

# KENT STATE UNIVERSITY

## CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **22-Dec-14** Curriculum Bulletin \_\_\_\_\_  
 Effective Date **Fall 2015** Approved by EPC \_\_\_\_\_

Department **Office of Experiential Education and Civic Engagement**  
 College **US - Undergraduate Studies**  
 Proposal **Establish Policy**  
 Proposal Name **Establishment of a University-Wide Cooperative Education Program**

### Description of proposal:

**Undergraduate Studies and the Office of Experiential Education propose establishment of a Cooperative Education Program that will provide all eligible undergraduate students on all Kent State University campuses an opportunity to augment their academic study with an approved semester of full-time, career-related employment while still remaining a full-time student. A full background, description of benefits, rationale, costs and other supporting documentation associated with the proposal is attached.**

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

**Starting fall 2015, the Cooperative Education Program will transition from a pilot program in Applied Engineering, Sustainability, and Technology to the Office of Experiential Education and Civic Engagement (OEECE) and be made available to 20 students from diverse majors. Subsequent to first year operations, the program will engage approximately 300 students annually and be coordinated by Undergraduate Studies, in conjunction with the students' academic college/department.**

Units consulted (other departments, programs or campuses affected by this proposal):

**Offices consulted include the Bursar, Registrar, Student Financial Aid, Undergraduate Studies, Provost's Office, Curriculum Services, College of Applied Engineering, Sustainability and Technology and Career Services.**

### REQUIRED ENDORSEMENTS

\_\_\_\_\_  
 Department Chair / School Director

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\_\_\_\_\_  
 Campus Dean (for Regional Campuses proposals)

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*Eben J. Tringle*  
 College Dean (or designee)

*1/20/15*

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 Dean of Graduate Studies (for graduate proposals)

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## Cooperative Education Program Proposal

### Subject Specification

To establish an area of Cooperative Education within the Office of Experiential Education and Civic Engagement (OEECE) that will provide all eligible undergraduate students on all Kent State University campuses an opportunity to augment their academic study with an approved semester of full-time, career-related employment while remaining a full-time student.

### Background Information

Currently, Kent State University has secured the OMIC (Ohio Means Internships & Co-ops) grant which is an investment of state and private dollars to increase the number of internships and co-ops for employers and students in key industries to close the skills gap, increase student completion and give Ohio a competitive advantage in the global human capital talent marketplace. **A stipulation of the grant is to develop a systematic way to sustain cooperative education at Kent State University upon grant's end.** Thus, the Office of the Provost has proposed the establishment of an area to support Cooperative Education. The area housed in OEECE will enable eligible undergraduate students to augment their academic study at Kent State University with an approved semester of full-time, career-related employment while still maintaining full-time student status.

Currently, the Cooperative Education Program is being piloted through the College of Applied Engineering, Sustainability and Technology and was made available only to students with a declared major in that college. In Fall 2015, the program will be moved to Undergraduate Studies, to be administered by a dedicated position(s) and open to all eligible undergraduate students and coordinated with the students' academic college/department.

For several years, students in the Aeronautics, Applied Engineering and other majors who participate in co-ops, internships or practicums have struggled with undertaking semester-long, full-time work experiences away from campus while trying to maintain full-time student status to establish their eligibility for loan deferment and insurance, among other services/resources.

Cooperative education experiences are highly desired, selective and in the student's chosen field but typically, in order to participate in these experiences students end up taking a full-load of coursework or paying for a 12-credit internship or practicum course to keep their full-time student status.

In preparation for developing a cooperative education program, a review was conducted on cooperative education programs at 13 universities (see attachment). In addition, members of the Provost's Office conducted extensive discussions with the College of Applied Engineering, Sustainability and Technology and with administrators from the following offices: Bursar, Registrar, Controller, Career Services and Student Financial Aid.

Criteria for student participation were also established and include:

- Enrollment as a full-time student
- Admitted into a degree program (program cannot be fully online)
- Minimum cumulative 2.50 GPA at time of co-op application
- No holds on the student's record from any source (financial, academic, conduct)
- Cooperative position must directly relate to student's major or concentration
- Completion of two semesters (one semester for transfer students) at Kent State prior to the first co-op rotation

### **Rationale/Purpose**

A cooperative education program brings many benefits to students, the institution and employers (see attachment). Briefly, cooperative education experiences provide students who are enrolled in courses of all types and in all disciplines with the opportunity to enhance their academic learning and maximize student growth and development. For employers co-op students are an ideal source of manpower to fill temporary needs for short-term projects and can serve as a bridge between the employer and the institution. For the institution, co-op programs attract top quality, superior, and motivated students and enhance the institution's reputation.

In order to provide the needed support for students, faculty and employer participants, an area within OEECE will be created to administer the co-op program. As a form of experiential education the placement of the area within OEECE is consistent with the goals and mission of the unit. The office/academic program coordinator will work closely with academic departments in supporting the integration between classroom learning and the cooperative education experience and serve as a liaison between students, faculty, staff and employers regarding administrative and operating requirements for the cooperative education program. The co-op service provided through OEECE will be responsible for recruiting employers, managing student co-op opportunities and conducting initial site visits; marketing the program to prospective students; etc. As mentioned, the work of the co-op area will be done in collaboration with other areas on our campuses, including but not limited to Career Services, department and college internship advisors, university foundation, etc.

### **Pilot Program**

During the Fall 2014 semester, a pilot program of the university-wide co-op is being conducted through the College of Applied Engineering, Sustainability and Technology. Currently two students (one junior and one senior) majoring in aeronautics are participating in full-time, paid experiences. One is employed by United Airlines and the other by AECOM Technology Corporation, a global provider of professional technical and management support services to a broad range of markets, including transportation, facilities, environmental, energy, water and government. Average pay is \$14/hour plus benefits.

### **Institutional Comparison**

In preparation for the establishment of a University-wide cooperative education program a review of 13 institutions was conducted and three institutions in Ohio including Ohio University, University of Akron, and the University of Cincinnati were included in the review. In summary, most schools offered the co-operative education experience as a full-time experience and the experience was offered as a non-credit hour experience but graded as a Pass/No Pass. Most schools reporting made a notation on the student transcript and Drexel University included the name of the employing agency. Student fees associated with co-operative education experience ranged from \$0 at Rochester Institute of Technology to \$499 (1 credit hour) at Ohio University. The University of Cincinnati is currently reporting a fee of \$465 and The University of Akron's charge is \$125/semester (an increase of \$70 from last year's fee). Many institutions permitted students to enroll in course work but limited hours of enrollment. For a complete report see the attached document entitled "*Co-op Other Institutions*". In addition, please refer to the attached document entitled "*Comparison of Co-Op Fees, Staffing, etc. at Four Year Selected Institutions*."

### **Cooperative Education and Impact on Four Year Graduation Rates**

After a review of a number of universities (Drexel University, Northeastern University, West Virginia University, Clarkson University and the University of Cincinnati) offering cooperative education programs and the impact that those programs had on four year graduation rates, it was clear that a student could participate in one co-op experience without an impact on graduation. It was reported that participation in more than one co-op experience did impact the student's ability to graduate in four years. Northeastern University noted that students could even complete two experiences and complete a degree in four years. With the largest co-op program in the world, about 90% of Northeastern students participate in at least one co-op experience.

### Internships and Co-Op Experiences at Kent State University

From August 2013 – December 2014 a total of 7,311 KSU students were enrolled in some form of experiential education that was labeled as either an internship or cooperative education experience (course numbers ending in “92”). Enrollment breakdown by class included 4,629 seniors, 1,749 juniors, 477 sophomores, 96 freshmen, 328 post undergraduates and 32 UNS students.

The top five rankings by KSU college/campus are:

1. Education and Human Services (2,678)
2. College of the Arts (1,334)
3. Communication and Information (749)
4. College of Business (770)
5. Arts and Sciences (743)

### Budget

The proposed fee of \$500 per co-op opportunity will provide foundational funding for the development of an area of Cooperative Education. Based on a projected goal of 300 participants per year, \$150,000 will be generated to provide funding for a full time Co-Op Coordinator, Co-Op Program Officer, student scholarships, pre-co-op preparation and post-experience evaluation for students and operational costs.

| Expenses                              | Amount              | Notes                                                                                           |
|---------------------------------------|---------------------|-------------------------------------------------------------------------------------------------|
| Co-Op Coordinator                     | \$56,651.40         | (Paygrade 5) \$42,120.00*34.5%                                                                  |
| Co-Op Program Officer                 | \$51,079.06         | (Paygrade 4) \$37,977.00*34.5%                                                                  |
| Supplies                              | \$5,000.00          | Office Supplies; Marketing; Collaborations                                                      |
| Site Visits                           | 15,000.00           | Site visits to develop and maintain relationships with employers; conference and general travel |
| Student Aid and Instructional Support | \$22,269.54         | Student Scholarships, preparation and post reflection and evaluation workshops                  |
| <b>Total</b>                          | <b>\$150,000.00</b> |                                                                                                 |

The attached document entitled *Comparison of Co-Op Fees, Staffing, etc.* will highlight the fees charged by a few select institutions to operate their cooperative education programs and support our request for fees. In review of the file, you will note that the University of Toledo, Ohio University, University of Cincinnati, and Cleveland State University

### Alternatives and Consequences

Under provisions from an Ohio Means Grants and Co-ops (OMIC) grant secured from the State of Ohio, Kent State University is required to **develop a systematic way to sustain cooperative education at Kent State University upon grant's end.** To comply with grant requirements it is essential that this program be established permanently at our institution. In addition, the program will make us competitive with other institutions who offer these programs as a resource/benefit to enrolled students.

### Specific Recommendation and Justification

The establishment of a cooperative education program will provide grant compliance but also offer students the opportunity to secure tools critical for employment in a competitive labor market that is demanding more hands-on experience and a higher level of professionalism in the workplace. In addition, the program will potentially ensure that students take on less debt by providing meaningful, well-paid employment opportunities while maintaining full-time students status to establish eligibility for loan deferment and insurance.

**Timetable and Actions Required:** Once the program is approved and funding secured, a full-time coordinator will be hired to begin program planning and implementation. See attached job description.

| Institution                       | Co-Op Fee<br>Yes or No | Semester<br>Fee                 | Students per<br>academic<br>year | Professional<br>Staff        | Part-time<br>Staff | Other<br>Staff | Notes                                                                                                                                                                                                                                                                                |
|-----------------------------------|------------------------|---------------------------------|----------------------------------|------------------------------|--------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Clemson University                | Yes                    |                                 |                                  | 4                            |                    | 1GA            | All of fee goes back to Coop program for travel and administrative costs including Coop Fair (employers are not charged for participating.                                                                                                                                           |
| Cleveland State University        | (see note)             | \$402<br>(see note)             |                                  |                              |                    |                | Students must take a pre-req one credit hour (\$402) course before participation. Only once for entire program. Co-ops offered in four primary areas - Engineering, Computer and Info Science, Health Science and Business.                                                          |
| Cornell U                         | No                     |                                 | 100                              | 20                           |                    | 6              | All engineering students                                                                                                                                                                                                                                                             |
| North Carolina State University   | yes                    | \$430/<br>semester              | 1,068 *                          | 4                            |                    | 1              | 80% Engineering / 20% Business<br>Fee is used to provide use of campus facilities to co-op students and supports co-op programs, staffing, etc. Centralized Administration                                                                                                           |
| Ohio University                   | Yes                    | \$499<br>1-credit<br>course fee | 139                              | 2                            |                    |                | Only engineering students. College sponsors scholarship for summer attendees. OMIC funding pays for class for 2014 and 15. No course fee or "co-op" fee. Fees collected will be recycled back into program.                                                                          |
| Rochester Institute of Technology | No                     | 0                               | 3,500                            | 20                           | 20+<br>students    | 6              | 80% of students in programs that require co-op. Others can opt in. Offered for credit in dept. not standard credit - pass/fail. Students completed 5,500 assignments with nearly 2,000 companies. Students gerated more than \$30 mil in employment. Served in 40 foreign countries. |
| University of Akron               | Yes                    | \$125                           |                                  | 3                            |                    |                | Primarily engineering majors. \$125 fee for Engineering majors; \$75 for all others. \$55 goes to General service fee. \$70 to College of Engineering. May do part time but then take 6 hours of classes.                                                                            |
| University of Cincinnati          | yes                    | \$465                           | 4,500+                           | 45<br>(includes<br>advisors) |                    |                | Primarilay serves Eng., Bus, Arch., Comp. Sci., Graphic Design. Not Arts &Sciences. Working toward 2019 all ELR for campus.                                                                                                                                                          |
| University of Toledo              | yes                    | \$475                           | 1,336 (eng)                      | 6                            |                    | 1              | College of Engineering student totals - does not include business students. Holding for info. Fees generated pay for office staffing and administration of program.                                                                                                                  |

Coordinator Cooperative Education (pay grade 5)  
Job Description  
DRAFT

- Assist in the overall development of a structured and academically integrated co-operative education program
- Work with students individually and collectively to prepare for, acquire, transition to and reflect upon their co-op work experience
- Collaborate with academic units to develop new and enhance existing co-op and internship experiences in all majors on all 8 KSU campuses by meeting regularly with department internship/co-op coordinators and advisors
- Actively recruit new employers in business, industry and non-profits that will serve as internship and co-op sites for KSU students.
- Plan and implement recruitment strategies/events for students and employers
- Represent the Co-operative education program at university and other recruitment events
- Develop and serve as chairperson of a Co-operative Education Advisory Board
- Conduct research on program effectiveness, etc.
- Maintain accurate data, records, and files to track activities, achievements, participation, programs and status of students
- Develop employer events that foster engagement and increase the number of internship/co-op partners
- Supervise staff (program officer and graduate assistant)
- Develop and chair Co-op Scholarship Committee that will develop scholarship criteria and make awards
- Work closely with Office of Global Education to ensure international student participants comply with immigration regulations with regard to employment
- Other duties as assigned by supervisor

Qualifications: Bachelor's degree required. Master's degree preferred. Three years of experience in higher education. Experience in working with diverse constituents (students, employers, faculty, administration) and working with persons of varying cultures and diversity. Knowledge of Microsoft Office programs, Access, database programs and data management and analysis.

## **Cooperative Education – Benefits for Students, Higher Education Institutions and Employers**

### **Benefits of Cooperative Education for Students:**

- Practical experience in student's chosen field
- Apply skills and knowledge learned in the classroom to work setting
- Learn how to work in teams and adapt to different employment situations
- Provides students with a source of income to assist with tuition and living costs while in college
- Enhances the students marketability after graduation
- Enables student to explore and test interests and develop long range career plans and goals
- Explore interests and set educational, professional and personal goals for the future
- Improve their opportunities for jobs after graduation
- Work with "state of the art" equipment that may not be available in on-campus labs, etc.
- Acquire significant work experience to list on resumes and increase the value of their degrees
- Develop confidence and learn to interact professionally with workplace peers
- Develop overall maturity by strengthening resourcefulness, problem-solving skills, self-confidence, self-discipline, and sense of responsibility.
- Experience greater satisfaction and advance more quickly in their careers.
- Offers students a meaningful educational experience and puts them on the "fast-track" to a successful career;
- Builds maturity, self-responsibility, motivation, leadership and self-esteem -- all of which are value-added traits desired by leading employers;
- Tends to improve students' grades because they are better able to see the relevancy of course work to real-world situations;

### **In summary:**

- Findings show that as a result of cooperative education and internships, students have a clearer and more specific sense of their career objectives than students in traditional college programs.
- Over 60% of all students participating in cooperative education and internships are offered full-time jobs from their coop/internship companies before graduation.
- The excitement and challenge of a cooperative/internship education experience leaves students with a sense of accomplishment and personal satisfaction as a result of the learning and goals achieved outside the classroom.
- The work component and the contributions from cooperative/internship earnings are major factors in encouraging first generation college students to pursue a college degree.

### **Benefits to Employers: Co-op students are an ideal source of manpower to fill temporary human resource needs during staff leaves or for short-term projects.**

- Co-op programs offer year-round access to students employing co-op students can reduce future recruiting costs --- co-op employment aids in the vetting of students for future hiring of motivated and skilled employees.
- Co-op students can help create a bridge between the employer and the student's academic institution, and employers can provide valuable feedback about course curricula and content.
- Employment of co-op students gives a supervisor the opportunity to mentor bright and enthusiastic students, as well as the chance to take part in the training of their future colleagues.

### **Benefits to Institutions:**

- Increased enrollment as co-op programs attract top quality, superior, well-motivated students.
- Co-op students who enrich the general educational community of the campus upon returning from work terms.
- Well-qualified graduates who are prepared to assume a productive role in society.
- Enhanced visibility and reputation through interactions with the community.
- Feedback from employers on the quality and relevance of program curriculum.
- Lower placement costs for graduates (career services)
- Enhances the institution's reputation and attracts students who are interested in a co-op program.
- Keeps faculty (and staff) more aware of current trends in business, industry and the non-profit sector.
- Information on current research and development in employer sectors, with opportunities for collaborative projects.

Sources: *Why Cooperative Education & Internships* – UMass Dartmouth; Canadian Association of Co-operative Education: Michigan Council for Cooperative Education

## **Catalog Description for Cooperative Education Program**

### **COOPERATIVE EDUCATION PROGRAM**

Students in Kent State University's Cooperative Education Program (co-op) enhance their degree program by relating theory to practice and applying what they have learned in the classroom to real-life workplace scenarios. This process of "learning by doing" increases student motivation and employability after graduation and maximizes student growth and development. Through a co-op experience, students explore career and academic options, test career choices, increase professional skills and earn money to contribute to educational expenses. Cooperative education experiences are highly desired, selective and in the student's chosen field.

#### **Criteria for Enrollment**

- Enrollment as a full-time student in the semester prior (fall/spring) to enrollment in the cooperative education program
- Admitted into a degree program (Students in a fully online program must receive their dean's permission to enroll in the Co-Op Program)
- Minimum cumulative 2.750 GPA at time of co-op application
- No holds on the student's record from any source (financial, academic, conduct)
- Cooperative position must directly relate to student's major or concentration
- Completion of two semesters (one semester for transfer students) at Kent State prior to the first co-op rotation

#### **Special Course Fee**

All students participating in a co-op experience must register for COOP 20092 (non-credit, offered through Undergraduate Studies) and pay the co-op fee. Enrollment in the course is restricted by special approval and students may only register after submission and approval of all application forms. Enrollment in the course will ensure the student is designated and reported as a full-time student and permit the student to have access to all student services and resources during the co-op semester.