prescribed by this calendar. Students are permitted to work beyond the semester end date if requested by an employer.

While on co-op, a student is not permitted to participate in academic breaks such as Spring Break or Reading Days. If the student's employer is closed to observe a federal or other holiday, the student is permitted to not work as determined by the employer.

A student may request accommodation for religious holidays during a co-op semester as per the [University's Student Religious Accommodations for Courses Policy](#).

C. The Search for a Cooperative Education (Co-op) Position

The search for a co-op position typically begins one semester in advance of planned employment. During the first several weeks of the search semester, the student will receive communication and instruction from their assigned Co-op Faculty.

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, is the controlling factor in determining the appropriateness of a student's co-op position.

It is the student's responsibility to be an active participant in the job search consistently until a position is secured. This includes following the procedures and communicating clearly with your assigned Co-op Faculty. Should any issues arise, these should be communicated to Co-op Faculty immediately.

There is no way to compel an employer to hire when there is no need for a student's services. 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.

1. RULES FOR THE SEARCH FOR A CO-OP POSITION

a) Equal Opportunity, Notice of Non-Discrimination / Title IX

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 College of Cooperative Education and Professional Studies (CCPS).

The University of Cincinnati does not discriminate based on 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.

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

Title IX Office 3115 Edwards I
45 Corry Blvd.
Cincinnati, OH 45221-0158
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 5150 Edwards I
45 W. Corry Blvd. Cincinnati, OH 45221-0214
Phone: (513) 556-5503
Email: oeohelp@uc.edu

b) Participation

Students who do not fully participate in the co-op search process as defined by their assigned Co-op Faculty can be removed from the search and/or recommended to the PSRC for program sanctions.

Participation includes but is not limited to:

- Attending preparatory meetings, workshops, information sessions, etc. as required by Co-op Faculty
- Completing assignments according to due dates as required by Co-op Faculty
- Responding to communications from Co-op Faculty including emails and phone calls
- Creation of job application materials such as resume and portfolio
 - Students are expected to further the development of these materials in response to faculty instruction
- Applying to appropriate co-op positions, the required number to be determined by the student's assigned Co-op Faculty
- Attending interviews

c) Geographic Preference

CCPS is fortunate to have strong relationships with employers across the United States and even globally. While students may indicate preferences as to geographic location, final decisions are based upon the actual opportunities available for discipline-related learning.

Students will not be required to apply to positions outside of the Cincinnati area. However, should a student apply for a position in another city, state, or country, the student is making a commitment to relocate should they be offered the position. A student cannot go back on this commitment to relocate except in extreme circumstances. Dissatisfaction with pay rate is not considered an extreme circumstance. Co-op faculty will make efforts to counsel students on the average pay rates in various cities but cannot anticipate every outcome nor can they compel an employer to change their pay rate beyond what is required by law.

If circumstances arise that prevent a student from relocating after applications have been sent, the student is required to immediately notify their assigned co-op faculty.

d) Students Contacting Employers

A student should not approach an employer concerning employment possibilities unless prior approval has been obtained from the Cooperative Education Faculty. Co-op Faculty may have individual policies regarding employer contacts based on their respective industries. Students are expected to follow the policy as outlined by their assigned Co-op Faculty.

2. 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 assigned Co-op Faculty.

a) Interview Cancellation Policy

Sometimes, a student accepts a position with an employer and still has outstanding scheduled interviews with a different employer. In this situation, students should avoid canceling interviews at the last minute if possible. Students should contact their assigned Co-op Faculty for guidance or reference any published interview cancellation policy held by that faculty member.

3. JOB OFFERS

When a student receives a job offer from a co-op employer, whether formally (an offer letter) or informally (email, phone call, etc.), the student is required to acknowledge this offer as soon as possible within 24 hours of receipt.

A student may accept the job offer immediately or may choose to ask for up to three (3) business days to consider the offer and wait to hear back from other employers. If the employer gives a shorter timeframe for returning an answer, the student is required to honor this timeframe.

If a job offer is made on a Friday, best practice is to let the employer know about acceptance or refusal on the following Monday by close of business.

4. ACCEPTING A CO-OP POSITION

a) Acceptance and Notification

The co-op position is an agreement between the student and the employer. When the student accepts a co-op position either verbally or via email, they have committed to the position and are no longer in the job search. The student must immediately notify their assigned Co-op Faculty to begin the co-op assignment and registration process. Upon this commitment, students must respectfully decline any additional interviews or offers.

Students are required to monitor communication channels through the end of the Co-op position search semester. If an employer reaches out to a student after the student has accepted a position, the student is required to respond to indicate they are no longer seeking a position for the upcoming semester.

Employers may choose to send official offer letters to a student, but this is not required.

A student without an offer letter is still committed to a co-op position after their verbal or informal written acceptance.

Students are required to record their co-op position information via CCPS/university systems within 24 hours of offer acceptance.

b) Declining an Offer

Students are expected to accept all reasonable co-op offers from positions they applied to. A reasonable offer is defined as a position that meets the criteria for a co-op position and does not place undue burden upon the student to accept.

If a student receives multiple offers at once, they must choose one and decline all other offers as soon as possible. The student is required to notify their assigned Co-op Faculty of which offers were declined.

If a student is considering declining an offer without other offer in hand, they must immediately contact their assigned Co-op Faculty. A student who declines an offer without another in hand will not be eligible for an unemployment waiver. Additional restrictions on job search participation may be applicable based on individual program policies. Students should consult with their assigned Co-op Faculty regarding these policies.

5. FAILURE TO OBTAIN A CO-OP POSITION

In the event a student does not obtain a position for a co-op term and/or is denied participation in the EEP, they must submit a petition to the PSRC requesting an unemployment waiver.

This petition must be submitted by week 2 of the affected term to be considered.

The unemployment waiver petition must include the following:

- How many positions the student applied to (both UC-affiliated and non-affiliated)
- Evidence that the student made efforts to improve application materials (resume, portfolio, etc.)
- Evidence of other efforts made by the student to increase employment chances (interview practice, networking, attending workshops, etc.)
- Any special circumstances keeping the student from fully participating in the co-op job search
- Whether a student has previously been granted an unemployment waiver

The student's assigned Co-op Faculty will be asked to respond to the student petition and whether they found the student's job search participation satisfactory. The PSRC will consider this faculty response alongside the student's provided documentation.

A student who declined a reasonable co-op offer is not eligible for an unemployment waiver.

A student granted an unemployment waiver in a previous semester is not eligible for additional unemployment waiver(s). If the student feels an unemployment waiver is deserved due to extenuating circumstances, they may make a petition to the PSRC to be considered. The petition process for an additional unemployment waiver is the same as above.

If the student is denied an unemployment waiver or does not file a petition by the deadline, the student will be suspended from the Co-op Program.

Akin to a studio course, a co-op is a mandatory academic course. Inability to complete a co-op term as scheduled due to a denial of an unemployment waiver will necessitate a suspension from the co-op program. Missing a co-op term will have follow the same academic policies as failing or otherwise not completing a major-specific studio the student's degree program. See "Suspension" on page 48 for more details on program suspension.

If a student is found to be repeatedly unable to obtain a co-op position, their assigned Co-op Faculty may petition the PSRC to consider additional sanctions including dismissal from the co-op program.

6. REGISTERING FOR CO-OP

Cooperative Education is a full-time academic program at the University of Cincinnati. To maintain full time student status, a student must be registered with the University for each co-op semester prior to the start of the co-op term.

If a student participates in an approved co-op position working two consecutive semesters, the student must register for EACH semester. *(Note: working two semesters is not an option in all academic programs and is only permissible per the approved schedules permitting this combination.)*

Failure to register in the appropriate time frame can result in serious problems with student loans, health insurance coverage, or visa status.

The following steps should be completed to register for a co-op semester:

1. A student should register for co-op when their early registration appointment opens prior to their intended cooperative co-op semester as this will:
 - ii. Indicate their intention to be “seeking” a co-op position or EEP experience to both their Academic Advisor and assigned Co-op Faculty and
 - iii. Secure their full-time status for the upcoming semester. This COOP course is a zero-credit hour, full time course and corresponds to the students’ major, semester sequence of co-op, and program major.
2. Registration adheres to the University’s Open Enrollment schedule and closes on the fifteenth day of the co-op semester (weekend days are included in this count). Students who have secured a position but not registered within this window will be charged a late registration fee by the University. If an approved delay of the starting date for the co-op semester has been granted, the student MUST still register before the specified deadline.
3. A Co-op Fee (\$600 for undergraduate students, \$675 for graduate students) will be assessed to the student’s University account. It is the student’s responsibility to adhere to the University payment schedule to avoid late fees.
4. After securing a position, the student must notify their assigned Co-op Faculty and follow steps as indicated by the faculty member.

If a student is found to have failed or withdrawn from a major-specific course and will be suspended from their academic program, they will also be suspended from the Co-op Program (see “Suspension” on page 48). If the student has already registered for the COOP course, they will be removed. If the student has not yet registered, they will be blocked from doing so. In most cases, the student may continue their employment with the co-op employer but will not receive university credit for the experience.

7. NON-COMPLIANCE IN THE JOB SEARCH

If a student is not meeting the requirements outlined in Section X. 1–6 or any other job search requirement outlined by their assigned Co-op Faculty, this is defined as Non-Compliance.

A student will be issued a maximum of two (2) Non-Compliance Warnings during the job search before being recommended to the PSRC for consideration for sanctions. See “Program Sanctions” on page 47 for more information about possible sanctions.

If a faculty member deigns a student’s behavior as particularly egregious, they may skip issuing one or more Non-Compliance warnings and recommend the student to the PSRC.

D. The Co-op Semester

1. CONSIDERATIONS DURING THE CO-OP SEMESTER

a) Relocation & Housing

Transportation, relocation, and housing are the responsibility of the student, not the University, Co-op Faculty, or employer, and must be handled in such a way as not to interfere with starting and completing a co-op position.

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.

b) Verification of Full-Time Status

Cooperative Education is a full-time academic program at the University of Cincinnati. During co-op semesters, properly registered students maintain full-time student status. This status can be verified for student loan and health insurance purposes through the [Office of the Registrar](#).

A student who is granted a waiver will not maintain their full-time student status unless they are registered for other University courses that constitute full time student status.

c) State Residency

The student is responsible for all matters regarding state residency.

d) 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 co-op position.

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

Students receiving a Co-op Waiver through the PSRC are not registered and are not eligible for University Student Health Insurance.

The College of Cooperative Education and Professional Studies (CCPS) 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](#) at (513) 556-6868.

e) Financial Aid

Review information on the [Financial Aid website](#) 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-op rotation, if the co-op rotation changes, students should work with [One Stop \(onestop@uc.edu\)](mailto:onestop@uc.edu) or 513-556-1000) 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 your aid. Failure to register for a co-op semester can cause a loss of financial aid eligibility.

The College of Cooperative Education and Professional Studies (CCPS) is not involved in financial aid practices or policies and, therefore, will not assume responsibility for student issues with financial aid.

f) Scholarships

Students in the Cooperative Education Program are eligible to receive all university scholarships. There are differences in scholarships, so it is important to understand how your scholarship works. Visit the [UC Financial Aid website](#) for more information. Scholarship money is typically applied to academic semesters; however, it may vary depending on the scholarship. Contact [One Stop](#) or your sponsoring organization with questions: onestop@uc.edu or 513-556-1000

The College of Cooperative Education and Professional Studies (CCPS) is not involved in university-level scholarship practices or policies and, therefore, and will not assume responsibility for scholarship issues.

g) 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. While students may elect to take up to 6 CH of coursework outside of regular work hours during the co-op semester, they must follow all rules, regulations and procedures in doing so as required by their college. Students may not make a request of employer for modified hours for the purpose of participating in academic courses.

h) Unemployment Compensation

Students may not apply for unemployment compensation based upon periods of Cooperative Education employment.

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

i) University Resources Available While on Co-op

Even while you are off campus, your Co-op faculty is still available and wants to hear from you during your co-op or EEP. If you have any questions or concerns, please do not hesitate to reach out, as they are a resource to you before, during and after your experiential learning placement.

While on co-op, you are still considered a full-time UC student and have access to the below resources and services:

Accessibility Resources

Contact for academic accommodations or specialized services. Phone: 513-556-6823

Campus Recreation Center

Note: Access to the Campus Recreation Center while on co-op/internship requires a membership fee that is the same cost as the semester student fee for students. While on co-op you are not automatically charged all student fees as you are when taking a full semester of classes. Phone: 513- 556-0604

Counseling and Psychological Services (CAPS)

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 five 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 of concerns. 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.

NOTE: CAPS is only available to students who are physically in the state of Ohio while on co-op.

Student Affairs and Services

Student Affairs includes, for example, the African American Cultural and Resource Center (AACRC), Ethnic Programs and Services, LGBTQ Center, Women's Center, Student Activities and Leadership Development (SALD), and Student Wellness Center.

Title IX/Sexual Harassment/Misconduct

If you experience any kind of harassment or unfair treatment on the basis of race, color, religion, religious creed, gender, gender identity and expression, sexual orientation, age, pregnancy/parenting status, national origin, ancestry, genetics, disability or veteran status while employed, contact your assigned Cooperative Education Faculty or the Title IX office immediately. Even while you are not on campus, and as an employee in the workplace, you possess the same rights as an on-campus student.

Note: If you desire a higher level of confidentiality than talking with faculty or staff members on campus who are mandatory reporters (including Cooperative Education Faculty), there are confidential resources at UC, including professional counselors at CAPS and Women Helping Women Campus Advocates at the UC Women's Center.

International Services

Contact for cultural, work authorization and immigration services support. International students leaving the country must contact International Services in advance of their trip to update their I-20. International students preparing to participate in any curriculum-based work experience (co-op, internship, service learning, etc.) must submit and receive approval for their Work Authorization Request in iBearcatsGlobal prior to their first day of employment. Phone: 513-556- 4278

University Health Services

All UC students can receive medical attention regardless of insurance status. All registered students may be seen at University Health Services. In the case of medical assistance, your insurance will be charged, and the associated deductible and co-pays will apply. If you have UC's student health insurance, the visit will be covered 100% without a co-pay. If you do not have any insurance, you will be considered "self-pay" and can be seen for a fee at the time of service. Phone: 513-556-2564

Note: UC's student health insurance can be used anywhere in the US, so students on co-op outside of Cincinnati can continue to use it. You will be charged deductibles and co-pays for care, as with any outside insurance. If you are close enough to come to UHS for medical attention, you will not have to pay these associated costs.

Veterans Programs and Services

Connect with a variety of on-campus, local and national resources. For veterans navigating tuition costs and the GI Bill, VPS is a great resource as well. Phone: 513-556-6811

2. PARTICIPATION IN THE CO-OP SEMESTER

a) Assignments

Reflection is a critical component of learning through cooperative education. Throughout participation in the Cooperative Education Program, tools and assignments are provided to facilitate reflection and learning.

Assignments must be completed by the last day of the co-op work semester.

Failure to submit student assignments and complete any other required reflective assignments during the academic term will result in an incomplete "I" or "U/P" grade for the semester or semesters. Grades given by the College of Cooperative Education and Professional Studies (CCPS) for academic courses are a part of the official University grading system. All grades given by the College are recorded on the official grade report issued by the Office of the Registrar.

The Student Report is the primary assignment for each full-time co-op semester. This one document encompasses goal setting, mid-term evaluation, and self-reflection. The Student Report is substantial, and students should allow ample time for completion.

1) Student Report-Part 1

To start the co-op semester, students are to schedule a meeting with their workplace supervisor to set expectations and goals. In each semester, the student is to establish two goals and strategies to meet these goals, in collaboration with a workplace supervisor. Student learning

objectives support the cooperative education experience and assist both employer and student in achieving a positive and productive co-op semester. Learning objectives, or goals, along with a plan to meet the objectives, should be established during the first three weeks of the co-op semester.

At the mid-point and conclusion of the co-op semester, learning objectives are reviewed by the student and workplace supervisor.

2) Student Report-Part 2

At the mid-point of the semester, students again are required to meet with their workplace supervisor to discuss progress in the role as well as progress toward established goals. During the co-op semester, students increase their understanding of a particular topic as an exercise in self-directed learning.

3) Student Report-Part 3

The final component of the assignment is a self-assessment completed by the student to reflect upon professional, technical, and personal skills and learning. Reports prepared while still on the job are more comprehensive and thus of greater value to both the student and the assigned Co-op Faculty member than those prepared hurriedly and from memory later. The Student Report should be completed in its entirety during the final two weeks of the co-op semester.

4) Employer Report

All students are evaluated by their workplace supervisor each co-op semester using the Employer Report administered online by the College. 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 assigned Co-op Faculty member 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 failing grade, the student may not receive recognition of a completed co-op semester.

A reminder to complete this form is emailed to the supervisor each semester by CCPS. It is noted that during the registration process, a student denotes their workplace supervisor in the PAL system. The contact entered in this field is the individual who will be prompted to complete the Employer Report. During the semester, a student can log into the PAL system and change their supervisor. This should be done in the case of supervisor changes or to have day-to-day work activities properly evaluated.

b) Participation

Students are expected to adhere to the norms and expectations of their co-op workplaces. Participation at minimum requires:

- Working the co-op term dates (see "Cooperative Education Calendar" on page 28)
- Completing tasks as assigned by supervisors to the best of their ability
- Conducting oneself in accordance with the Cooperative Education Standards for Professional Conduct, see "Standards for Professional Conduct in the Cooperative Education Program" on page 27

c) Problems While on Co-op

While it is not typical, occasionally issues do arise while a student is on a co-op semester.

1) Employer Issues with Co-op Student

If an employer finds a student's work performance unsatisfactory, they are encouraged to discuss issues openly with the student and develop a plan for improvement. A student should contact their assigned Co-op Faculty as soon as they are made aware of performance issues. The Co-op Faculty may contact the employer to discuss a student's improvement plan. If the student is unable to meet the expectations as outlined by their workplace supervisor, the employer is within their rights to terminate a student's co-op term.

If there are reports from the employer to CCPS regarding behaviors that are in violation of the Student Code of Conduct, the Co-op Faculty member or other CCPS representative will report alleged behavior to the university within 10 days of notification of alleged issues. The best practice is for the Co-op Faculty member to host a meeting with both the student and the employer to discuss the alleged behavior prior to making the report.

2) Student Issues with Employer

If a student is having issues with their employer, they should contact their assigned Co-op Faculty as soon as possible to discuss the situation. The Co-op Faculty will make recommendations based on a discussion with the student, and at times the employer.

A student is not permitted to end a co-op term early due to interpersonal conflict, dislike of the environment, or dislike of the work duties.

If a student believes they are experiencing workplace harassment due to a protected status, they should discuss with their Co-op Faculty. In some situations, it may be necessary to notify the Title IX office, see "Equal Opportunity, Notice of Non-Discrimination / Title IX" on page 28.

3) Early Termination of a Co-op Position

Co-op students employed in the United States are considered at-will employees and may be terminated at any time, in accordance with an employer's policies.

i) Termination With Student Fault

If a student is terminated due to issues with performance, dishonesty, violation of policy, or other reasons within the student's control, they will receive an "F" for the co-op semester. The Co-op Faculty will submit a PSRC petition on behalf of the student to be considered for program sanctions.

ii) Termination Without Student Fault

Sometimes students must end their co-op term early due to a variety of factors outside of the student's control, such as company layoffs, restructures, etc. In these situations, a student should contact their Co-op Faculty as soon as possible.

4) Absences

i) Absence Due to Illness or Emergency

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 student's assigned Co-op Faculty member must also be advised if it seems likely that the absence will extend beyond one week.

Should an absence exceed three weeks of the co-op semester, the student must immediately contact their assigned Co-op Faculty member to determine if it will be possible to meet the Learning Outcomes for the semester. The student must complete and return the "Student Petition for Policy Exception" including on the form a detailed explanation of the reason for and dates of the absence.

ii) 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 obtaining the consent of their assigned Co-op Faculty member. The student observes only company holidays, not University holidays or vacations, during the co-op semester.

A student may request accommodation for religious holidays during a co-op semester as per the [University's Student Religious Accommodations for Courses Policy](#).

d) Work Tenure

Students enrolled in programs with 5 required co-op terms **are required to complete a minimum of 2 consecutive co-op semesters with an employer.**

Experience has shown that, in most cases, it is more advantageous for the student to try to progress within the organization of one employer than to change continually from one employer to another. Each time a student starts with a new employer, there is usually a period during which the student is being tested and the employer may be hesitant to give much responsibility. Additionally, co-op positions often become more interesting and carry greater responsibilities after a student has spent multiple semesters with the same organization.

It is the student's responsibility to request a second semester with a co-op employer. Students should make this request in the final weeks of their first co-op term. Students who are not invited for a second term should notify their Co-op Faculty as soon as possible.

If a student does not wish to complete a second semester with an employer, they must apply for a Policy Exception with the PSRC. See "Voluntary Change" on page 41.

Students may choose to complete more than two semesters with an employer if invited. This should be discussed with your Co-op Faculty.

E. Post Co-op Semester Requirements

Students are required to engage in post co-op semester requirements to receive a passing grade for their previous semester. Students must also complete all requirements to qualify for the job search for a new co-op position.

1. POST CO-OP REFLECTION

Reflection is a foundational component of experience-based learning and the co-op model. Students who are both “searching” and those who are returning or have otherwise secured a position for the upcoming term outside of the start of the job search timeline must adhere to all reflection requirements.

This may include but is not limited to:

- Individual or small group meetings
- Reflective assignments including the Co-op Student Report
- Creation of reflective artifacts as assigned

Reflection requirements will be clearly communicated by Co-op Faculty via their syllabi and other communications.

2. CHANGE OF EMPLOYER

a) Voluntary Change

If a student has completed fewer than two co-op semesters with a single employer and desires to change employers, the student must complete and submit a Policy Exception petition to the PSRC by the first week of the preceding academic semester in which the change is sought. This request must be approved prior to a student participating in job search activities. Prior to making decisions regarding changes in employment status, a student should contact the Cooperative Education Faculty.

Example: A student wishing to change employers for the upcoming Spring semester must turn in the completed form by the end first week of the Fall semester.

Changes in assignment are permitted but are not granted solely on a basis of student financial gains, personal commitments or assumed responsibilities. The reasons for desiring a change must be set forth in detail. A student **must not** initiate a discussion with an employer concerning the desire to change employers without the prior approval of their assigned Co-op Faculty member.

b) Involuntary Change

If a student is unable to return to the previous employer, the student must complete and submit a Policy Exception petition to the PSRC as the situation is known, but no later than the end of the first week of the academic semester preceding the co-op semester in which a new position is needed.

Example: A student needing a new position for the upcoming Spring semester must turn in the completed form by the end of the first week of the Fall semester.

Events could include, but are not limited to, layoffs, position or budget cuts, or employer reorganization.

3. GRADING

Grades given by the College of Cooperative Education and Professional Studies (CCPS) for academic courses are a part of the official University grading system. All grades given by the College are recorded on the official grade report issued by the Office of the Registrar.

Students will be assessed an in-progress grade at the end of their co-op term. If a student is on track with their co-op assignments (including the Student Report and others as assigned), they will be assigned an "SP". If the student has not completed co-op assignments in line with the due dates, they will be assigned a "UP".

Final grades will be assessed in the following semester after a student has met all post co-op reflection requirements.

A student who fails to complete co-op assignments may receive an "I" or "F" grade for the co-op term in question. A student may also receive a failing grade ("F") for failure to complete a co-op term, unsatisfactory performance during an EEP semester, and/or a participation violation. A failing grade for a co-op semester will result in program suspension, see "Suspension" on page 48.

XI. MILITARY OBLIGATIONS

Any student who is a member of, or who contemplates becoming a member of a military organization, including ROTC, should contact their assigned Cooperative Education Faculty immediately. The student should plan to meet with their assigned Cooperative Education Faculty to discuss military commitments in relation to participation in the Cooperative Education Program. It is the student's responsibility to understand the commitment requirements of both the military and Cooperative Education Program. Please see the following section detailing military obligations within the Cooperative Education Program.

A. Selective Service

Students participating in the Cooperative Education Program are classified as full-time students of the University of Cincinnati, so long as they are registered for each semester, including the co-op semester. See Verification of Full-time Status.

B. Non-ROTC Military Training

Students who are considering non-ROTC military training (Reserves, National Guard, etc.) should consult their assigned Cooperative Education Faculty immediately to determine how this will affect Cooperative Education participation.

C. Reserve Officers Training Corps (ROTC)

In keeping with University policy, students in the Cooperative Education 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 Cooperative Education 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 services offer Advanced or Two-year Programs for qualified students.

D. Student Responsibilities

Students enrolled in a ROTC program must contact their assigned Cooperative Education Faculty at the start of their sophomore year or upon enrollment in the Program to make the appropriate arrangements for the field training semester (a minimum of one semester advance notice is essential). If participation will prevent students from fulfilling the requirements of a standard co-op term, students have two options for their field training semesters, in relation to fulfilling their cooperative education requirement. These options are also available to students with other military obligations outside of the ROTC program.

1. PROFESSIONAL PRACTICE EEP

Military training experiences are often shorter than the standard co-op term but require an intensive time commitment that may fulfill the hours required by the Professional Practice EEP program. Students participating in military training/service experiences may receive cooperative education credit for these experiences if they meet the requirements of the Professional Practice EEP. Interested students should contact their assigned Cooperative Education Faculty for more details. See additional details on Professional Practice EEP requirements listed in this handbook.

2. MILITARY WAIVER

Students may submit a [Student Petition Form](#) for a Military Waiver to be reviewed by the Professional Standards Review Committee (PSRC). Students should submit proof of participation in a relevant program (a letter verifying participation from the organization with rough program dates is sufficient). Approval of this petition by the PSRC allows the student to waive the co-op term with no impact on progress toward their degree. Students should note that a waiver means that the student will not be registered for a co-op course during their waived semester, and this may impact full-time student status. If students meet all other cooperative education requirements of their major, this exception will not affect certification in the Cooperative Education Program. In the event a student can participate in the field training as a Professional Practice EEP experience or still complete a traditional co-op for the minimum number of weeks required by the co-op calendar, a petition is not necessary.

If necessary, Field Training does not occur during the student's final co-op semester, the student's assigned Cooperative Education Faculty will work with the student to attempt to arrange a leave of absence with the student's employer for the period of summer training. When job continuity is interrupted in this manner, it may not be possible for the student to be employed at the same position, by the same employer, or in the same industry in the next co-op semester.

XII. PROFESSIONAL STANDARDS REVIEW COMMITTEE (PSRC)

Charge

In order to maintain the standards of the University of Cincinnati and the DAAP Co-op Unit, as well as the best interests of the individual student education, the unit has established the Professional Standards Review Committee (PSRC).

Function

The PSRC reviews all matters pertaining to petitions of irregularity, conflict resolution, advanced standing, violations of program rules and keeps records of committee decisions. Additionally, any variance to an uninterrupted sequence of co-op semesters as a result of any activities, unemployment, or other events, including multiple instances of EEP, must be approved through petition to the CCPS DAAP PSRC. The CCPS DAAP Student Handbook shall serve as the primary governing document against which all PSRC cases shall be evaluated. All university policies including but not limited to the UC Student Code of Conduct shall also be considered in committee decisions.

Composition

The committee is comprised of three CCPS DAAP faculty members and one representative from the DAAP Student Affairs team. The three elected faculty members shall elect a chair from within. The DAAP Student Affairs representative will be recommended by DAAP Student Affairs leadership and approved by the CCPS DAAP Unit Head. The committee can request/seek out the expertise and perspectives of additional members when appropriate.

A faculty member who sits on the committee will recuse themselves from discussing petitions regarding their assigned students, except to provide relevant information as part of necessary committee procedures.

A. PSRC Cases

1. CO-OP SEMESTER WAIVERS

A co-op semester waiver is a release from the co-op requirement for one academic term. A waiver has no detrimental effect on the student's future participation in the Cooperative Education Program or projected date of graduation.

In the case that a student is unable to secure co-op employment or is unable to work due to temporary medical issues, a petition for a Co-op Semester Waiver is submitted for consideration to the committee.

A student who is granted a co-op semester waiver will not register for the co-op semester, and therefore will not continue their full-time student status unless they register for 12+ credit hours of other University courses.

A student may be granted one unemployment waiver per program.

2. POLICY EXCEPTIONS

A policy exception is utilized when a student requests an exemption from or change to any policy affecting the job search or co-op semester. If an exception is granted, it has no detrimental effect on a student's participation in the Cooperative Education Program, or projected date of graduation.

Common causes for a policy exception may include but are not limited to: starting a work semester late or leaving early due to extenuating circumstances, requesting a change of employer after one co-op term, participating in a second EEP or any other situation deemed outside the policy outlined in this handbook.

A policy exception petition is typically initiated by a student but could also be initiated by Co-op Faculty in certain circumstances.

3. POLICY VIOLATION

A policy violation is utilized when a student violates a program policy as outlined by this handbook. A policy violation may have a detrimental effect on a student's participation in the Cooperative Education Program, or projected date of graduation.

Common causes for a policy violation may include but is not limited to—changing employers without prior approval, dishonesty with faculty or employers, or failure to follow job search procedures as outlined by this handbook and/or Co-op Faculty. The committee will determine sanctions and impact on the student's program status based on provided documentation and the severity of the infraction.

A policy violation petition is typically initiated by a Co-op Faculty member. Students may submit their own petition in response to the faculty petition should they so choose.

4. PARTICIPATION VIOLATION

A participation violation is utilized when a student violates program policy during a co-op semester, resulting in the inability to complete the co-op semester as planned.

Common causes for a policy violation may include but is not limited to—failure to work the required number of weeks for no approved reason, quitting a co-op position without faculty approval, or being terminated with fault by a co-op employer. The committee will determine sanctions and impact on the student's program status based on provided documentation and the severity of the infraction.

A participation violation is likely to be paired with a failing grade from the assigned Co-op Faculty for the affected co-op term.

B. Petitioning

A petition refers to the presentation of information to the Committee paired with a type of case to be considered. In all cases, either or both the student's assigned Cooperative Education Faculty and the student may present the issues and relevant information to the PSRC via petition.

1. STUDENT PETITION

If a student desires to be considered for a Waiver or Policy Exception, it is most advisable for the student to submit the initial petition to the Committee. A student may also choose to submit a petition concurrently with a faculty member's petition in the case of a Policy or Participation Violation if they have relevant documentation pertinent to the outcomes of their case.

The following steps should be followed by a student presenting a case to the Committee:

- Gather all relevant documentation to support the request.
For Co-op Semester Waivers, this may be proof of medical care, job search efforts, or Study Abroad program enrollment.
For a Policy Exception, this may be documentation of circumstances, opportunities, etc.
For an Employer Change Request, this may be documentation of communication with the employer regarding inability to have the student return.
- [Follow the instructions on the petition form at this link](#). Complete the form as thoroughly as possible and provide all required information.

2. FACULTY PETITION

In the case of a Policy or Participation Violation, the faculty member should submit a petition to the Committee providing documentation of the situation and recommended sanctions. Faculty may also submit petitions for Waivers or Policy Exceptions on behalf of a student when appropriate.

The following steps should be followed by a faculty member presenting a case to the Committee:

- Gather all relevant documentation to support the request, if applicable. This could be communication records with a student or employer, program-specific policies, or records of interactions with a student.
- [Follow the instructions on the petition form at this link](#). Complete the form as thoroughly as possible and provide all required information.

3. APPEALS

In some cases, the student or Cooperative Education Faculty may feel that the Committee's decision is inappropriate or that the petition was not presented effectively. In such instances, the decision may be appealed. All appeals must be submitted within 30 days of receiving the decision being appealed.

The Appeals Committee consists of the PSRC Chair, the CCPS DAAP Unit Head, a DAAP representative, and optionally, a DAAP Student Tribunal member. The student and Co-op Faculty member are encouraged, but not required, to attend. Appeals decisions will be determined by a majority vote of the Appeals Committee.

Decisions made by the Appeals Committee are final and cannot be re-appealed.

C. PSRC Outcomes

The PSRC meets periodically throughout a given academic semester to review submitted petitions and make decisions on the outcomes. The PSRC will not convene during semester breaks.

1. DECISION NOTIFICATION

After a PSRC meeting, the PSRC Chair will document all committee decisions. The petitioning student and/or faculty will then be notified by a CCPS representative of the outcomes and any other relevant action items pertinent to the submitted case.

2. PROGRAM SANCTIONS

Students admitted to the Cooperative Education Program at the University of Cincinnati are responsible for knowing and complying with all institutional and College rules as outlined in this Handbook, the Student Code of Conduct, and program standards.

The University of Cincinnati's Student Code of Conduct applies to students in co-op positions and is available in Student Affairs and Services offices, student organization offices, College Deans' offices, and the Office of the University Ombuds.

Failure to meet these regulations and standards may result in sanctions by the Professional Standards Review Committee of the College of Cooperative Education and Professional Studies (CCPS), including Warning, Probation, Suspension, and Dismissal. These sanctions are particularly serious for DAAP students in mandatory co-op programs and may delay their graduation.

a) Warning

A warning is an official notification to the student that their behavior has been unacceptable. Any further misconduct may result in a more severe sanction.

The PSRC will keep a record of all warnings granted for the remainder of the student's program.

b) Probation

Probation is an official notification to the student that his or her behavior has been unacceptable and warrants remediation. This sanction is in effect for a specified period as determined by the Professional Standards Review Committee.

After receiving notice of probation, it is the responsibility of the student to confer with their assigned Co-op Faculty member to discuss any questions concerning the probation and to plan an appropriate course of action to avoid further difficulties. At the end of the specified probation period, the PSRC Chair will confer with the student's assigned Co-op Faculty member to determine whether the terms of the probation have been met.

Failure to comply with probation terms or any further misconduct on the student's part during the probation period may result in suspension or dismissal from the Cooperative Education Program.

c) Suspension

Suspension prohibits the student from participating in the Cooperative Education Program of the University of Cincinnati for a specified period. A suspension period does not typically exceed one calendar year. The Professional Standards Review Committee will determine the effective beginning and ending dates of the suspension.

In most cases, suspension from the Cooperative Education program will result in inability to progress in a student's degree program for the suspension period.

A student who is suspended while completing an EEP semester will not be eligible to participate in the EEP. If a student is suspended after being granted a waiver, the waiver will not be counted towards their program and the student will be eligible for another in the future should the need arise.

If a student is prevented from progressing in their major-specific coursework as per the [DAAP Program Handbook](#) or other degree program-specific policies, they will be ineligible to participate in the Cooperative Education program and be considered Suspended from the Cooperative Education program until a passing grade for that course has been recorded. Students who receive an "I" grade in a major-specific studio course will also be suspended from the Cooperative Education program until a passing grade for the course has been recorded. In this case, if a suspended student has not secured a position for the upcoming co-op term, they will be removed from the job search and prevented from registering for the COOP course. If the student has secured a position for the upcoming co-op term, they may continue employment in this position and complete the COOP course, but will not be eligible to re-take the COOP course when they rejoin their academic program.

Suspension requires that the student petition for readmission to the program. Suspended students will be notified in writing as to the rationale for the action and when they will be eligible to apply for readmission into the Cooperative Education Program. Once readmitted into the program, if the student then later fails to comply with Program policy, this will normally result in dismissal.

d) Dismissal

Dismissal prohibits the student from ever participating in the Cooperative Education Program of the University of Cincinnati. In cases of serious misconduct, a student may be dismissed without any previous disciplinary action by the Professional Standards Review 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 readmission to the Program is normally not permitted.

