

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Cooperative Education Program

NUMBER: Policy 2-4 (formerly Policy II-A-6 and II-4)

REVISED: January 2025

The Cooperative Education Program provides students with the opportunity to integrate experiences in the classroom with experiences in industry and professional domains. The Cooperative Education Program is a partnership between business, industry, governmental agencies, and the South Dakota School of Mines & Technology (Mines).

A student who wishes to participate in the Cooperative Education Program should contact his/her academic department cooperative education coordinator.

1. Student Eligibility
 - A. The Cooperative Education program must be relevant and applicable to the student's program of study at Mines.
 - B. The Cooperative Education Program is open to Mines undergraduate students who have a grade point average of at least 2.0, and to graduate students have a grade point average of at least 3.0.
2. Academic Credit
 - A. Students accepting cooperative education positions must register and pay for a Cooperative Education (CP) class during the semester they are on a cooperative education work assignment.
 - B. Students may only register for one CP class for each semester of cooperative education work experience.
 - C. Cooperative Education class sections will be department-specific. The academic department cooperative education coordinator will assist the student in obtaining an instructor; the instructor must have the approval of the department head to serve.
 - D. Cooperative education credits may be applied toward the student's program of study graduation requirements in accordance with university and department policies.
 - E. Since the work performed by a cooperative education student is equivalent to the workload of a full-time student, a student on a cooperative education assignment who is registered for CP credit shall be considered to have full-time status.
3. Evaluations - Successful completion of the cooperative education courses must include, as a minimum:
 - A. The submission of a written report describing the accomplishments made during the cooperative education experience. Emphasis should be given to identifying specific examples of the relationship made between classroom and industrial experiences.

- B. A Supervisor's evaluation of the work performance of the student as an employee of the company. This evaluation must be made using the company evaluation form or the Mines Cooperative Education Employer Evaluation Form.
 - C. A student must submit the written report and employer's evaluation prior to last day of classes at the end of the semester in which the co-op is being performed or at the end of the work period for that semester, whichever is later, to the instructor.
 - D. The grade for the cooperative education course is determined by the academic department assigned instructor, in alignment with the criteria specified in the course Agreement/Syllabus.
4. Administration
- A. Each department will appoint a department cooperative education coordinator.
 - B. The department cooperative education coordinators, in conjunction with the Director of Career Services, are responsible for developing qualified cooperative education industrial or business experiences, and will:
 - 1. Assist students in locating co-op opportunities.
 - 2. Maintain contacts with cooperative education employers.
 - 3. Conduct an on-going evaluation of the program and provide an annual report on the program.
 - 4. Keep abreast of national trends and models relating to cooperative education programs at other universities.

Revision History: Office of the Vice President, 1989; Office of the Vice President, Jan. 1995; Office of the Vice President; Dec. 2000; Office of the Provost, Aug. 2001; Office of the Provost, Dec. 2009; University Cabinet, May 2021; Office of the Provost, Aug. 2022., Aug. 2024, Jan. 2025

BOR Policy/Committee References: