Co-op Guidelines – for Students in
On-campus BSN & RN to BSN Programs

Online (Academic Partnership) students – some processes are different for your co-op courses -
please refer to the syllabus for NURS-EL 3300 and NURS 4300

The Co-op program is a pass/fail course of 1-6 credit hours (50-300 clinical hours). Students
register for one or more of the Co-op courses based on the number of credit hours sought for
credit (N3100, N3200, N4100, N4200). To receive a grade of “pass” in this pass/fail course,
the student must complete the hours required, submit a completed supervisor
evaluation/hours verification form and submit a professional essay to the Co-op
Coordinator by the due dates provided at the beginning of the semester. Failure to submit
these items by the due date will result in a grade of “fail”.

During the application process you are asked to provide 3-5 goals for the program. (As a
brief reminder, a goal is an end or outcome; a desired accomplishment or result.) A goal should
describe what you want to achieve -- not what you are going to do. You must be sure you are
clear about what you want to accomplish so you can target your activities during the Co-Op
course. (Goals must be measurable and achievable) At the end of the course, having clearly
written goals and objectives will provide you direction for evaluating the course.

The paper needs to be a minimum of 5-6 pages (in APA format with references). The paper
should describe how you achieved your goals and the lessons you learned while working. Keep in
mind that if you signed up for 6 credit hours (300 clinical hours) as opposed to 1 credit hour (50
clinical hours), the paper should be reflective of the scope of experiences you had. You will be
given a due date for this paper – typically one week prior to the last class day.

The key here is to remember that the intent of doing Co-op (as opposed to just working the same
number of hours without being in Co-op) is to apply the concepts you learn in class to the real
work environment.

- The learning in this course occurs by intentional reflection. That is, you have to think
about what you want to do/learn before you start the hours you will be counting for
cooperative credit - these are the goals you submitted. For each of your goals, you will
need to review the literature and then seek out the opportunities to implement or practice
the best-practices you learned in class or found in your review of the literature.
- While you are working the hours, you need to be actively seeking ways to achieve the
goals you established and thinking about how you will describe the things you see and do
during the cooperative.

When you write the paper you will need to reflect on your goals, your experiences and how these
will impact your future role as a baccalaureate prepared Registered Nurse. You will also learn by
having to do some research to come up with references for the concepts you refer to in the paper.
As each student has a different work setting and different goals, there is not a single "right way"
to "do" a Co-op experience or write the paper. Experiential learning is more open and less
structured than traditional courses. You need to trust the process - get started and while you are
going about your day to day duties, keep thinking about how the things you are doing will be
useful (or not) to you in the future.

You will see and do some things that will really help you become more confident and competent.
You may see some things that make you say - "Wow, I will never do that when I'm a BSN
prepared RN." If this happens, it would also be an important lesson. Many students say it helps to
keep notes (a journal) so you will remember specifics when you sit down to write the paper the
last week of the experience.
While this is just a brief explanation of the Co-op course, once you have registered for the Co-op course, please refer to the syllabus for more details.

Remember, in a Co-op experience, the focus is on your learning and growing in the real work environment. It is an exercise in self-directed learning. I am here to be your guide - to help if you have any questions or want to discuss a situation you experience - but you are both the learner and the teacher in this course. A little different than other courses you have taken.....

Mary E. Mancini, PhD, RN, FAAN, FAHA
Professor
Sr. Associate Dean for Education Innovation
Chair Undergraduate Nursing Programs

NOTE: to earn credit hours you must have registered for that number of Co-op hours. If you are seeking 3 credit hours, you must complete 150 clinical hours and have registered for a combination of courses totaling 3 credit hours. (example: N3100 and N3200 = 3 credit hours – 150 work hours; N3200 and N4200 = 4 credit hours – 200 work hours). To register, you must complete the application process and be cleared by your advisor to register for the appropriate classes and pay the tuition and fees for those courses.

Throughout the course, communication will be through your UTA e-mail account. Please be sure to check that account periodically. We will be sending an e-mail the first week of class that will give you the due dates for your paper and your supervisor’s evaluation form.