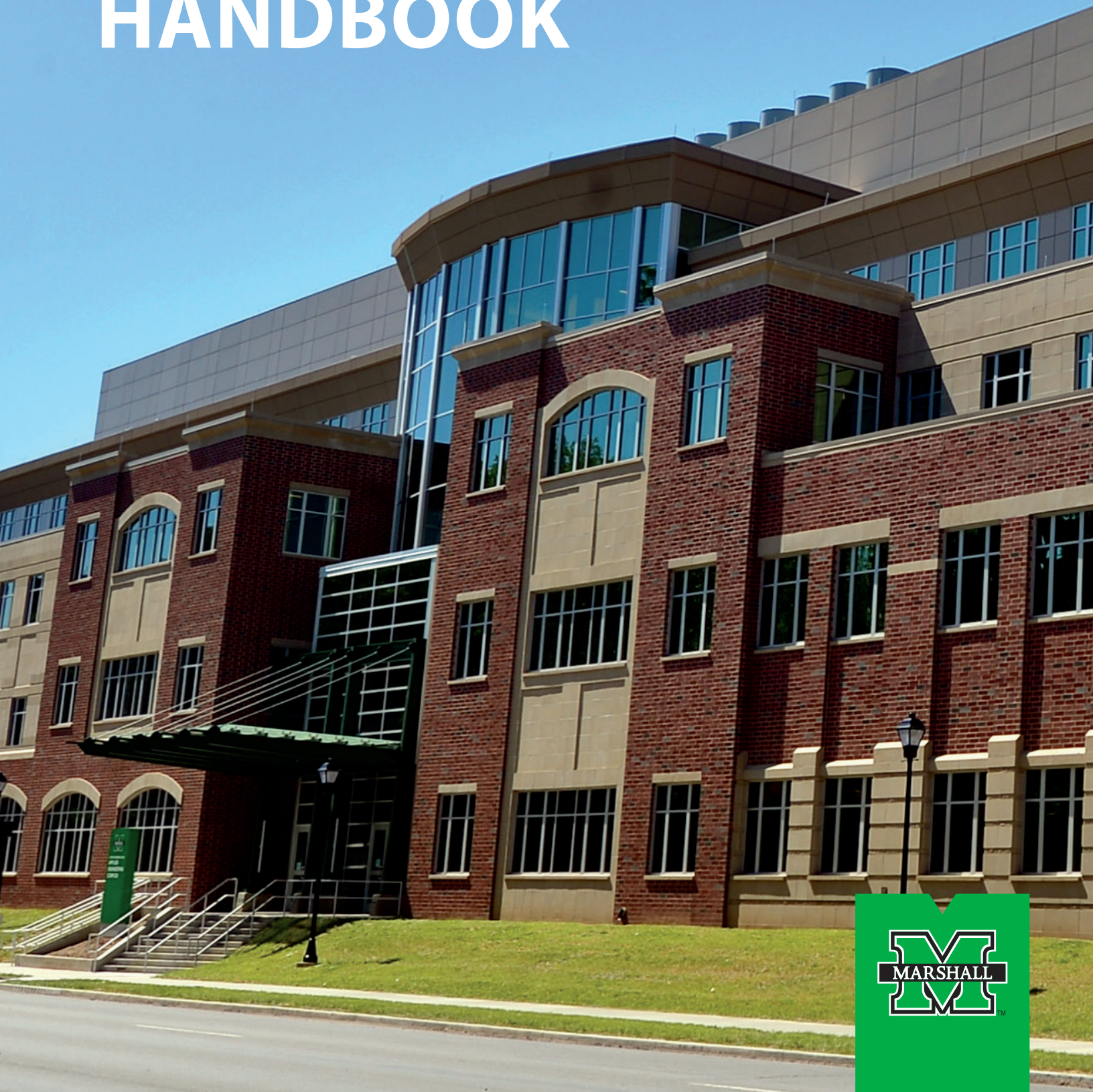


MARSHALL UNIVERSITY

College of Engineering and Computer Sciences

CO-OP HANDBOOK



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INTRODUCTION

Marshall University (MU) is a historic, public university located in Huntington, West Virginia with an additional campus in South Charleston, West Virginia. There is a total student population of over 13,000 students with approximately 9,500 undergraduates and nearly 4,000 graduate students.

Located at the Huntington campus of Marshall University, there is the Arthur Weisberg Family Applied Engineering Complex which is a state-of-the-art facility that houses the College of Engineering and Computer Sciences (CECS). Although CECS is dedicated to delivering quality programming for both undergraduate and graduate students in the STEM fields, there is a growing need for actual work experience in the STEM fields for graduates. Thus, the development of cooperative programs is necessary for STEM students to stay competitive with graduates from other universities.

There are many Partner Employers (local, national, and international) that could potentially participate with Co-op for MU CECS. The goal is to provide all students the opportunity to connect with industry. Currently, there are 512 undergraduates and 108 graduate students enrolled in the MU CECS Programs (May 2020).

Co-op will be offered in the College of Engineering and Computer Sciences (CECS) based upon the following policies, procedures, and guidelines. These opportunities allow students to integrate academics into a professional setting.



MISSION OF CECS

- » CECS will be a recognized leader in practice-oriented teaching and applied research.
- » CECS is committed to serve the lifelong educational needs of students, new graduates, working professionals, and employees.
- » CECS builds on combined traditions of student-focused education, entrepreneurship, funded research, and service emphasis.
- » CECS provides education when and where needed, incorporating technology-enhanced methods, by full-time, dedicated faculty complemented by expert adjunct faculty from industry and government.

BENEFITS OF CO-OP

- » Combining academic knowledge with industry skill
- » Determining if goals align with degree
- » Becoming a marketable employee in a competitive workplace
- » Building relationships with potential employers

MU CECS BS PROGRAMS

Marshall University College of Engineering and Computer Sciences (CECS)	
DEPARTMENT	BS PROGRAMS
Computer Sciences & Electrical Engineering	Computer Science
	Computer & Information Security
	Electrical and Computer Engineering
Mechanical Engineering	Mechanical Engineering
Civil Engineering	Engineering (emphasis on Civil)
Biomedical Engineering	Biomedical Engineering
Applied Science and Technology	Safety Technology

Co-op is available for the all MU CECS BS Programs

CO-OP

Co-op is a full-time, paid work experience for undergraduate students. This is a CR/NC option that will be indicated on the student's transcript and a certificate will be awarded. A minimum of two semesters (either Summer I/Fall or Spring/Summer I) must be completed to obtain a certificate with a maximum of four semesters. Experience may be with the same employer or multiple employers. The Registrar/Financial Aid Office will be notified for the student to retain full-time status for financial aid or student housing to remain in effect if needed.



REGISTERING FOR CO-OP

Upon approval of the application, accepting an offer of employment, and signing the Student Agreement, the Co-op Coordinator will give permission for the student to register for one of the following undergraduate courses: ENGR 350 (Engineering Co-op), CS 350 (Computer Science Co-op), or SFT 350 (Safety Technology Co-op).

PAY

Ultimately the employer sets the pay, but we recommend a compensation of at least \$15/hr.

OPTIONAL OR MANDATORY

Co-ops are optional for MU CECS undergraduate students at the present time.

REQUIREMENTS

- » GPA 2.0 Undergraduate
- » Academic and Disciplinary Issues Resolved
- » No Financial Holds
- » Matriculated (established program/major)
- » Documentation of Co-op Application with Co-op Coordinator Approval
- » Pass Orientation Class (ENGR 217)
- » Must be Junior or Senior Status in their Program to Participate (May apply Sophomore year.)
- » Satisfactory Progress Toward Degree
- » Complete any Employment Screenings
- » Last Semester Should Not Be Co-op

ADVISORS

Advisors are available to meet with students in addition to the Co-op Coordinator. Co-op Advisors will help ensure students are targeting the Employer Partners that will give them the best experience.

ORIENTATION COURSE

The required orientation to Co-op is available through ENGR 217 (1CH). The course shall include:

- » Understanding the Co-op program/requirements
- » Identifying job search strategies
- » Developing a resume
- » Tailoring the cover letter
- » *LinkedIn/Handshake*
- » Researching employers
- » Enhancing interviewing skills
- » Securing Co-op placements

STUDENT RESPONSIBILITY FOR FINDING A PLACEMENT

Although it is required that the student secures employment for the work placement, the Co-op Coordinator will assist with recommendations. The placement must be within the major of the student.

Before the Search

- » Determine workplace preferences
- » Prepare application materials
 - Resume/CV
 - Cover Letter
 - References
- » Practice interview techniques/ mock interview
- » Consider social media information that can be viewed
- » Have a professional voicemail and social media

The Search

- » Register with *Handshake*
- » Explore job postings
- » Let friends/family/instructors know of the search
- » Participate in career fairs

- » Contact potential employers
- » Meet with Co-op Coordinator

Applying for a Position

- » Tailor your resume and cover letter to the company
- » Keep detailed records of all contacts including dates
- » Research company
- » Respond promptly to all contacts

Interviewing for the Position

Have specific questions to ask the interviews such as positions available, whether the opportunity exists for permanent employment, what activities the experience will include, and when a decision will be made.

It is okay to ask if it is a paid experience, but do not discuss salary until the offer is made.

After the Interview

Contact should be made within 24 hours following the interview thanking the employer for the opportunity for consideration

Negotiating the Offer

Do not negotiate the offer (job, salary, hours) made by the employer for Co-op. The decision whether to accept the offer is up to the student.

Regular employment may be offered following the work experience.

Accepting the Offer

Once the student accepts a position verbally, electronically, or in writing, he/she must notify the Co-op Coordinator of acceptance through the Student Agreement form. The student must inform other employers that employment has been accepted elsewhere. A student may not accept more than one job offer, and other interview requests must be declined.

WORK LOCATIONS

Co-op opportunities can go beyond the local area with possible relocation.

HOUSING

Employers may aid with travel and/or housing during the work experience for outside Huntington, West Virginia, but it is the ultimate responsibility of the student.

TRANSFER STUDENTS

Transfer students from other universities must meet the same requirements in their major's Co-op program as non-transfers and must complete at least one semester of classes before participation in a work experience.

INTERNATIONAL WORK EXPERIENCE

International travel is pending government restrictions at present but will be implemented with expansion of the program.

EMPLOYER REQUEST FOR SPEAKING ENGAGEMENTS

Employers may request to provide speaking engagements to explain opportunities to students with a (2) month notice to Marshall University

COLLABORATIVE AGREEMENTS WITH INDUSTRY

Employers are required to obtain collaborative agreements with Marshall University regarding Co-op (Employer Partnership Agreement)

CAREER FAIRS

Marshall University's Career Services provides Career Fairs/Expos for students and employers periodically

STEPS IN THE HIRING PROCESS FOR THE EMPLOYER

1. Post the job(s) with Handshake.
2. Students apply or otherwise indicate their interest through Handshake/Co-op Coordinator
3. Review resumes and choose whom you want to interview
4. Schedule interviews. There are two options:
 - a. Contact students directly to schedule interviews at your location, on campus, by phone, or by video (such as Zoom, Skype, etc.)
 - b. On-campus interviews for the employer/student(s). Contact Tanner Drown, Co-op Coordinator, drown12@marshall.edu
5. Conduct interviews and select your top candidate(s)
6. Make offer(s)
7. Set a start date

****An Employer Partner Agreement must be on file with Marshall University.****

ADDITIONAL COURSES TAKEN DURING EXPERIENTIAL LEARNING

Students may obtain permission to take additional courses not to exceed 6 credit hours. The Request for Additional Courses must be approved.

STUDENT REPORTS

All forms/reports are to be sent to the Co-op Coordinator, Tanner Drown, via e-mail to drown12@marshall.edu by 11:59 p.m. on the date of the deadline.

Work Experience Goals

Students will be required to submit their goals (minimum of 3) for the work experience within 10 days of receiving Co-op approval.



Work Report

Students will be required to submit proof that hours were worked for the Co-op and will be due to the Co-op Coordinator on the first of each month. The supervisor must verify the hours were completed with a signature. In addition, students must write a one to two-page reflection on knowledge/skills obtained, challenges, and how experience related to coursework. Students should be mindful of confidentiality and not disclose specific information that should not be included (employer may provide a nondisclosure form).

Final Evaluation

Students will be required to submit a final evaluation by Wednesday the week of finals.

EMPLOYER FINAL REPORT

The employer will be required to submit a final evaluation by Wednesday the week of finals.

STUDENT CODE OF CONDUCT AND STUDENT AGREEMENT

Students are expected to act in a professional manner and follow Marshall University's Student Code of Conduct and Co-op Student Agreement.

FAILURE TO COMPLETE ASSIGNMENT

The Co-op Coordinator must be contacted immediately if there is any reason that the assignment will not be completed. There could be a lay off because of an economic situation or a termination for performance issues. Changing employers may be considered (but not guaranteed) depending on the situation.

EMPLOYMENT ISSUES

Although the student will be an employee of the industry, policies of the Marshall University should be recognized.

Employment Checks

Students will comply with any pre-employment/employment checks as required by the employer.

Identification/Work Eligibility

Students are required to verify both eligibility and identity by completing an I-9 form provided by the employer for paid employment. All students, including international students, must have a Social Security number from the U.S. Social Security Administration, or have a pending application for the same, before working. A W-4 form must be filled

with the employer prior to beginning work. International students are also required to pay federal and state taxes.

Equal Opportunity/Title IX

It is the policy of Marshall University to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, religion, age, disability, national origin, or sexual orientation. This nondiscrimination policy also applies to all programs and activities covered under Title IX, which prohibits sex discrimination in higher education.

The University ensures equality of opportunity and treatment in all areas related to student admissions, instructions, employment, placement, accommodations, financial assistance programs, and other services. Marshall University also neither affiliates with nor grants recognition to any individual, group or organization having policies that discriminate based on race, color, sex, religion, age, disability, national origin, or sexual orientation. Even while not on campus, and as an employee in the workplace, students possess the same rights as an on-campus student. Students are expected to report any issues with the Co-op Coordinator. Further, the University is committed to the ideals of inclusion for students, faculty, and staff and whenever appropriate, will take affirmative steps to enhance diversity.

Sexual Harassment

Sexual Harassment, a form of sex discrimination, is illegal and against the policies of the University. Sexual Harassment involves:

- (a) making unwelcome sexual advances or requests for sexual

favours or other verbal or physical conduct of a sexual nature a condition of employment or education, or

- (b) making submission to or rejection of such conduct the basis for employment or educational decisions, or
- (c) creating an intimidating, offensive or hostile environment by such conduct.

Students should report incidents of discrimination, harassment, or retaliation while participating with experiential learning to the Co-op Coordinator.

Disabilities

Marshall University is committed to providing equal opportunity and access to all programs, services, and activities for students with disabilities.

Federal and State Laws/Fair Labor Standards

In general, labor laws treat the Co-op student as an employee. Thus, the Fair Labor Standards Act's age requirements for hazardous occupations; occupational health and safety regulations; and provisions for wages, hours, and overtime pay; will generally apply unless the Co-op employee's position is one that, by its nature, is exempt under the FLSA. For more information, please visit: Department of Labor Fact Sheet #71 available at: <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

Independent Contracting/Consultant

Marshall University does not grant Co-op credit for work performed as a consultant or an independent contractor. Such supervision is inconsistent with consultant/independent contractor status. Students should receive a W2 form (not a 1099) at the end of the year.

Military Service

Men and women called to active duty in the armed services of the United States are granted full refund of fees, but no credit, if the call comes before the end of the first three fourths of the semester or term, and full credit, but no refund of fees, is granted if the call comes thereafter. However, credit is granted only in those courses in which the student is maintaining a passing grade at the time of departure to military service. The term "called to active duty" is defined as being called to active duty as the result of the federal activation of a total reserve component, National Guard unit, or any portion which involves a particular student or an individual who is a bona fide member of the reserve component or a National Guard unit. The final grades, both passing and failing, for three fourths of a semester or more are shown on the student's permanent record. Students called to active duty should present a copy of activation orders to the Office of the Registrar to ensure proper handling of their academic records in accordance with this policy. The Co-op Coordinator shall be notified immediately if the student is called to military duty.

Benefits

An employer may offer benefits to the student participating in Co-op.

Health Insurance

Any student participating in a work experience is required to have and provide proof of health insurance. Student Health Services (SHS) are also available and is located at the Marshall Medical Center at Cabell Huntington Hospital. The Co-op program will not be responsible for any charges related to health insurance.

Absences/Medical Leave

Although there are policies regarding absences and medical leave for various reasons, the Co-op student will be an employee within a specific industry and must adhere to the policies of the employer. **The student and employer should immediately notify the Co-op Coordinator if the student is absent more than 3 total days during the semester.**

A student may request and be considered for a medical or emergency withdrawal when extraordinary circumstances, such as a serious illness, injury, or catastrophic situation prevents the student from continuing. The policy covers physical and mental health, as well as life-changing difficulties. A medical/emergency withdrawal from the University will constitute a full withdrawal from all academic classes/activities for the requested



semester, except for those whose completion dates occurred prior to the withdrawal.

Workers' Compensation

Any student that is receiving pay for employment should be covered by Workers' Compensation.

Liability Insurance

The employer is responsible for general liability/professional liability insurance in the minimum amount of \$1,000,000 and \$3,000,000 aggregate.

Unemployment

Students may not apply for unemployment compensation based upon periods of Co-op employment.

Cannabis/Marijuana

While Cannabis is legal in some states, it is illegal under federal law. Marshall University is a drug-free campus, consistent with federal law. Students are cautioned that the use and/or sale of marijuana may be prosecuted. This could negatively impact a student's federal student loans, immigration status, or future background checks. Students must also adhere to any drug-testing required by the employer.



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