

Chemical Engineering Co-op Program

ChE Co-Op Policy Statements

Introduction

The Purdue Chemical Engineering (ChE) Co-op program is an academic program aimed at enhancing student professional skills through progressive work experiences, skills assessments and structured reflection. Students have the opportunity to earn a Co-Op Certificate determined by the amount of industry experience they acquire through the program. The following certificates are offered:

Industry Co-op Certificate

The Industry Co-op Certificate is awarded to students who have gained about one year of chemical engineering related full-time work experience (at least one fall/spring semester). Students will register for the relevant ChE Co-Op experiential course during each academic term for which they are engaged in full-time work with an employer (including summers). Students are required to complete a minimum of three work terms with the same employer, or a minimum of 4 work terms with two employers (two terms with each employer). Students should have a progressive experience, and must complete all necessary requirements of the ChE Co-Op Program, including participating the ChE Co-Op Seminar class when they are on campus after a work session.

Extensive Industry Co-op Certificate

The Extensive Industry Co-op Certificate is awarded to students who have gained 18 months or more of full-time chemical engineering related work experience. Students will register for the relevant ChE Co-Op experiential course during each academic term for which they are engaged in full-time work with an employer (including summers). Students are required to complete five work terms. Students should have a progressive experience, with multiple work terms occurring at the same employer. Students may change employers one time and complete a minimum of 2 work sessions with each employer (at least one spring/fall semester). Students must complete all necessary requirements of the ChE Co-Op Program, including participating the ChE Co-Op Seminar class when they are on campus after a work session.

ChE Co-Op Student Policies

- 1. Expectations:** Students enter and continue in the Co-Op Program in good faith and in fairness to both their employers and Purdue University while maintaining a satisfactory academic record and satisfactory job performance with their employers.
- 2. Application:** Application to the Co-OP Program does not guarantee job placement. You must be registered on the West Lafayette campus as a full-time student to be eligible for participation in the Co-Op Program. The Office of Professional Practice (OPP) and the ChE Co-Op Office support students in finding opportunities through facilitating networking events, information sessions, career fairs, the co-op database and more. You become a ChE Co-Op student once you have accepted employment with a qualified employer, orally or in writing. From this point onward all the rights, policies and responsibilities of a ChE Co-Op student will apply to you automatically.

- 3. Ethical Behavior:** Students will act in an ethical and professional manner as a representative of Purdue University and their employers. Once a student has accepted an offer, they are expected to complete the work session. Students may attempt to renegotiate the timing or other particulars of their work term, but must not renege on an accepted offer. Reneging on an accepted offer is considered an unethical breach of contract and will result in immediate dismissal from the Co-Op program.
- 4. Registration:**
- Once accepted into the Co-Op Program, students are required to register for a Co-Op course every work session (including summers) using the appropriate course number (CHE 29199, CHE 29299, CHE 39399, CHE 39499, or CHE 39599). Students will progress through these courses based upon the number of previous registered work experiences.
 - These 0-credit experiential courses aid in the students' professional growth while completing the co-op work session through a series of course deliverables. Registration for these courses ensures that the students retain active "full-time" student status with the university during their work sessions, and constitutes the student's official record necessary for conferring of the certificate.
 - All students will initially pursue the Industry Co-op Certificate. If a student progresses to a 5th work session and fulfills all other program requirements, that student's curriculum will be updated to reflect the attainment of the Extensive Industry Co-op Certificate.
- 5. GPA Requirements:** Students must meet the Grade Point Average (GPA) and academic requirements established for the ChE Co-Op Program in order to apply and participate in the program. The minimum GPA requirement to apply for, and start in the ChE Co-Op program is 2.60/4.00. **Continued performance at this level and completion of all applicable course requirements are prerequisites for beginning the first work session.** Students participating in the ChE Co-Op Program are expected to maintain a minimum GPA of 2.60/4.00 or better and satisfactory progress toward degree requirements throughout their studies.

Additional Requirements for the Program in Chemical Engineering:

- **First-Year Engineering students** with a GPA of 2.60/4.00 or higher after their first semester may apply for the Co-Op Program. An overall GPA of minimum 2.60/4.00, remaining in Continued Good Standing (i.e. NOT on Academic Probation with Purdue University) and completion of all the First-Year Engineering requirements are prerequisite to start first work session. Students having problems in meeting these requirements should contact the ChE Co-Op Coordinator as soon as possible. A grade of C or better in CHE 20500 is a prerequisite to return to work for the second work session.
- **Current Chemical Engineering students** with an overall GPA of 2.60/4.00 or higher are eligible to apply for the Co-Op Program. An overall GPA of minimum 2.60/4.00, and remaining in Continued Good Standing (i.e. NOT on Academic Probation with Purdue University), are prerequisites to begin the first work session. A grade of C or better in CHE 20500 is a prerequisite to return to work for the second work session
- **Employers may have higher GPA requirements** for applying and/or continuing in their Co-Op Program, in which case the employers' requirements will be enforced over those of the ChE

Co-Op Program. If a student selects an employer with higher GPA standards, it is the student's responsibility to maintain this GPA.

The following conditions must be met to continue in Chemical Engineering Co-Op Programs:

- *Students participating in the ChE Co-Op Programs are expected to maintain a GPA of 2.60/4.00 or higher, remain in Continued Good Standing (i.e. NOT on Academic Probation with Purdue University), and maintain satisfactory progress toward degree requirements.*
- *To check whether an active Co-Op student is making satisfactory progress in all chemical engineering courses that the student is registered for while on campus, the Co-Op Coordinator will have access to a mid-term progress report, compiled by the ChE Undergraduate Office by gathering the qualitative necessary data from the relevant ChE course instructors. After reviewing the progress reports, the Co-Op Coordinator, or the student's Academic Advisor will be in contact, with students, as necessary, to identify suitable strategies for academic performance improvement.*
- *Co-Op Probation: Should a Co-Op student's overall GPA drops below the 2.60 threshold at the end of a given academic session, but the student remains in Continued Good Standing (i.e. NOT on Academic Probation with Purdue University), the student will be placed on Co-Op Probation. Based on the severity of the drop in GPA, the Co-Op Coordinator decides whether the student stays on campus for another academic session, or they may return to the next work session. The student must receive permission from the Co-Op Coordinator and the employer to return to the next scheduled work session while on Co-Op Probation.*

While on campus for classes, ChE students on Co-Op Probation must meet the following conditions to return to their next work session:

- *Register for all courses that they need in order to graduate on schedule*
- *Earn a "C" or better in all courses they take*
- *Not withdraw or drop any course*
- *Earn a semester or summer session index of 2.60 or better*
- *Receive permission from the ChE Co-Op Coordinator to return to work, after their end of semester or summer session situation is re-evaluated.*

These requirements must be fulfilled each subsequent academic session until the overall GPA is 2.60 or higher, at which time the student will no longer be on Co-Op Probation. Continued Good Standing with Purdue University at all times is a MUST for the students to continue in the ChE Co-Op Program.

- 6. Academic Probation:** Students placed on academic probation will not be able to participate in a work rotation; they must stay on campus to improve their grades and will work with the Co-Op Coordinator and with their academic advisor during this process.
- 7. Co-Op Work Schedules:** The Co-Op Program is designed for alternating work and academic periods as specified by the hiring company and by the Co-Op Coordinator. Deviation from these schedules is

strongly discouraged as this schedule provides the most successful integration of work-related learning with academic learning.

- a. **Changes to the initially approved work schedule** will be evaluated by the academic advisor and the Co-Op Coordinator, and approved ONLY if the change in schedule does not delay graduation. The student must initiate the request by submitting the completed “*ChE Co-Op Change in Schedule Request Form*” to their academic advisor and Co-Op coordinator.
 - b. **Consecutive work sessions** require registration for the corresponding Co-Op experiential courses for each work session. Students not adhering to these procedures will be dropped from the Co-Op Program.
 - c. **Under no circumstances will a student be allowed to complete more than 2 summer work sessions to earn the Industry Co-Op Certificate, or more than 3 summer work sessions to earn the Extensive Industry Co-Op Certificate.**
 - d. All ChE Co-Op students are required to submit a completed *ChE Flex Co-Op Employer Transition Form* after their second work session and after each subsequent work session as needed, regardless of whether they want to continue working for the same company, or change employers. Any student who chooses to change employers MUST complete a minimum of two work sessions with each employer to earn the relevant Co-Op Certificate. The student should complete at least 2 work sessions with the first employer before transitioning to a second employer.
- 8. Co-Op Work Session Durations:** Students are expected to work **approximately 15-17 weeks during the Spring and Fall** work sessions and **approximately 12 weeks during the summer** work sessions. Students will work out the actual beginning and end dates with their employers and will communicate with their co-op coordinators. Since the academic session dates are subject to University calendar changes, the allowed work session dates may change as the academic calendar is revised. The Co-Op Programs are academic programs that exercise the right to utilize alternative schedules.
- 9. Full-Time Work Status:** Students are expected to work full-time while on Co-Op work session.
- 10. Second Employer:** A ChE Co-Op student may have a second employer (e.g. internship or part time job during the semester), ONLY if it does not conflict with the interests of the Co-Op employer.
- 11. Resignation:** If necessary, a student may resign from the Co-Op Program by writing a formal letter of resignation to the employer, and submitting the completed *ChE Co-Op Termination Form* to the ChE Co-Op Coordinator. A student who resigned from the Co-Op Program may not work for their former Co-Op employer until after graduation.
- 12. Co-Op Certificate:** A Co-Op Certificate will be granted if satisfactory grades have been received in ALL required work session courses, all of the additional program requirements have been met (including completing the ChE Co-Op Seminar classes), and the student has completed the minimum number of work sessions for either the Industry or Extensive Industry certificate (see introduction). No certificate is granted if student is dropped from the program for ethical reasons, even if the student completed 3 work sessions.

- 13. Contact information:** Co-Op students must keep a current address, telephone number, and email address on file with their Co-op Coordinator, whether they are at work or on campus. Student should update their current address in the OPP Database while at work, and whenever they change their address.
- 14. Registration Fee:** In order to maintain full-time student status and be registered as a co-op experience, Co-Op students will register for a coinciding co-op course and pay a registration fee, which currently is \$400. Failure to register for a Co-Op work session course or failure to pay the required fee may result in immediate termination from the Co-Op Program.
- 15. Exceptions:** The Co-op Coordinator has the authority to make exceptions to any of these policies while in communication with the Office of Professional Practice.