

**Michael F. Price College of Business  
University of Oklahoma**

**Cooperative Education Employment Opportunity  
(Co-Op) PROGRAM**

**Definition**

Cooperative Education Employment Opportunity (Co-Op) at the University of Oklahoma, Michael F. Price College of Business is defined as a paid study related work experience. The Co-Op provides the student with the opportunity to work in positions related to their field of study and to gain valuable professional experience while enhancing their academic career. Generally, a student will not be enrolled in more than three credit hours (BAD 3700, Section 015) during the semester and will complete the minimum 320 hours required at the approved Co-Op site.

Employers who establish Co-Op programs usually perceive the process as a long-range recruiting program for college graduates. The student will work in one or more of the following plans:

1. Alternate periods of work with periods of study until graduation
2. Full semester: Work during one semester only

**Guidelines for Receiving Academic Credit**

The following are the minimum qualifications required to participate in the Michael F. Price College of Business Cooperative Education Employment Opportunity Program:

1. College of Business Administration students wishing to participate in an official Cooperative Education Employment Opportunity (Co-Op) must be officially registered with the University of Oklahoma Career Services and have a cooperative education application and an official or unofficial copy of their transcript on file with the Cooperative Education Coordinator, Career Services. It is recommended that you begin the process to earn academic credit, at the minimum, one full semester prior to the semester you plan to begin your Co-Op.
2. Only junior or senior students with a declared major in the Michael F. Price College of Business and who are in good academic standing with the University of Oklahoma (have a minimum 2.50 overall University of Oklahoma retention grade point average) are eligible to file an application. The student must have completed at least **12** hours at the University of Oklahoma at the time the application process is begun.
3. The work experience should be related to the student's field of study or individual career interests and should enhance the educational experience and the students must

- have at least **12** hours remaining in the program of study and agree to return to the University to complete their degree.
4. The position must be a paid position with a minimum of **320** hours of supervised work during the semester.
  5. Company job descriptions and learning contracts must be reviewed and approved in advance jointly by the Co-Op Coordinator, Steed School of Accounting, Michael F. Price College of Business, and the University of Oklahoma Cooperative Education Coordinator, Career Services.
  6. Students may receive from one to three credit hours based on the requirements of the Co-Op as outlined in the job description. These hours can be used as an upper division business elective or as an upper division elective. A Co-Op or a Co-Op/Internship combination **may not exceed** three hours of college credit. Co-Op credit **may not** be used in the major.
  7. The approved grade for a Co-Op is either an S or U and will be assigned by the Co-Op Coordinator upon receipt and review of the Summary Report, Employer's Evaluation and Student's Evaluation, as required by Career Services, as well as the bi-weekly journals described below.
  8. The company offering the Co-Op experience must be willing to execute the Intern/Practicum Agreement with the University of Oklahoma and the student must be willing to execute the Intern/Practicum Experience Agreement (Student Acknowledgement and Release) not later than the final day to register or add a course, as designated by the campus calendar.

### **Goals of the Program**

1. To provide students with practical job experience as part of their formal degree program.
2. To enable the student to make an orderly transition from school to work in a supervised and controlled setting.
3. To help students understand the reality of certain careers.
4. To assist students in developing interpersonal skills, understandings and attitudes involving relationships with other employees and supervisors.
5. To assist students in understanding the importance of being able to follow directions and to accept supervision.

6. To emphasize the importance of effective behavior such as appearance, promptness and dependability.
7. To develop proficiency in judgment and decision-making situations.
8. To provide students with an opportunity to understand the function of organizations, including the roles and interactions between management, government and the operating environment.

### **The University's Role – Career Services**

1. Identify and define Co-Op opportunities.
2. Advertise Co-Op opportunities.
3. Orient and introduce the company to the purpose and objectives of the Co-Op program.
4. Coordinate activities between the University and the employer.
5. Review with the Coordinator of Applied Business Programs, College of Business, all job descriptions and learning contracts to ensure that they comply with the academic requirements of the University.
6. Receive and forward copies of all Co-Op applications (Accounting majors) to: Steed School of Accounting, Internship/Co-Op Coordinator, for approval.
7. Receive and forward all student evaluations to the Co-Op Coordinator.

### **The Employer's Role/Duties**

1. The company offering the Co-Op experience must be willing to execute the Internship/Practicum Agreement with the University of Oklahoma no later than the final day to register or add a course as designated by the campus calendar.
2. Complete "Description of Co-Op Position" which is made a part of the application packet.
3. Orient the student intern to the company's structure and operations as well as to the company's policies and procedures regarding appropriate dress, office hours and applicable leave policies.
4. Employ the student in activities, which provide him/her with an educational experience beyond that which they would normally receive from simply holding a

- part-time or full-time job for the same length of time. This could be accomplished in several ways, including (but not limited to) job rotation, providing exposure to several different aspects of the firm's operation, systematically increasing the responsibility/authority/accountability of the intern over the course of the experience or, after an initial period of orientation and training, assigning the intern projects which she/he is expected to complete and for which she/he will be primarily responsible.
5. Provide the student with adequate resources necessary to accomplish job objectives.
  6. Assign and supervise the completion of tasks and responsibilities that are consistent with the student intern's role in the company.
  7. Consult with the Co-Op Coordinator in the event that the supervisor becomes aware of personal, communication or other problems that are disrupting the student intern's learning and performance.
  8. Supervisors are encouraged to review the student's journals and to add their reflections, comments and evaluations in order to provide feedback to the student. This feedback will enhance the educational value of the student's experience.
  9. Submit an evaluation on the student job performance at the conclusion of the Co-Op.

### **The Student's Role/Duties**

1. Complete Co-Op application with Career Services.
2. Secure permission from the Co-Op Coordinator, Steed School of Accounting, to enroll in BAD 3700, Section 015. Student must be enrolled in BAD 3700-015 prior to the first day of the internship.
3. Execute Memorandum of Understanding, Attachment A "Student Acknowledgement and Release".
4. Adhere to company work hours, policies, procedures and rules governing professional staff behavior. Student must also adhere to company policies governing the observation of confidentiality and handling of confidential information.
5. Maintain professional relationships with company employees, customers, etc.
6. Utilize a courteous, enthusiastic, open-minded approach to policies and procedures within the profession.

7. Be consistent and punctual in the submission of all work assignments to your supervisor and the Co-Op Coordinator.
8. Ask for assistance if necessary. Your supervisor would rather spend time now to make sure something is done right than do it over in the future.
9. Ask for feedback. Constructive criticism allows you to modify or change behavior/performance for the most productive use of your Co-Op.
10. Bi-weekly journal reports will document the activities engaged in on the job. The bi-weekly journal reports should detail work assignments and tasks performed giving a brief description of the client (e.g., industry, size); the nature of the work (e.g., audited fixed assets; consulted w/clients regarding internal controls; researched tax treatment of potential reincorporation) and approximate times. It should also comment on specific problems and challenges encountered and how they were analyzed and resolved. The bi-weekly journals, will be submitted to the Faculty Advisor/Co-Op Coordinator, Steed School of Accounting, every two weeks. This may be accomplished via e-mail to: ([jnelson@ou.edu](mailto:jnelson@ou.edu)).
11. Submit a summary paper (five-to-ten pages, double-spaced, typed) covering his/her Co-Op experience to the coordinator at the completion of the Co-Op. The paper should describe in detail the knowledge and skills acquired through the Co-Op, how the Co-Op experience related to and enhanced your coursework, and what insight it provided regarding your field and career. The nature of the paper and its scope is further described in the Career Services Co-Op Placement Packet. The paper is due on the last day of classes of the school term, in which the credit is given. The Final Summary Report may be submitted electronically to: [jnelson@ou.edu](mailto:jnelson@ou.edu).
12. Submit the Employer's Evaluation Form to the Co-Op Coordinator. This final evaluation will be due on the last day of classes of the school term in which the credit is to be given.
13. Submit the Student Internship Site Evaluation form of the Co-Op to the Co-Op Coordinator. The final evaluation is due at the same time the summary paper is submitted.