

# The Co-Op Handbook



AUBURN

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COOPERATIVE EDUCATION  
PROGRAM

*Since 1937*

Auburn University  
Auburn, Alabama

# INTRODUCTION

Dear Co-Op Applicant:

This handbook is designed to give you the essential information that can make your participation in the Auburn University Cooperative Education (Co-Op) Program a profitable and rewarding undertaking.

The proper functioning of this program depends on how well participants follow program-related policies, regulations, and guidelines. Harmony between you and the program is important so that all participants may understand and react in a uniform manner. No program can successfully serve the majority unless all participants exercise self-discipline to conform to the established norm.

The image of the Auburn Co-Op Program is enhanced or damaged by the reputation of the students who make up the program. You represent Auburn whenever you work and it is hoped that your participation in the program will serve to impress on your employer and others the outstanding quality of the Auburn student body.

We hope these pages will clarify our procedures and policies and serve to guide you through the years to come as you participate in the Auburn Co-Op Program.

As you join the rank of Auburn's co-ops, we look forward to working with you to develop those superior qualities to which we all aspire.

Sincerely,

Auburn University Co-Op Program Staff

## Co-Op Education

***“You earn a future when you earn a degree.”***

# MISSION STATEMENT

The Cooperative Education (Co-Op) Program provides graduate and undergraduate students academically enhancing employment opportunities in industry, business, and government. These employment opportunities build upon strong instructional programs to ensure that students receive an outstanding education that prepares them intellectually, technically, culturally, ethically, and socially for the demands and opportunities of an increasingly changing world.

## PROGRAM HISTORY

Cooperative Education was founded at the University of Cincinnati in 1906 by Herman Schneider, Dean of the College of Engineering.

Dean Schneider made two observations based on his own and others' careers:

1. Every profession has many facets which cannot be taught in the classroom, but can be learned through direct on-the-job experience.
2. Most students find it necessary to work part-time while taking classes and during vacation periods in order to earn money to help pay for their education. Usually, part-time and vacation work has little or no relationship to ultimate career choices, and therefore does not contribute to professional education or to the competitiveness of the student.

Dean Schneider envisioned an educational system which would blend these observations into a meaningful program for the student. Under this system the educational institution designs an academic calendar which provides an employer with a pair of students to cover a job on a year-round basis through alternating periods of work and study.

The institution assumes the responsibility for verifying positions related to the students' professional objectives and thus provides the knowledge which only comes through experience. These are regular paying positions, so the students are able to utilize their savings from earnings to help fund their education or for any other purpose they desire.

Approximately 1,000 schools across the nation have adopted Dean Schneider's philosophy as a valid educational method. Co-op has also gone international.

The Cooperative Education Program at Auburn began in 1937 with an initial class of 24 alternating students. Through the years, thousands of students have graduated with valuable work experience from industrial, business, and government employers. According to the employer's need, diverse job assignments and locations have varied from California, Texas, Florida, and Washington, DC. Some assignments have been

within the city limits of Auburn. Most students work at locations within 200 miles of Auburn. Students from nearly every school and college in the University, representing more than 25 curricula, are currently in the program.

## **PROGRAM ADVANTAGES TO PARTICIPANTS**

Some advantages are tangible while others, ultimately more important, have value not easily measured in terms of dollars. A few of the advantages co-op students enjoy are as follows:

As a co-op student you will become better prepared technically than your classmates. You not only acquire valuable knowledge but see this knowledge applied in business and industrial situations on the job. Your class-work comes alive, which is stimulating, and encourages you to make extra efforts in your studies. This point is verified by the evidence which shows co-ops achieve a higher grade point average (GPA) on average than that of the overall student body.

You will learn valuable lessons in human relations through associations in an adult environment. The maturity and discipline gained in this manner is usually reflected in your personal relations with others. After graduation, these associations will help ease your transition from student to professional.

You will observe professionals working in your chosen field. This unique opportunity will help you decide early in your academic education whether you have chosen the right vocation. Many co-ops feel this is the greatest benefit they receive from the Co-Op Program.

Savings from wages can be used to significantly contribute to education expenses. There is no substitute for the learning gained from the lessons of self discipline and management of personal finances. Savings can be substantial; however, most co-op students require additional financial assistance in meeting educational expenses. Individual thrift will largely determine the amount of your savings which can be utilized to defray college expenses.

## **APPLICATION PROCESS**

### **PARTICIPATING CURRICULA**

The Cooperative Education Program is offered in most of the curricula at Auburn University. For that reason, it is easier to list those areas of study where few to no possibilities to co-op exist. Currently, few job possibilities exist for students in Agriculture, Education, and the Human Sciences. Students in Nursing, Pharmacy, Veterinary Medicine, as well as Landscape Architecture, Interior Design, and Medical Technology are unable to participate due to the limited flexibility of their programs of study.

## **APPLICANT GRADE POINT AVERAGE (GPA) REQUIREMENTS\***

2.20 - 4.00 You are academically qualified to seek co-op employment.

2.00 - 2.19 If your GPA from the most recent term was 2.20 or greater, the co-op program may certify you to an employer. The Co-Op Program staff can provide assistance in the co-op employment search if a realistic co-op job possibility exists for a person with your qualifications.

0.00 - 1.99 Your grades must be improved to qualify.

*\* Some employers have academic requirements different from those of the Auburn University Co-Op Program. The higher requirement prevails.*

## **REQUIRED APPLICANT MEETINGS**

Attendance at a Co-Op Registration and a Follow-Up Meeting is needed to facilitate the dissemination of information about the Co-Op Program. Once you have completed the registration process, you will work with a Co-Op Coordinator who will seek to explore with you individual career goals through personal interviews. Assistance with the competitive process of obtaining a co-op job offer will be provided consistent with your career goals, location of employment, personality, and other factors affecting your individual needs.

## **REQUIRED CO-OP WORK TERMS AND TYPICAL WORK / SCHOOL EXPERIENCES**

Incoming first term freshman are required to complete at least one term of school before the Co-Op Office staff can work with them to assist in the co-op job search process. All students must complete two equivalent academic terms of college before being authorized to report to work as an Auburn University Co-Op Student.

Transfer students may compete for a co-op job offer during their first academic term at Auburn. Transfer students are often eligible to report to work after completing one academic term at Auburn.

Architecture and Industrial Design students are required to complete the sophomore-level studio classes before being authorized to report to work as a co-op. We can, however, work with them in competing for a co-op job offer during the year of their sophomore-level studios.

Undergraduate co-op students follow the Accreditation Council for Cooperative Education (ACCE) program model by working a minimum of 12 months. Towards this 12 month work requirement, students are credited with 4.5 months for each Spring/Fall worked. Students are credited with 3.0 months for each Summer worked.

Students completing the Auburn Co-Op Program will have at least one year of curriculum-related work experience when they graduate. Many students have up to 18 months of co-op experience when they graduate.

Co-ops alternate between work and school for three, four, and five work terms, then remain on campus for their senior year.

### Typical Work / School Co-Op Alternation Plans

School Term	Plan A	Plan B	Plan C	Plan D	Plan E
1st year - Fall	School	School	School	School	School
1st year - Spring	School	School	School	School	School
1st year - Summer	<i>Work</i>	*	*	*	*
2nd year - Fall	School	<i>Work</i>	School	School	School
2nd year - Spring	<i>Work</i>	School	<i>Work</i>	<i>School</i>	School
2nd year - Summer	School	<i>Work</i>	School	<i>Work</i>	*
3rd year - Fall	<i>Work</i>	School	<i>Work</i>	School	<i>Work</i>
3rd year - Spring	School	<i>Work</i>	School	<i>Work</i>	School
3rd year - Summer	*	*	<i>Work</i>	School	<i>Work</i>
4th year - Fall	School	School	School	<i>Work</i>	School
4th year - Spring	School	School	School	School	<i>Work</i>
4th year - Summer	*	*	*	*	*
5th year - Fall	School	School	School	School	School
5th year - Spring	School	School	School	School	School

\* Optional Term(s) - Extra Co-Op Work Term(s), Internship(s), Study-Abroad, Summer Job(s), etc.

All students have a window of eligibility for starting to co-op which usually closes at the beginning of the junior year. Although requirements vary from curriculum to curriculum, most students with less than two academic years remaining until graduation are ineligible to apply for co-op jobs.

Transfer students with up to two years transfer credit are usually eligible to participate in the co-op program. Such schedules depend on the term in which a student enrolls at Auburn and the number of terms necessary to complete degree requirements.

Under the semester system calendar, each co-op student normally works, at a minimum, one Summer, Spring, and Fall term. Generally, there are five work / school alternation schedules under the semester system calendar. The schedules involve students working their first term beginning either Summer, Fall, or Spring. A few students have non-traditional co-op work schedules due to unusual schedules on which classes are offered in their departments.

Starting to work as a co-op student during the Summer term is the schedule most popular with students; however, it is also the most competitive sequence on which to obtain a co-op job offer. For this sequence, we generally have a significant percentage of the students competing for approximately 10-15% of the jobs.

Approximately 85-90% of the total co-op job openings call for a first work term in the Fall or Spring. In general, fewer students compete for these openings and find the quality of the co-op work assignments is higher. Students flexible about when they can begin work maximize their chances of securing co-op positions.

Employer representatives are very sensitive to what students say. If you are open to beginning work Fall, Spring, or Summer term but say to an employer that you prefer starting in the Summer, the employer will usually not consider you as a candidate for Fall or Spring openings.

## **JOB SEARCH**

Most employers require an interview which may be conducted on the Auburn campus or at the place of employment. However, some do not require interviews and you may receive an offer with much of the coordination and placement conducted through e-mail, surface mail, and/or over the telephone.

Remember, the job search is a competitive process which will require you to compete for the co-op job offer against other Auburn University students as well as students from other schools. Most co-op job offers are contingent upon the student passing a pre-employment medical physical, which often includes testing for use of illegal substances.

Auburn University makes no guarantee as to whether or not you will ultimately receive a job offer or as to the quantity of your earnings. However, we will make every effort to assist you to your best educational advantage. Geographical location, alternation schedule, and the co-op pay scale need to be secondary considerations in the interest of the overall objective of assisting you in finding the best Cooperative Education opportunity.

## PERSONALITY REQUIREMENTS

In order to qualify for the Co-Op Program and to be successful in obtaining a co-op job offer, you must exhibit a high degree of character and maturity. Students who wish to be involved in the program must realize that the good name and spirit of Auburn University is carried with each new co-op. This quality will be evaluated by past records and meetings with your Co-Op Coordinator.

## PHYSICAL REQUIREMENTS

Employers are making every effort to accommodate the physically challenged. However, due to the wide variety of tasks to which a co-op may be assigned, the exact nature of any challenge should be brought to the attention of the Co-Op Coordinator and the prospective employer. Most co-op job offers are contingent upon applicants passing a pre-employment physical which often includes a drug test.

## OTHER APPLICANT INFORMATION

- **AGE:** Normally, you must be at least 18 years old before you can be employed as a co-op student. Special arrangements are possible for younger students.
- **CITIZENSHIP:** Some co-op positions are open only to US Citizens. Other co-op positions do not require US Citizenship status. A number of undergraduate and graduate International Students participate in the Co-Op Program.
- **MARITAL STATUS:** Frequent changes of residence between college and work demand a high degree of individual flexibility. To be considered for this program as a married student, you should develop a workable program for yourself and family.
- **MILITARY OBLIGATIONS:** The co-op schedule of work and school can prohibit the fulfilling of summer camp obligations associated with military reserve activities. If you have a military obligation, bring this to the attention of your Co-Op Coordinator during your first appointment.
- **ROTC PROGRAM:** Co-op students may choose Army or Air Force ROTC, both basic and advanced. However, some difficulty may be encountered scheduling advanced ROTC courses. ROTC summer camp should be scheduled during the senior year after the co-op work terms have been completed.
- **MARCHING BAND:** Students in the Marching Band must be in school during Fall terms. Therefore, co-op participants will miss one Fall marching band season.
- **COUNSELING:** Students with particular problems have found the Co-Op Office to be a source of assistance in either advising or directing them to other competent advisors. Students are always welcome.

- **OUT-OF-STATE STUDENTS:** It is becoming increasingly difficult for students paying non-resident tuition to qualify for resident status whereby they can pay resident tuition. See the Registrar's Office in Mary Martin Hall concerning the policies involving qualification for residence status.
- **FINANCIAL AID:** Co-op students earn on average approximately \$2300.00 to \$2900.00 per month (some may earn more, some less). Co-ops usually receive raises each work term or when they have a change in their class standing. These earnings can have a negative impact on the continued receipt of financial aid which is based on financial need. Other forms of financial aid such as scholarships and grants can also be impacted. Please go by the Student Financial Aid Office in 203 Mary Martin Hall and have a counselor review your file and give feedback specific to your situation. *During co-op work terms, co-op students are not eligible to receive financial aid.*

## **PROGRAM OPERATION**

The Cooperative Education Program office is located in 104 Ramsay Hall. The staff consists of a Director, an Assistant Director, two Office Administrators, a Graduate Assistant, a Student Information Technology Assistant and a Work / Study student employee. Ramsay Hall is located on campus facing West Magnolia Avenue between Harbert Engineering Center (Civil Eng.) and the Textile Building (Polymer & Fiber Eng.). The office hours are 7:45 a.m. until 4:45 p.m. Monday - Friday. The phone number is 334.844.5410. FAX number is 334.844.6414.

## **FINAL BRIEFING**

All students attempting to co-op are required to attend a Final Briefing session at the end of the current term. At this meeting, students receive final instructions for reporting to work even though they may not yet have a job offer at the time. Many students receive a co-op job offer after leaving campus for the term break.

## **CO-OP \* GRADE REQUIREMENTS \*\***

Co-Op Program Warning status is assigned when the student's term GPA is less than 2.20 and cumulative GPA is also less than 2.20. Warning status may be continued as long as the employer is willing to employ the co-op student or until another University related grading system causes an interruption in the student's major or the student term GPA and cumulative GPA both fall below 2.00.

Co-Op Program Warning status is cleared when term GPA is greater than or equal to 2.20 and cumulative GPA is greater than or equal to 2.00. Otherwise, the student may be dropped from the Co-Op Program. This includes students who accept co-op jobs to begin working some future term for they also must meet the term requirements as other co-ops even during those school terms prior to the first work term.

Students dropped from the Co-Op Program due to not meeting program grade point average requirements may re-qualify by meeting the grade requirements for co-op applicants.

*\* A Co-Op Student is one who has met the application and grade requirements of the Program, who has been certified for co-op employment by the program, who has accepted an offer for co-op employment with a program approved employer, who has informed the AU Co-Op Program office of acceptance of a co-op job with that employer, who has completed all program requirements, and who agrees to abide by program policies and requirements.*

*\*\* Some employers have academic requirements different from those of the Auburn University Co-Op Program. The higher requirement prevails.*

## **CONTINUED OFFICE CONTACT REQUIRED**

After securing a co-op job, continuous student - program communication is necessary to ensure an effective, professional work experience purposefully intermingled with expanding academic progress. Students are expected to maintain contact with the Co-Op Program office each and every school and work term until they have completed all required work terms.

Proper coordination can be achieved when students communicate to the University the extent of the on-the-job learning environment. This will enable the Co-Op Program staff to compliment and encourage employers for quality work assignments while pointing out weak or marginal assignments which need strengthening. Constructive criticism often supplies the necessary information to the employer's Co-Op Coordinator to improve work situations.

## **TERM OBLIGATIONS**

Until co-ops are granted "Fifth Year" status, they are required to follow the ACCE accreditation model and to maintain contact with the Co-Op Program office every term. We will endeavor to require only a moderate amount of a student's time each term. During the first week on the job, report to the AU Co-Op Office your At-Work Addresses. Submit the required *Co-Op Work Report* during the first week of classes, complete a new *School Address Card* reporting at-school address, and "sign-off" on your *Work-School Co-Op Alternation Schedule*. If you need to discuss work or school issues with a Co-Op Coordinator, please do so during the first week of the term.

## **GENERAL INFORMATION**

- **RECIPROCITY:** You may work in a state other than the one indicated on your driver's license and car tags. Request a *Reciprocity Form* from the Co-Op Office to avoid fines/violations relating to invalid out of state driver's license and car tags.

- **GLOMERATAS:** If you are on your co-op job during Spring semester, the Co-Op Office will reserve a *Glomerata* student yearbook for you. Your *Glomerata* will then be held so that you can pick it up Summer term. Since co-ops normally annually pay only a portion of the yearly Student Activity Fees, an additional charge (approximately \$5.00 to \$7.50) may be levied by the Glomerata Office to cover the *Glomerata* related fees. The \$45.00 Cooperative Education Program Special Services Fee does not include Student Activity Fees.
- **CO-OP LOAN FUND:** This limited fund is available to enrolled co-op students. Applications are available in the Student Financial Aid Office and need to be submitted during the first week of classes.
- **EVALUATIONS:** During each work term, you will be evaluated by your employer. A copy of the completed *Supervisor's Evaluation of Auburn University Co-Op Student* form will be forwarded by your employer to the AU Co-Op Office. This completed evaluation form will be maintained in your co-op file and will be available for your review. Due to the Privacy Act of 1974, we are not allowed to furnish you copies of the evaluations nor can we allow you to make photocopies of the evaluation without specific written consent by your employer and supervisor. This form is designed to aid in your growth and development and any criticism should be considered to be of a constructive nature.
- **WORK REPORTS:** Students are required to complete a co-op work report for each work term. Reports are to be submitted to the AU Co-Op Office during the first week of the following school term.
- **SCHOOL TERM ADDRESS CARD:** You are required to complete and turn in to the Co-Op Office, during the first week of classes, a school address card for that school term.
- **ADDRESS DURING WORK TERMS:** You are required to complete and turn in to the Co-Op Office, during the first week of reporting to work, a work term address form furnishing both residence and at-work departmental mailing addresses, e-mail addresses, phone and FAX numbers.
- **ALTERNATION SCHEDULE:** Co-op students are required to come by the Co-Op Office and "sign off" on their work/school co-op alternation schedule during the first week of classes indicating that all went well on their work term and that they are planning to return for the next scheduled work term. If there is anything the student wishes to discuss with the Co-Op Coordinators, they need to arrange to meet with their coordinator during the first week of classes.
- **REGISTRATION:** Co-ops are registered students all terms of the year. During the school terms you will be registered for classes and pay normal tuition fees. During work terms, you will be registered for a course titled "COOP-4920: Cooperative Work Experience" and pay a \$45.00 Cooperative Education Program Special

Services Fee. During co-op work terms, co-op students are considered full-time students for purposes of eligibility for health insurance and for the deferment of student loan payback obligations.

Registration for co-op work terms provides an official record of co-op experience on your transcript. During your work terms, pre-registration for academic terms will be accomplished on-line via the Internet. *Co-op students have Priority I registration status and are thus able to register each term during the earliest registration period for priority students.*

During school terms you will pre-register through the normal registration process for your next co-op work term. Normally, the student in school during Spring term who is working Summer term will pre-register for both Summer co-op work and Fall academic classes during Spring term.

- **COLLEGE ENROLLMENT DURING CO-OP WORK TERMS:** Undergraduate co-op students may enroll for a single course with a maximum of five credit hours at Auburn University during a work term. Enrollment at other colleges and universities during co-op work terms is governed by the rules and regulations of the enrolling institution.

Co-op students planning to enroll during a work term at a college/university other than Auburn, must request permission from their AU Dean's Office to be a "transient" student. All college enrollment by co-op students during work terms must be approved by the co-op employer.

- **STUDENT ACTIVITIES:** Co-op students are encouraged to participate in normal school activities which do not interfere with academics or co-op work schedules.

## **STUDENT FOOTBALL TICKETS**

All eligible students may order student football tickets during the Spring term or early Summer term using the university online registration program. In addition to the normal charges for the football tickets, any student on a co-op work term during Fall, hence not taking classes, will be required to pay an additional fee of \$45.00 (cost is subject to change). This additional fee applies only to co-op students at work Fall who order football tickets.

## **HOUSING**

Co-op students are responsible for their housing during school and work terms. The employer's Human Resources office usually can supply information about housing since they have experience with previous co-op students. Generally, the best information can be found from experienced co-ops. It is possible to obtain names of students from the Auburn Co-Op Office and from your employer. The Co-Op Office can usually assist with some general housing related information.

## **PLAINSMAN**

For a small fee, you may arrange with the Plainsman Office to have a subscription of *The Auburn Plainsman* sent to you during a co-op work term. *The Auburn Plainsman* is also available online.

## **OBLIGATIONS**

### **UNIVERSITY AND EMPLOYER OBLIGATIONS**

The employer will sincerely attempt to provide you with meaningful employment related to your field of study and career development. Not all of the training will be technical since the co-op exposure is intended to broaden one's total experience base.

Continuing employment will be provided throughout your required work terms unless you prove to be unacceptable or unless economic concerns or other factors make co-op employment impractical or impossible. The employer will provide on-the-job supervision and counseling through the use of the *Supervisor's Evaluation of Auburn University Co-Op Student* form.

The University and the AU Co-Op Office staff will assist you in administrative matters such as registration, *Glomerata* reservation, and other tasks. The Co-Op Office staff can assist you in obtaining any necessary counseling related to vocational and personal challenges whether related to your work experience or not.

### **STUDENT OBLIGATIONS**

While as a co-op student you are not required to sign a written contract with the University or the employer, it must be emphasized that in accepting co-op employment and in becoming a co-op student you accept commitment to several binding verbal agreements.

One of the most important elements in this agreement is the completion of the program as originally outlined. Continued success of the program depends on the continuity of student employment and the ensuing sustained employer participation. This involves perseverance on your part on an appropriate alternation schedule until its completion.

You should not enter the program with the idea of dropping out when you deem it convenient. Nor should you make subsequent personal plans (marriage, vacation trips, loans, scholarships, etc.) which might change your alternation schedule. All plans and decisions should be made with this prior commitment in mind. Early termination of this agreement injures the relationship between the program and the

employer and jeopardizes future placement of co-ops with that organization.

Co-op employers do not hire students out of philanthropic or altruistic motives. Co-ops are expected to be regular, reliable, and productive employees in training for possible employment after graduation. The image of the Auburn University Cooperative Education Program is impaired when a student defaults on this obligation. Moreover, you must realize that you have a responsibility to future students seeking co-op positions.

It should be emphasized, however, that these agreements will in no way keep you from changing your curriculum or career goals since your academic welfare is the primary objective in Cooperative Education. Most justifiable adjustments can be handled on an individual basis with your Co-Op Coordinator.

All requests to adjust alternation schedules must be made in writing. Students and employers should direct these requests to the student's Co-Op Coordinator.

## **YOUR OBLIGATIONS TO THE PROGRAM**

You must make no arrangement with your employer which will affect your alternation schedule without the consent of the Auburn Co-Op Program Office. The Co-Op Office should be consulted by both you and your employer before any decisions or changes are made in your work schedule. As mentioned before, these requests must be made in writing.

Remember, although the Cooperative Education Program is a cooperative partnership between Auburn University, your employer, and you, it must be understood that this is primarily an educational program and consequently controlled by Auburn University.

You must remain with your original employer unless a change in curriculum dictates a change in employer, or unless you are terminated by your employer. You must remain on the same alternation schedule unless an academic scheduling conflict arises or a schedule change is requested by your employer.

You must submit new address information to the Co-Op Office during the first week of each term, whether at school or at work. You must submit a co-op work report during your first week of school following each work term. This work report will not only be reviewed by the Co-Op Office staff but also by your departmental faculty and will be made a part of your permanent co-op file.

You must report to the Co-Op Office briefly during the first week of each school term. At this time, you will meet with a member of the Co-Op Program staff in order to insure that your work terms and school terms are going as planned. If any adjustments need to be made in the work/school alternation plan, they can be discussed at this time.

## **YOUR OBLIGATION TO YOUR EMPLOYER**

You should give your employer a full day's work for each day paid and recognize the fact that this will be possible only if you apply yourself promptly, courteously, and conscientiously to each work assignment. It is as much your responsibility as it is your supervisor's to see that you stay productive at work.

Conform to company policies and procedures and follow safety rules explicitly. Report to work and leave the job on the regularly scheduled days established by the AU Co-Op Office unless special arrangements have been made with your employer to work other than the published dates. Under no circumstances will special arrangements be allowed to permit late arrival on campus after the first day of classes for scheduled school terms.

Understand that once employed, you should willingly transfer to various company locations if requested to do so by your employer. Violation of any of the preceding obligations can result in your being dropped from the program.

## **SENIOR CO-OP STATUS AND GRADUATION**

Once you have completed all required work terms, the AU Co-Op Office maintains your records in what is referred to as the "Fifth Year" co-op status until graduation. Upon successful completion of the Co-Op Program, in addition to your university diploma, you will be eligible to receive a Cooperative Education Certificate. The certificate is a great companion piece to your diploma.

The fee of the Co-Op Certificate is \$15.00 (cost is subject to change) and is ordered through the Co-Op Office at the beginning of your graduation term. At the time you receive your certificate you will be asked to complete a survey form which is used for the purpose of receiving constructive appraisal of the program from co-op graduates.

Employers of co-op students understand that, unless you have agreed otherwise, you are free to pursue professional opportunities at graduation time with any employer of your choice. You are not obligated to return to work with your co-op employer after graduation; however, we recommend that you give your co-op employer serious consideration since you have built valuable experience, reputation, and fringe benefit time with them.

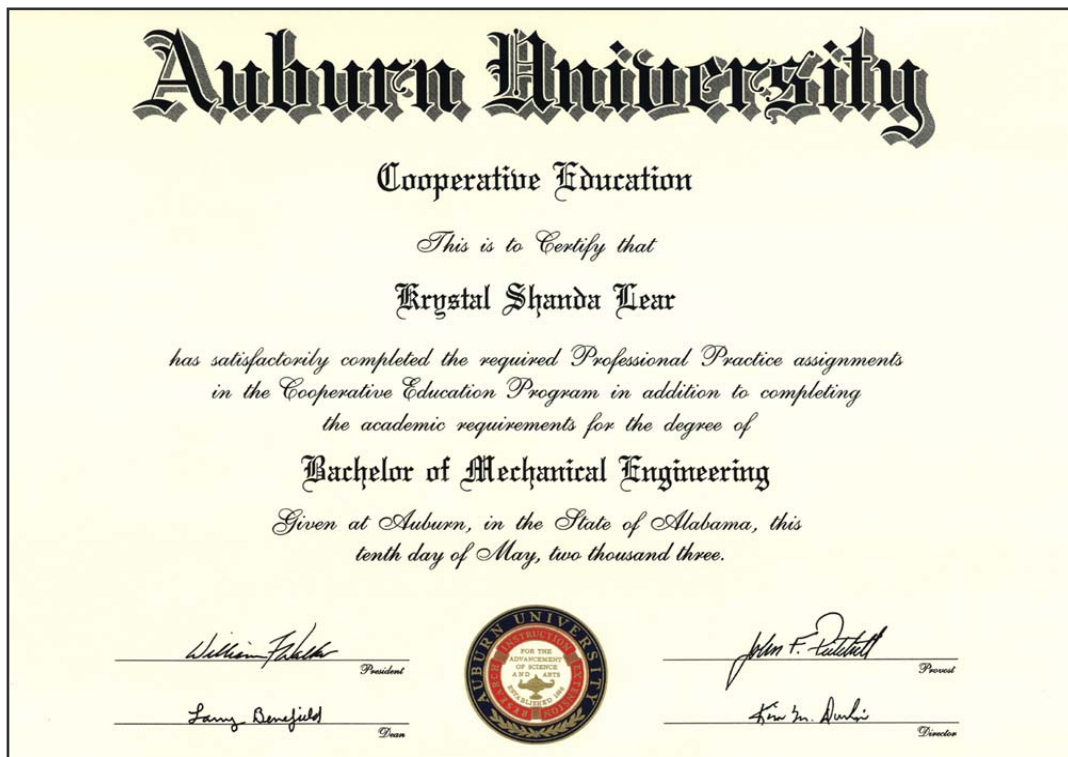
As a co-op graduate, you will be more than a regular graduate. The co-op graduate is special. You will be a product of much effort by Auburn University, the Co-Op Program, your employer, and your own self application. You will have become a proven, experienced, self-assured graduate.

We believe you will wear and carry the title of Co-Op Graduate proudly throughout your life. It is a title recognized and respected by professionals everywhere because

of the success that Cooperative Education has achieved in providing successful and equipped people to the world for more than 100 years.

While a co-op graduate should have a head start in the professions, please be aware that much effort will be involved in staying ahead. Recognizing the competition you have already experienced, a co-op graduate must maintain high standards and strive in self application in order to maintain this competitive lead.

## As a Co-Op Graduate you will truly rank as one of Auburn's Finest!



This is an example of the certificate that can be earned through the Auburn University Co-Op Program.

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**Visit the website at:**

***[www.auburn.edu/co-op](http://www.auburn.edu/co-op)***

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