

## Co-op Instructions

Students receive 2 credits of UN3002 from the Career Center, and 1 credit of HU4060 when they complete a co-op. Faculty supervise students on co-op, providing support, making sure the work is STC work, and assigning readings that are relevant to the student's co-op work. Together, the student and faculty member write a brief description and contract of what the student will do. They decide how the student will earn the HU credit of the co-op (similar to an independent study). At the end of the co-op, a final report is submitted to the department and to Career Services.

### Student to do list

*Once you have found a co-op opportunity that meets the goals of the program, you will work with a faculty member to design the HU workshop portion of your co-op. This person serves as your co-op director.*

#### Getting Started

1. Find a faculty member who will direct your co-op.
2. Write up a description of your co-op and a contract describing your one credit of humanities.
3. Go to Career Services to register for 2 credits of UN3002.
4. Familiarize yourself with the Career Services Co-op procedures.  
<http://www.career.mtu.edu/coop/registered.php>
5. Pick up HU4060 paperwork from your director; submit one copy to the registrar and one to Sue Niemi in the HU office.

#### Staying on track

1. Send weekly work logs to your director.
2. Establish contact with a workplace co-op mentor/supervisor.
3. Work 40 hrs per week for 12 weeks.
4. Stay on top of co-op reports (middle and end of project) Here is the link to all the forms you must submit:  
<http://www.career.mtu.edu/coop/forms.php>

#### Finishing up

1. Submit your final report with work sample to Career Services and to your co-op director.
2. Ask your workplace mentor/supervisor to submit a final performance evaluation.
3. Complete all expectations that you and your co-op director have agreed on.

### Faculty to do list

*In directing students on co-op, please follow these simple guidelines to keep it manageable for you and the student.*

#### Getting Started

1. Meet with the student to determine whether or not the co-op is recognizable as STC work.
2. Name and describe the project paying attention to the HU portion of the co-op.
3. Write a short contract (expectations, readings, weekly work log submissions, etc). Give one copy to student, keep a copy, and file a copy with the STC Director.

4. Contact Jean Blanning to get a section number for HU4060.
5. Give student paperwork: two copies of registration form.

### **Staying on Track**

1. Assign readings.
2. Follow your contract .
3. Receive weekly work logs by email.
4. Adjust expectations if necessary.

### **Finishing up**

1. Receive one copy of the final co-op report; file with STC Director.
2. Check contract to be sure all expectations are fulfilled.
3. Assign a final grade for 1 cr of HU4060.