

COOPERATIVE EDUCATION PROPOSAL FORM
(updated 1/11/2021)

Cooperative Education provides individual students with one or multiple periods of work that is related to the student’s major or career goal. Approved Cooperative Education does earn academic credit and generally, all positions are paid. The typical program allows for students to alternate terms of full-time classroom study with terms of full-time, discipline-related employment. Program participation may involve multiple work terms, therefore participants may work three or four work terms, thus gaining a year or more of career-related work experience before graduation.

- Students must complete a proposal form and obtain signatures of approval BEFORE registering for the Cooperative Education course 389. At the department’s discretion, students may use this form or a departmental form that is modeled after this form.
- The student should have a specific proposal in mind when requesting to work with in a Cooperative Education program. The faculty member and student work together to develop the parameters of the Cooperative Education including a syllabus, course outline, units, and student/faculty contact hours.
- Students should enroll in the Cooperative Education course within the first two weeks of the Fall and Spring Semesters or immediately after the beginning of Winter or Summer Sessions. Deadlines for enrollment in Cooperative Education are the same as for all other courses.
- Return the form to the main office of the academic unit administering the Cooperative Education course. This form is for the academic unit’s records and is used to establish the criteria of the Cooperative Education.

STUDENT NAME:		NAU ID:	
NAU EMAIL:		PRIMARY PHONE:	
COURSE PREFIX:	COURSE NUMBER:	NUMBER OF UNITS*:	
SEMESTER:		YEAR:	
DEPARTMENT:			
DEGREE/PROGRAM:			
SUPERVISING FACULTY MEMBER:			
ESTIMATED STUDENT AND FACULTY CONTACT HOURS PER WEEK:		ESTIMATED HOURS OF STUDENT WORK PER WEEK:	
EMPLOYER NAME, ADDRESS, PHONE, CONTACT:			

* The University and Board of Regents have set a standard of 45 hours of course work for each unit of credit awarded. See policy the [Academic Credit](#) policy for details.

** A syllabus or project plan may be attached.

REQUIRED SIGNATURES:

STUDENT

DATE

FACULTY

DATE

ACADEMIC UNIT CHAIR/DIRECTOR

DATE

Additional Information and Procedures for Cooperative Education

- 1. Determination of credit:** The University and Board of Regents require a minimum of 45 hours of course work for each unit of credit awarded. See policy the [Academic Credit](#) policy for details.
- 2. The number of credits of Cooperative Education** must lie within the approved credit range listed in the catalog course description.
- 3. Departments and programs that have a Cooperative Education proposal form** will ensure it captures the minimum information listed on this approved template. It is to be completed when the student enrolls in the course or at the beginning of the term.
- 4. For a Cooperative Education course**, the instructor must provide either a course syllabus or a project plan detailing: (1) learning outcomes, (2) expected meetings (modality and frequency of faculty and student interaction), (3) expected work products, and (4) criteria to be used for evaluation and grading. **All proposal forms and project plans** must be signed by the instructor, the student and the employer and filed in the department or program office within a week after the term commences.
- 5. If students are paid in association with a Cooperative Education course**, academic credit can be awarded only for faculty-approved academic work as defined by department policy.
- 6. If registration for a Cooperative Education course occurs after the last day to add a class** of the regular semester, or after the last day to add for any other session, the Advisor, the Instructor and the academic unit administrator (Chair/Director, Associate Dean, or Dean) must sign the Petition to “Add a Class After the Deadline Form.”
- 7. If a grade of Incomplete is awarded** for a Cooperative Education at the end of the term, another faculty member must be identified who agrees to evaluate the student’s work, should the original faculty member become unavailable. Please see policy [100404](#) for further details.
- 8. NAU faculty or staff** arranges with the employer’s establishment for providing the alternate on-job periods of training on such basis that the on-job portion of the course will be training in a real and substantial sense and will supplement the in-school portion of the course.
- 9. NAU faculty or staff** arranges directly with the employer's establishment for placing the individual student in that establishment and exercises supervision and control over the student's activities at the establishment to an extent that assures training in a true sense to the student.

Student Eligibility

In order to register for the XXX 389 course:

- 1. Student shall be full-time** carrying a minimum of 12 units academic credit hours per semester for the past two semesters, be enrolled in NAU courses within the last 12 months, and be majoring in a discipline which allows for Cooperative Education.
- 2. Student shall have completed** no less than 30 university or college units with at least 12 units completed at NAU.
- 3. Student shall have a minimum** of 3.0 GPA for all NAU coursework and be in good academic standing.
- 4. Student must have completed** the Cooperative Education proposal form and obtained approval.
- 5. International students** are not eligible for the Co-op program at this time.