

# **COOPERATIVE EDUCATION GUIDELINES**

CMCET 200,  
CMCET 300,  
CMCET 400,  
and EST 400

PITTSBURG STATE UNIVERSITY  
SCHOOL OF CONSTRUCTION  
W223 KTC  
(620) 235-6555  
Fax (620) 235-6558

**PITTSBURG STATE UNIVERSITY**  
**School of Construction**  
**Cooperative Education Guidelines**

**PROGRAM DESCRIPTION**

The Cooperative Education Program associated with the School of Construction is based on alternating periods of academic study and work experience for students. The CO-OP program offers student an opportunity to broaden their university education through quality work experience and practical learning experiences. The CO-OP program provides an opportunity for participating industries to develop and evaluate future members of the Engineering Technology community.

**PROGRAM GUIDELINES**

1. Students should be currently enrolled at Pittsburg State University. An intent to participate in the CO-OP program is normally made during the Sophomore year.
2. Student CO-OP assignments are determined based on interview with participating industries. Your part-time job or summer employment may qualify for the CO-OP program if it is directly related to your major.
3. A CO-OP assignment may not be available for every student. Continued employment with participating industries is not guaranteed.
4. Students must meet all employment standards of participating industries.
5. Work assignments are determined by participating industries based on their needs and the student's background.
6. University enrollment is maintained during the CO-OP assignment through enrollment in CM CET 200, 300, or 400 Cooperative Education. A six hour enrollment is equivalent to a 40 hour week. Work period starting and ending dates are expected to be similar to the semester starting and ending dates. Student should get one hour credit for every three weeks work.
7. Participating industries and student are expected to enter into a written agreement regarding work period dates, work assignments and salary. See Cooperative Education Agreement form.
8. Employers are required to evaluate a student's performance at the end of each CO-OP assignment. The evaluation form to do this will be sent directly to the employer at the address provided.
9. Students are required to evaluate their work experience at the end of each CO-OP assignment. The evaluation form to do this will be sent to the student.

**PITTSBURG STATE UNIVERSITY**  
**School of Construction**  
**CO-OP REPORT GUIDELINES**

The Cooperative Education Final Report should conform to the following guidelines:

1. All reports should be typed double-spaced, with 1 inch margins.
2. Proper grammar and correct spelling should be used.
3. The report should not contain any classified or proprietary information.
4. Each report should be 2-3 pages in length.
5. The report should detail your accomplishments with the company up to the date of the report.
6. The report may contain a short history of the company.
7. Figures and photographs may be included in the report where appropriate.
8. Use of, or reference to, other publications should be properly noted (cited).
9. A cover letter is required for the report.
10. An evaluation form will be sent to you that must be completed.
11. Return the completed report and evaluation form to:

Pittsburg State University  
School of Construction  
W223 Kansas Technology Center  
CO-OP Program  
Pittsburg, KS 66762

**PITTSBURG STATE UNIVERSITY**  
**School of Construction**  
**CO-OP Student Information Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Student ID#: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_  
Major: \_\_\_\_\_ GPA: \_\_\_\_\_  
Total # Hours Completed: \_\_\_\_\_ Total # Hours Currently Enrolled in: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
\_\_\_\_\_ Telephone: \_\_\_\_\_  
Address During CO-OP: \_\_\_\_\_  
\_\_\_\_\_ cell #: \_\_\_\_\_

List all Colleges and Universities attended, including Pittsburg State University:  
Name of School: \_\_\_\_\_ Dates Attended: \_\_\_\_\_ Major: \_\_\_\_\_ GPA: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all part-time and full-time employment:  
Company: \_\_\_\_\_ Position Held: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any special interests and abilities you may have:  
\_\_\_\_\_  
\_\_\_\_\_

Personal References:  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you know a company that will accept you as a Cooperative Education Student?  
 Yes  No If yes, provide the following information:  
Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

I intend to enroll in Cooperative Education:  CMCET 200  CMCET 300  CMCET 400  
 EST 400  
for 3/6 credit hours (CIRCLE ONE) during the \_\_\_\_\_ / \_\_\_\_\_ semester.  
semester year

Signed: \_\_\_\_\_

# Cooperative Education Agreement

## **Company Agreement:**

**This is to certify that** \_\_\_\_\_ is employed as a Cooperative Education student and is assigned the title of \_\_\_\_\_. The rate of pay will be \$\_\_\_\_\_ per \_\_\_\_\_. During the employment period, the student will be involved in the following activities:

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Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Company: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_

## **Student Agreement:**

**I, the undersigned, agree to work for the company named above as my Cooperative Education assignment, in accordance with the regulations of the Cooperative Education Guidelines.**

**I also agree to accept the rate of pay stated.**

**I understand that this agreement becomes effective upon my acceptance of the position offered, approval by the faculty, and enrollment in CMCE 200, 300, or 400 or EST 400 Cooperative Education at Pittsburg State University.**

Signed: \_\_\_\_\_ Phone: \_\_\_\_\_

## **Department Approval:**

The School of Construction faculty approves this Cooperative Education site as one meeting the criteria as stated in the Cooperative Education Guidelines.

Signed: \_\_\_\_\_  
Departmental Chairperson

\_\_\_\_\_  
Major Advisor