



**LINCOLN UNIVERSITY**  
Division of Continuing Education and Evening/Weekend Instruction

***COOPERATIVE EDUCATION POLICY***

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The enclosed information consists of the guidelines followed by Lincoln University concerning the Cooperative Education Program and the awarding of credit hours for experiential learning.

As a matter of University policy, it is requested that up to six (6) hours of academic credit be awarded per semester with the exception of the summer semester for all students who successfully complete their work assignments while participating in cooperative education. It is requested that three (3) hours credit be awarded to each student during the summer semester. The total number of credit hours will not exceed fifteen (15) hours for any student who participates in the program.

The six (6) hours credit per semester and the three (3) hours credit for the summer semester will be elective credit and cannot be applied toward any University course requirement or any major requirement. The elective credit can only be applied toward courses at the 200 level or lower unless otherwise indicated by the Vice-President. The credit will be awarded on a Satisfactory/Unsatisfactory system. The number of credit hours will appear on the student's transcript, but since no letter grade is awarded, the cooperative education credit will not affect the student's grade-point average.

Successful completion of this course will include:

1. An evaluation form completed by each student's immediate supervisor at mid-term and at the end of the semester.
2. Weekly journals submitted via e-mail ([pabstk@lincolnu.edu](mailto:pabstk@lincolnu.edu)) to the Director of Cooperative Education by midnight every Saturday during the semester (16 weeks). This journal will document the work experience performed and provide background information for the paper.
3. Employment attendance reported by the employer to the Director of Cooperative Education.
4. An on-site visit to the place of employment of the student will be conducted by the department head or a designated faculty representative and the Director of Cooperative Education in order to receive a better idea of the type of work assignments the student is performing.

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5. A paper explaining the work assignment of the student and his/her overall evaluation of the program is required and must be submitted in a form similar to that of the term paper. The paper should address the following:
  - a. Summary of work experience for the semester
  - b. Job satisfaction
  - c. Relevance of work experience
  - d. Observations of other cooperative education students
  - e. General critique of the program and recommendations

The paper will be presented to the Director of the program and the head of the department representing each student's major five (5) business days before the end of the semester.

When academic credit is awarded, the students will pay for the amount of credit as would a regular student. The fee will be paid at the rate of fee per hour as listed by the Business Office for that period of time.

To participate in the cooperative education program a student must have completed the Sophomore year, must demonstrate average or above average academic performance, maintain that level of achievement after placement with an employer, and meet all other requirements of the program. Specifically, this means:

1. Maintain an overall grade point average of 2.00
2. Satisfactorily perform the work assignments for each work semester
3. Submit and complete all required reports to the Cooperative Education Office
4. Demonstrate those characteristics expected of college students

Any student who applies for participation in the program must have prior approval from the head of the department or his advisor and must have at least one letter of recommendation from a faculty member.

When a reasonable amount of evidence is available which indicates the student is performing short of these standards, one of the following courses of action will be taken:

1. **PROBATION:** This is a warning to the student that his academic work performance is below acceptable standards, or that he has to confer with the Director at the required time. Unless significant improvement is noted on the part of the student, he can be dropped from the program.
2. **DROP:** Failure to improve after being placed on probation or significant drop in academic or work performance may result in a student being dropped without being placed on probation.

If a student leaves a cooperative education assignment, it would be considered the same as dropping a course and the regular university policies apply. The student would sacrifice the prorated tuition (in accordance with the University refund policy), credit hours, and could receive an unsatisfactory grade.

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Normally students are referred to the Cooperative Education Office upon the recommendation from a faculty member. The student is required to complete an application, and then a very detailed screening process takes place. Many students are not accepted to participate based on this screening process. When a cooperative education vacancy at a company has been secured by the Cooperative Education Office, a representative from that company will visit the campus and conduct interviews of eligible applicants. In final analysis, the selection of the student is left up to the company representative.

The positions that cooperative education students occupy are full-time/part-time positions in an area as closely related as possible to the student's major and over-all career objective. The students are looked at by the company as full-time employees. The students may also be paid at a rate similar to that of regular employees, provided that the student is doing comparable work.

### **Conditions for Participation in Cooperative Education**

It is recognized by Cooperative Education students are representatives of Lincoln University in the business and industrial community. Their conduct and actions directly reflect upon the quality and continuity of the goals of the purpose.

Any action taken by a cooperative education student which, in the opinion of the Director, is serious in nature and detrimental to the program will result in a recommendation for removal from Cooperative Education and termination from the students work assignment.

While participating in the Cooperative Education Program, all students will conform to the following guidelines:

1. **Personal Grooming** - At all times while on job assignment, students will present themselves in a neat and well groomed manner. Standards of dress and personal grooming will reflect good taste and shall be patterned as appropriate to the working environment.
2. **On-The-Job Conduct** - At all times while on job assignment, cooperative education students will conduct themselves in a professional manner.
  - a. The use of controlled substances (alcoholic or otherwise) prior to or during working hours is prohibited.
  - b. All Co-op students will strictly adhere to all policies and procedures of their sponsoring employer.
  - c. Personal business conducted on company time utilizing company resources (telephones or other materials) is strongly discouraged.
3. **Academic Responsibilities and Requirements** - Cooperative Education is a college-sponsored program and requires that students maintain a satisfactory academic standing at the college.

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