

Cooperative Work Program in Biology Student Information

Description:

This course is designed to allow college students to receive credit for their relevant work experiences in the field. Students can receive 1, 2, or 3 hours of course credit for their paid or volunteer hands-on work in an area of Biology, or Health-related sciences. Please note that you will be charged tuition for the number of credit hours received, just as you would for any other class. *Three hours of co-op may be used toward majors credit, and an additional three hours may be used for general elective credit. (see advisor for details).*

Requirements for enrollment:

- Junior or Senior status
- GPA of 3.0 or higher (or special permission)
- Advisor approval
- Completed Co-op application *must* be submitted and approved *before* semester registration ends, as with any other class. Applications are available in the Biology Advising department.
- **Letter from employer, on company letterhead, stating the nature of your work and the time per week spent on task. The letter must have the signature of the student's immediate supervisor, the employer's address, and must be received by the census date.**

Grading:

Grades are given on a pass/fail basis, and are based on the supervisor's evaluation of the student's performance. **Evaluation forms will be mailed to the employers by the Co-op instructor at the end of the semester. Students are also required to complete an evaluation. If these forms are not submitted, students will receive an incomplete grade.**

The following guidelines will be followed when assigning credit hours for the number of hours worked:

Number of Hours Worked Per Week Per Semester	Number of Credit Hours Earned
2-6	1
7-12	2
> 13	3

If you have any questions, please contact:

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