

COOP Program

Student's Informative Manual

Ellen Ríos de Acarón

Director

Cooperative Education Program

Engineering College

ellen.rios@upr.edu

Alida Minguela López

Administrative Assistant

alida.minguela@upr.edu

University of Puerto Rico, Mayaguez Campus

P.O. Box 9000

Mayaguez, PR 00681-9000

Tel. (787) 265-3823

<https://www.uprm.edu/coop/>



OBJECTIVE

This manual has been prepared to orient students that have been registered in the course XXXX-4995, Practice for students about the COOP Program. All information about the COOP program, its benefits and documents required can be obtained from the following webpage:
www.uprm.edu/coop/

PROGRAM'S SCOPE

The Cooperative Education Program's Office is responsible for the Program's administration. Any doubts regarding our working form or any ideas exposed in this booklet can be clarified at our office (SA-201) or e-mailed to coop.ingenieria@upr.edu.

COURSE'S DESCRIPTION XXXX-4995 – CREDITS AND REQUIREMENTS

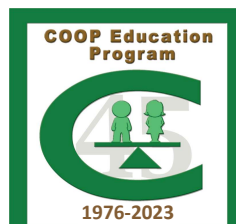
The course XXXX-4995, Practice for students for the COOP Program, equals three to nine credit hours. A minimum of two practice periods are required for the course's accreditation; one of which needs to be of a semester. To enroll this course the student must be a student of the COOP Program.

ELIGIBILITY

Every regular engineering student, classified second years or above and who also complies with a GPA, that's 2.50 or more is eligible to participate in the COOP Program.

The student must maintain their status as a regular student and comply with all the obligations and regulations of the School of Engineering, in order to remain in the Program.

COOP students that receive an administrative suspension will not be able to continue in the Program, unless all the readmission conditions are met and the participant is re-enrolled as a regular student. Students who receive probation status will be automatically unenrolled from the Program.



ENROLLMENT PROCESS

The pre-enrollment and enrollment process are carried out at our office (SA-201), once the student is hired by a company to work as a COOP practitioner. The student must also maintain communication with the office to facilitate the enrollment process, which will take place according to the agreement set up by the corresponding Director of the different Departments for the Practice/Study COOP Program.

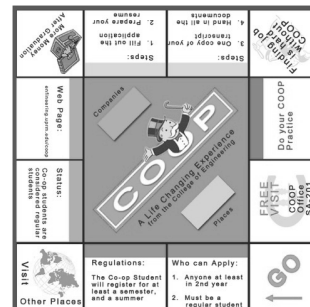
Every COOP student has first priority in the enrollment process for their next two COOP semesters. To identify them, a letter “K” is assigned on the fifth digit on the classification number.

At the start of each working period, the student who enrolls in the course XXXX-4995, will pay the equivalent to three credits. This way the student maintains the status as a regular student and obtains the courses corresponding credits.

The COOP Student will register for at least a semester and/or a summer in the COOP Practice course each time they attend a working period. Students will obtain the corresponding credits after finalizing their term. These credits hours can be used as a technical or free elective in their curriculum.

Every COOP student has to comply with the academic calendar or teaching period; as indicated below:

1. Students who come back for their studying period, must make arrangements to be present at the Campus, during the enrollment days or maintain communication with the COOP office to secure the enrollment.
2. Every student who initiates their practice period, or any student that comes back to study, must make preparations to pay the enrollment fee beforehand.
3. All information about the COOP program, its benefits and documents required can be obtained from the following webpage: www.uprm.edu/coop/



WORKING CONDITIONS

The salary the student will receive is negotiable with the company, although, generally, the company that's participating informs the office about their corresponding salary scale that may be applied to COOP students.

The marginal benefits (apart from the ones required by law) are established by the company or agency. The company generally extends the students benefits, to be like the ones regular employees have.

The COOP students are considered full-time workers and they must abide the same norms and behavior any regular worker at the company follows. During the students working period, they are covered by law and have employment insurance. However, the student doesn't qualify for unemployment compensation during this period.

REGISTERING CLASSES DURING THE COOP PRACTICE

Due to the COOP practice being a full-time position, the students can't take any class course during the working period, unless the class course is enrolled outside of working hours or a course with section XXXD (by distance, without set hours). The courses can be taken in any accredited university precinct that's close to the working space, as long as the student has the authorization from the Associate Dean of Engineering. It is believed that the academic studies during the working period will not interrupt the obligations the student has for the corresponding company.

COOP STUDENT'S STATUS

The student is still a regular university student, even when they enroll the course XXXX-4995, which means that the student has all the rights and obligations from the University including Financial Aid according to the Certification # 94-95-69. "All students who are enrolled in the Cooperative Education Program from the different faculties the University offers; they will all be considered regular students 'bona-fide', during the lecture periods in which the student is officially enrolled in the COOP Practice course."

The qualifying COOP students, can receive financial aid, according with the list below:

1. Basic Scholarship (FAFSA – Pell Scholarship)
2. Legislative Scholarship – The student must coordinate the previously mentioned with the Financial Aid managers.

Honor Students– As being considered a regular student during the working period, honor students certified by the Registrar have the right to have the benefit of honor enrollment. Students from the Cooperative Education Program may not qualify for other academic assistance programs, for example, Federal Loans.

All information about the financial aid and documents required can be obtained from the following webpage: <https://www.uprm.edu/asistenciaeconomica/>

MEDICAL PLANS (HEALTH INSURANCE)

Every campus student must have a medical insurance coverage. All those students, who are covered by the university's medical plan; if the necessity to use occurs, the student must present their ID and their class program to the campus's Medical Service Office, where they will be referred to a doctor or the hospital institution that corresponds accordingly. In any case of emergency while the student is outside of the university, or during no working hours, the student must assist only to the hospital institutions and doctors under the University's Health Plan. If by chance the student is outside of Puerto Rico, the student must present ID, the class program, and confirm they possess the University of Puerto Rico's Health Plan. The COOP students who are offered a health plan by the company they are working for, are not obligated to be under the University's Health Plan, but they must present evidence during the enrollment process. It's the students responsibility; for those who do not take the university's plan; that the insurance coverage they take is satisfactory for their health necessities.

All information about the medical insurance and documents required can be obtained from the following webpage: <https://www.uprm.edu/serviciosmedicos/documentosyformularios/>

EMPLOYMENT'S TERMINATION

No COOP student is allowed to withdraw the course XXXX-4995, Practice for COOP students, nor leave the employment without the COOP Program's Professor/Coordinator's consent.

If the student happens to have problems at work, the student must notify the COOP Program's Professor/ Coordinator, immediately. A drop out of the XXXX-4995 course, while the semester is going, equals a total drop out from the University, and the student will have to request re-enrollment to the campus, within the applicable norms if the student wants to re-enter the University.

COORDINATION, SUPERVISION AND STUDENT'S EVALUATION

Professors-Department's Coordinator

The Director of each department will assign a faculty member the responsibility to supervise and coordinate the student's progress during each working period. This Professor/ Coordinator must visit the student at least one time during each working period to confirm that the students working assignments are maintained at the same level, the student's academic progress is. They will also establish the most appropriate parameters for the student's evaluation according to their observations during the visits, the oral presentations, students' papers and the company supervisor's evaluation. The Professor/Coordinator will establish the number, style and dates in which the student must present the reports.

STUDENT'S COMPANY SUPERVISOR

The student's company supervisor must be an engineer or someone with similar experience, to the field of the students specialty field. The supervisor will be responsible of preparing, together with the student, a progressive training that allows the practical development together with the academic progress. At the end of each period, the supervisor will prepare and send to the Program's Office a written evaluation of the student. All information about the evaluations required can be obtained from the following links:

<https://www.uprm.edu/coop/wp-content/uploads/sites/401/2021/11/Supervisory-evaluation-of-cooperative-student.pdf>

STUDENTS REPORT IN RELATION TO THE COMPANY

The COOP student's reports must be submitted directly to the faculty's Professor/Coordinator. The reports must be submitted according the academic calendar, published by the Dean of Academic Affairs' Office. For each working period reports are required to be separated. These reports will be helpful to the faculty's Professors/Coordinators, so they can evaluate and follow the student's experience. They will also help the Programs Director to correct any difficulty or anomaly experienced by the student at the working place, that's related to something administrative or operational.

The written report is one of the most important practical experiences for the student, since the preparation for the reports is of primary importance in engineering careers. The report will be evaluated by the Professor/ Coordinator of the faculty, not only in the student's technique aspects, but also, in the organization and facility in the written expression. The students may use their criteria or creativity in the form of showcasing and organizing their reports. Although, the following form is highly suggested: <https://www.uprm.edu/coop/wp-content/uploads/sites/401/2021/11/Evaluation-cooperative-education-experience.pdf>

General Presentation:

The report must be prepared in computer, not handwritten. The paper must be size, 8 ½ X 11, and only written on one side of the page. The pages must also be numbered and each section should be named. All the illustrations must be correctly identified in the bottom margin.

Organization y Content:

1. The first page or title page (without number) must have:
 - Title
 - Student's name, ID number
 - Specialty
 - Working Period
 - Company's name and adress
 - Supervisor's name
 - Degree or Position
 - Professor/Coordinator's name

2. The next page (without number) is the content's index

REPORT BODY

It contains a thorough description and evaluation about the work assignments and work related to it. It's the most important part of the report and its purpose is to offer the student the opportunity to check the work and analyze the importance of the experience gained for their professional career in a way that the objectives for future working periods can be projected. This part of the report must cover the following factors:

A. Introduction:

Briefly describe the company, type of business or service, products, history, functions and the department's different types of work. Explain how the unity in which you are assigned to, interacts with other unities as part of the organization. It should include information about the physical facilities and general data of interest about the company such as: subsidiaries, location, number of employees, etc. Describe the educational/professional level of the group or the group work that was assigned (this is: engineer, graduate level, etc.).

B. Assigned Work

Description of the work experience during the covered period from the report. Did you get assigned some special projects? Describe them and comment about their results.

C. Technical Part

It may develop any topic related to the work experience in which the student may expand their knowledge through reading and investigations. It must include illustrations, and appropriate photos, and it must be a personal work from the student where information about the work references is included. The possible development topics may be:

- System's development and its design

- The history of a technical process in which the student took part of during their working period and its development.
- A technical essay about the social technological effects, related to the students project.
- Positive or negative observations about the values or risks, of the specific activities in which the student participated in.
- Must include a fair number of pictures and illustrations that show the importance of the work, and the complexity of the processes and systems, through well explained graphics.

D. Comments and evaluation about the student's work:

- Was your experience meaningful and satisfactory?
- Did you get work parcels that had progressive importance? Explain.
- Where your work assignments related to your specialty field? How?
- Were you assigned to managerial administrative tasks?
- Did you get any interesting experience related to humane relations, workers, etc.? Explain.
- About your work responsibility: Did you get assigned any type of work that required a lot of relative responsibility? Did you feel like you were a part in any working group?
- You may include any observation from other COOP students that worked with you. What impressions did they express about the importance of your working assignments that you consider of interest?

E. Meetings, Conferences, Workshops, Seminars

The engineering student's, intellectual and professional, development its stimulated through participation, in seminars, conferences and technical lectures, where the student directly participates in the presentation and project defense related to their practical assignments. The Cooperative Educational Program, provides the opportunity for the development of the student's communication both verbally and oratory wise; all through the next activities:

In the industry

- Participate in section reunions or department ones to evaluate and consider the adoption of a new procedure, product or production techniques.
- Offer technical conferences to visitors or the company's personnel.

- Teach verbal instructions to employee groups about new work techniques or new products.

In the University

- Participating in orientation conferences to new students, seminars about the COOP Plan, student organizations, etc.
- Participating in workshops and seminars about the evaluation from the Cooperative Educational Program to a state level.

F. Additional Information

- It's convenient that other students, assigned to the company's place, where they received the corresponding practical teaching, in which they also benefit from the experience about the available facilities in the area of living, educational-cultural activities, etc. If your job (as a student) was far from home, describe the arrangements you had to do, including: costs, conditions and satisfaction.
- During the working period, how did you use your time outside working hours?
- From which social, cultural, sports, religion, among other, activities could you participate in?
- Educational opportunities- Is there any educational facilities (campuses) where the student can take courses to accelerate the academic work?

G. Recommendations or observations:

- Express your opinion about the importance the Cooperative Education Program has for you. Mention any recommendations that could make the COOP Program a better experience.

