**UK CO-OP GUIDELINES**

**EGR 399 –** Enrollment in this class guarantees full-time status which allows continued insurance coverage and student loans do not become due for repayment; you have the option of have your loans/scholarships deferred OR receiving them while on co-op. In order to receive a “P”, the following must be completed:

 A job data report must be completed and returned to us after the first few weeks at work.

 A co-op report & position appraisal must be submitted at the end of each work session.

 Each co-op must participate in a group debriefing session with a faculty member & co-op staff upon return to campus after each work semester.

 We must receive an evaluation of your work semester from your supervisor at the conclusion of each

term. The evaluation process is a learning tool for you– it does not become part of your student record.

While students are on work assignments in the fall or spring semesters, the co-op office will get pre- registration materials to students. During semesters back on campus, it is your responsibility to pre- register. Engineering majors may use the three hours of accumulated pass/fail credit as a **supportive elective, not a technical elective.** Computer science majors can use the three hours for an **upper division CS elective.**

**TUITION: Refer to myUK or** <http://www.uky.edu/Registrar/feesgen.htm>**for fees & payment info.**

This fee does not include any student services, but does provide you with **FULL-TIME STATUS.** You may elect to pay tuition plus the ~**$550.00 student activity fee\*** (which includes student health services, ballgame ticket purchase, use of campus facilities, etc.) OR tuition plus **$175.00** for the student health services only. We must be notified in writing to assess your account should you opt for one of these.

(\**these fees change as tuition increases.)*

***Note: The Co-op office must be notified in writing to assess your account should you opt***

***for one of the above fee options****.*

**FINANCIAL AID:** The contact is Robin Gray, [rgray@uky.edu](mailto:rgray@uky.edu), 257-3172 x-230, 127G Funkhouser.

Co-op students can receive financial aid checks while on work semesters. Occasionally an inquiry is made by a lending agency, or the actual re-payment coupon book is forwarded to students. Should this happen, we can provide proof of full-time status for you.

**SCHOLARSHIPS:**

**Academic**: Sandy Copher or Crystal Shepherd, 211 Funkhouser, 257-4198- schoper@uky.edu

**Engineering:** Mary Michael McDonald, 369 RGAN, 257-0569 - [marymichael.mcdonald@uky.edu](mailto:marymichael.mcdonald@uky.edu)

Scholarship money is not diminished nor affected by participation on the co-op program, although timing distribution methods may vary. The source of the scholarship does need to be advised of co-op status.

**HOUSING –** Co-op students can break their campus housing contracts without suffering any penalties. You must contact us for this procedure.

**ROTATION SCHEDULE – Please make sure that your academic advisor is aware of your co-op, and work with him/her on your rotation schedule.** Adherence to the rotation schedule is important so that you do not miss out on prerequisites and that you are aware of spring/fall only courses you might have to be on campus for.

**Co-op Guidelines – page 2**

**CHANGING CO-OP EMPLOYERS –** We do not recommend changing co-op employers, but sometimes extenuating circumstances exist that are justifiable. Each work session provides the opportunity for advancement to a more demanding subsequent tour. By the third tour, the expectation is to function as a professional, based on previous semesters’ training and experience. Occasionally circumstances arise in which we recommend and assist in locating a second co-op employer. However, if a student receives a poor evaluation, **especially in the punctuality and attendance category,** or is not asked to return due to poor work performance, we reserve the right to end your co-op status. We are under no obligation to assist with a second or third co-op placement.

The reality is that not all co-op assignments are perfect. Your supervisor may under or over estimate your abilities, business needs may dictate too little or too much work, or you may find that the reality of your workplace does not meet or satisfy your expectations. We expect you to contact us early if this happens, whether on a first, second or third work session.

Co-op Contact:

Marsha Phillips [marsha.phillips@uky.edu](mailto:marsha.phillips@uky.edu)

Ilka Balk ilka.balk@uky.edu