



# Cooperative Education Program A Winning Partnership

## Employer Guide

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*Undergraduate Studies*

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# Cooperative Education.....Education That Works

Celebrating over 75 years in effective employer-student partnerships, the Cooperative Education Program continues to produce outstanding engineers for industry. As the founder of the first Co-op Program in the Southwest, SMU recognizes not only academic study but also career-oriented preparation as the foundation for professional education. SMU co-op students are currently employed by over forty companies, and comprise a third of the undergraduate engineering enrollment.

## VISION

The Office of Undergraduate Professional Experience Programs provides opportunities beyond the classroom that enrich the academic experience and prepare students for engineering careers.

## MISSION

The mission of the SMU Co-op and Industry Scholars Programs are to advance student theoretical and practical learning, provide professional career development, create employer recruiting pipelines and support the School of Engineering's mission to develop industry leaders in a global workforce.

The mission of the Office of Undergraduate Professional Experience Programs is to:

- **Assist students in planning and identifying their career goals through experiential learning opportunities, (Co-op and Industry Scholars).**
- **Assist employers in developing opportunities for students resulting in company productivity and early identification of future employees.**
- **Serve as liaison between industry and academia to communicate mutual needs.**

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## Top Ten Reason to Hire an SMU Co-op Student

1. Co-op students are the best and brightest. (Most co-op students graduate in the top 10 percent of their class)
2. Co-op students are available to work year round in the summer, fall and spring semesters, (available for longer term projects)
3. Co-op programs are low cost effective recruiting sources
4. SMU Co-op students require no relocation costs (for D/FW Employers)
5. Opportunity to guide student course planning to meet your company's training needs
6. Co-op students are enthusiastic eager learners
7. Co-op students know how to learn and quickly transition within the company
8. Co-op programs provide access to faculty experts
9. Co-op students demonstrate commitment and discipline by willingness to delay graduation twelve months
10. Opportunity to promote company's philosophy, products and services on campus.

# HOW IT WORKS

## **A. SMU Cooperative Education Office Provides:**

- Student applicants who qualify for SMU's Co-op Program. Students meet a minimum GPA requirement and complete a minimum of 30 semester credit hours.
- Committed students who want to receive training and development from an employer before graduation. These students have decided to delay their graduation by one year in order to gain real world work experience in their field.
- Resumes and degree plans of students after receiving a job description.
- Co-op program implementation, development and management consultation.
- Job posting and selection services.

## **B. Student Agrees to:**

- Earn the right to work subsequent terms based upon work performance.
- Return to work each term shown on the degree plan unless the employer is unable to re-hire the student because of budget or poor job performance by the student.
- Perform professional work indicative of the class level completed.
- Follow company policies related to personnel, safety, health, security, and non-disclosure of confidential/proprietary information.
- Provide housing, unless the employer supplies accommodations.
- Maintain satisfactory academic progress.

## **C. Employer Provides:**

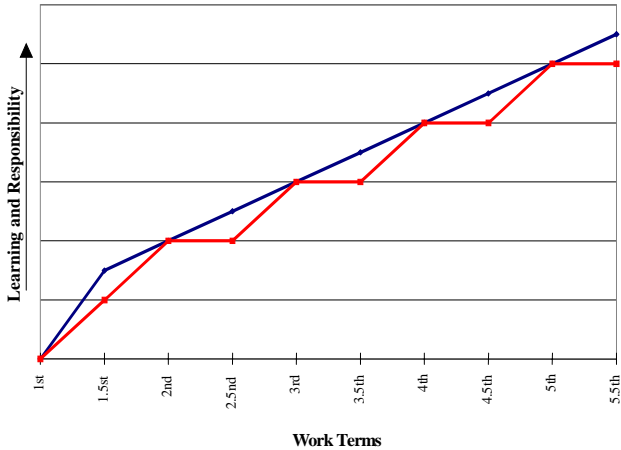
- Duties and responsibilities that increase in subsequent work terms.
- Job descriptions for each professional position.
- Employment related to the major or career choice of the student.
- Salary commensurate with the level and skills required. Co-op salaries are approximately 60% to 70% of the salary for a new graduate position.
- Quality supervision from a trained professional in the co-op student's area of interest with written evaluation at the end of each work term.
- Compliance with the Equal Employment Opportunity Act and The Americans With Disabilities Act.

# The Co-op Model

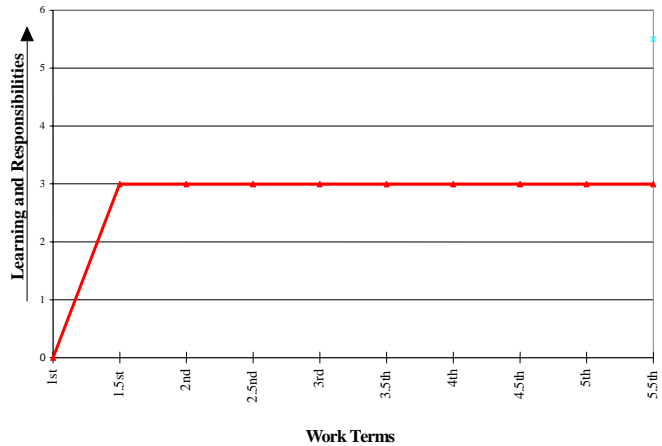
The employer should plan to bring each student back for alternating co-op work semesters until the student graduates. By providing multiple work terms students have time to transition and develop skills, therefore, maximizing their productivity and value. Employers can take advantage of newly acquired classroom knowledge over the course of multiple semesters. SMU provides resumes and work/course schedules when the student is referred.

## Learning Objective of Cooperative Education Job

Acceptable Learning And Responsibilities of Co-op Jobs



Unacceptable Learning and Responsibilities of Co-op Jobs



The Office of Undergraduate Professional Experience Programs and the student know that the employer will not ask a student to return for another co-op work term if:

- The student does not meet performance requirements based upon your supervision and/or management.
- The student does not perform acceptably in academic studies.
- Budget or organizational changes affect hiring policies.

### I. Scheduling of SMU Co-op Students

#### A. Two Co-op Students Fill One Full-time Equivalent Position:

	SPRING	SUMMER	FALL
YEAR 1	Anna	John	Anna
YEAR 2	John	Anna	John

Spring work term is from January to mid-May. Summer work term is from mid-May to mid-August. Fall work term is from mid-August through December.

#### B. SMU Co-op Students Normally Work One of These Co-op Schedules:

### Sophomore Student Academic and Work Schedule

	Fall	Spring	Summer
First Year	S	S	Free
Sophomore	S	Co-op	S
Junior	Co-op	S	Co-op
4th Year Sr.	S	Co-op	S
5th Year Sr.	Co-op	School/Graduate	

OR

### Junior Level Student Academic and Work Schedule

	Fall	Spring	Summer
First Year	S	S	Free
Sophomore	S	S	Free
Junior	Co-op	S	Co-op
4th Year Sr.	S	Co-op	S
5th Year Sr.	Co-op	School/Graduate	

Sophomore referrals usually complete 45 semester credit hours before their first work term. Juniors generally have 60 semester credit hours. Beginning in the sophomore year, students begin to specialize within their major. As a result, it is impossible to predict with certainty the courses selected, however, the following courses are generally completed **before** the first work term:

#### Computer Science Major:

Principles of Computer Science I & II (C Programming); Assembly Language Programming and Machine Organization; Introduction to Digital Systems; Discrete Computational Structures; Calculus I, II & III

#### Computer Engineering Major:

Principles of Computer Science I & II (C Programming); Introduction to Digital Systems; Assembly Language Programming and Machine Organization; Discrete Computational Structures; Introduction to Engineering; Calculus I, II & III

#### Electrical Engineering Major:

Principles of Computer Science I & II (C Programming); Introduction to Digital Systems; Introduction to Engineering; Digital Computer Logic; Mechanics; Electricity and Magnetism; Calculus I, II & III

#### Environmental and Civil Engineering Major:

Environment and Technology: Ecology and Ethics; Introduction to Environmental Engineering and Science; Introduction to Engineering; Introduction to Digital Systems; Principles of Computer Science I (C Programming); Introductory Biology; General Chemistry I & II; Mechanics; Calculus I, II & III

#### Mechanical Engineering Major:

Statics; Fundamentals of Thermal Sciences; Introduction to Engineering; Introduction to Digital Systems; Principles of Computer Science I (C Programming); Mechanics; Electricity and Magnetism; General Chemistry I; Calculus I, II & III

Management Science Major:

Principles of Computer Science I & II (C Programming); Engineering Economy; Microeconomics; Macroeconomics; Calculus I, II & III

Telecommunications Science Major:

Principles of Computer Science I & II (C Programming); Introduction to Digital Systems; Digital Computer Logic; Mechanics; Electricity and Magnetism; Calculus I, II & III

# How to Join

(This information may be completed at [www.engr.smu.edu/coop/](http://www.engr.smu.edu/coop/) located in the Employer section and sent by email.)

## Employer Contacts

### A. Primary:

Name \_\_\_\_\_

Title \_\_\_\_\_

Company or Agency  
Name \_\_\_\_\_

Department \_\_\_\_\_

Internal Mail  
Stop \_\_\_\_\_

Mailing  
Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_

Fax \_\_\_\_\_ Ext. \_\_\_\_\_

Email:  
\_\_\_\_\_

### B. Secondary Contact:

Name \_\_\_\_\_

Title \_\_\_\_\_

Company or Agency  
Name \_\_\_\_\_

Department \_\_\_\_\_

Internal Mail  
Stop \_\_\_\_\_

Mailing  
Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_

Fax \_\_\_\_\_ Ext. \_\_\_\_\_

Email:  
\_\_\_\_\_

## SMU Co-op Employers Do Not

- Enable a co-op student to work two full-time co-op semesters consecutively. Summer counts as one semester for this purpose.
- Enable a co-op student to convert from alternating full-time semester work to summer only employment.
- Enable a co-op student to work part-time for the co-op employer during school semesters.

## Educational Design of Your Co-op Program

(If the space below each question is not adequate, please attach any additional sheets, or if you prefer, use a word processor and attach the answers. SMU is more interested in content than format.)

### A. Goals For Your Co-op Program

### B. Departmental Organization

- If students rotate among departments, who will determine the placement of the student after the first work term?

What internal process should the students, if rotating among departments, expect to use for transferring from one department to the next?

One important aspect of the co-op program is the student's professional development, typically shown through increasing responsibility. How will this progression be monitored within your organization?

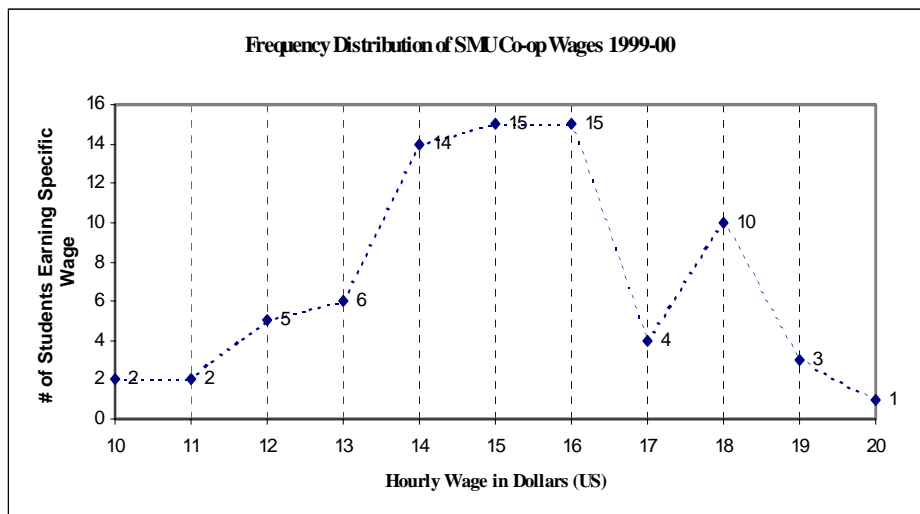
If a co-op student has a concern, with whom, in addition to the immediate supervisor, can the student share this concern? Is there a centralized person available to co-op students?

## Pay And Benefits Of Your Co-op Program

### 1. Pay Scale

Projected Pay: 1st Term: \_\_\_\_\_ per \_\_\_\_\_  
 2nd Term: \_\_\_\_\_ per \_\_\_\_\_  
 3rd Term: \_\_\_\_\_ per \_\_\_\_\_  
 4th Term: \_\_\_\_\_ per \_\_\_\_\_  
 5th Term: \_\_\_\_\_ per \_\_\_\_\_

Each work term is normally paid at a higher rate than the previous work term. We suggest the first work term pay range from 60% to 70% of what a recent college graduate would receive given no professional experience. Employers pay co-op students on various scales (hourly, weekly, or monthly). The following tables compare all payments converted to an hourly scale.



High = \$20.00  
 90<sup>th</sup> %tile = \$18.80  
 75<sup>th</sup> %tile = \$16.94  
 Average = \$15.56  
 Median (50<sup>th</sup> %tile) = \$15.50  
 25<sup>th</sup> %tile = \$14.00  
 10<sup>th</sup> %tile = \$12.50  
 Low = \$10.50  
**78 Data Points Surveyed**

These statistics are based upon wages actually earned by co-op students during the 1997-1998 school year. This period lasted from June 1999 until May 2000. These statistics include students on first through sixth work terms in all SMU engineering disciplines. Statistics for the 2000-2001 school year will be available July 2001. As the employer, you determine what you will pay. Each student accepts or declines your offer. The SMU Cooperative Education Office provides you these survey results to inform you about what other employers are paying co-op students.

## **2. Benefits (Not Required)**

- Will time with your organization count towards seniority if the student receives and accepts a full time position upon graduation?
- Does your organization offer housing, housing assistance, or housing subsidies to co-op students?  
(These are not required, but if you do offer them, the students will be interested in knowing about them.)
- Will your organization provide paid vacation, paid sick leave, medical insurance, pension plans, and reimbursement for night school courses? (These are not required, but if you do offer them, the students will be interested in knowing about them.)

## **3. Employee Status**

- What payroll category will you use for co-op employees? (temporary, full-time, etc.) The SMU Co-op Program strongly encourages placing students on your payroll rather than the payroll of a temporary agency or contractor agency. The SMU Co-op Program does not believe that co-op students should be used as independent contractors as they would have no worker's compensation, no income tax withholding, and must pay self-employment tax. By definition, independent contractors are not supervised. Co-op students should be supervised.

(Please complete this section for each department which will have co-op students.)

Department  
Name \_\_\_\_\_

Name of Co-op Student's Supervisor:  
\_\_\_\_\_

Supervisor's  
Title \_\_\_\_\_

**1. Primary Function Of Department**

**2. Co-op Student's Role In Department**

**3. Co-op Student's Duties Within Department**

**4. This Supervisor's Expectations of Co-op Student During Employment**

- Learning (For example, Technical Standards)
- Performance/Accomplishments (Completion Dates, Product Deliveries)

**Student Qualifications**

**1. Academic Requirements Of Department**

- Academic Majors
- Grade Point Average  
(SMU's grading is on a 4.0 scale with a 4.0 = A; 3.0 = B; 2.0 = C. SMU allows students with a 2.0 and above to apply for co-op and encourages you to consider these students. If your GPA requirement exceeds 2.0, SMU will honor your request.)

**2. Job Requirements**

(Includes technical skills, interpersonal skills, career interests, etc.)

- **Additional Comments About Your Co-op Program (Optional)**

**Company Or Agency Name** \_\_\_\_\_

**Date This Document Completed** \_\_\_\_\_

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**Please Submit All Documents To:**

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Director of Undergraduate Professional Experience Programs  
School of Engineering  
P.O. Box 750335  
Caruth Hall Room 112  
Southern Methodist University  
Dallas, Texas 75275-0335  
PH (214) 768-3033  
FAX(214) 768-8783  
E-Mail: coop@enr.smu.edu

When SMU receives this information we will forward the information of applicants who meet your stated qualifications and who are interested in your opportunity. The student information includes a resume and degree plan.

Thank you for your interest and commitment.

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