

Civil and Environmental Engineering Cooperative Education Guidelines for CP 397/497

1. A maximum of 3 credits of CP 497 (the CEE section only) may be used to meet BSCE degree requirements as a CEE department approved elective. To be eligible to sign up for CP 497, the student must have completed the following CEE courses with a “C” or better: CEE 326 or CEE 353, CEE 336, CEE 346, and CEE 316. Students not meeting this requirement may enroll in CP 397, but credits will not count toward meeting degree requirements.
2. A student must get approval from the department co-op coordinator before enrolling in co-op for academic credit. The student must enroll in CP 397 or 497 before the semester or summer session in which the student wishes to do the co-op. Credit will not be granted retroactively for a work experience.
3. Co-op requires an off-campus experience. You cannot do a co-op on campus.
4. Students work minimum of 45 clock hours of equivalent work per credit hour.
5. The department co-op coordinator will be responsible for administering the course in accordance with approved department and university policy. All CP offerings will be in alignment with the academic calendar, specifically semester start and end dates.
6. Approval by the department co-op coordinator requires that the student have a letter from the co-op employer stating:
 - a. The dates of employment,
 - b. The nature of the work that is related to the student’s academic program, and
 - c. The employer’s statement that the work will be completed during the given semester or summer session.
7. Students must submit bi-weekly reports and a formal report to the department co-op coordinator along with the employer’s evaluation of their work by the end of the semester or summer session during which the student is enrolled in CP 397/497. All work must be submitted through D2L.
8. Students will earn grades based on the co-op plan (5%), employment letter (5%), bi-weekly journal entries (30%), final report (40%), and the employer’s evaluation (20%).