



**Office of Provost and Vice President
For Academic Affairs**

**MISSISSIPPI STATE UNIVERSITY
ACADEMIC OPERATING POLICY AND PROCEDURE**

MEMORANDUM TO: All Holders of Mississippi State University
Academic Operating Policy and Procedure Manual

DATE: October 1, 1989, Revised August 2, 2006

SUBJECT: AOP 12.23 - Cooperative Education Program

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to insure an understanding about the standardized procedures concerning the cooperative education program at Mississippi State University.

REVIEW

This AOP will be reviewed every four years or whenever circumstances require an earlier review by the Associate Provost for Academic Affairs (APAA) and the Director of the Cooperative Education Program with recommendations for revision presented to the Provost and Vice President for Academic Affairs.

POLICY/PROCEDURE

The Cooperative Education Program allows students in various fields the opportunity to combine practical experience with formal schooling in a five-year program of alternating semesters of study and gainful work with a cooperating employer.

The work under this program is in, or closely related to, the student's field of study. Upon completing at least 52 weeks of alternating work experience in the program and becoming academically eligible for graduation, a co-op student is designated a Cooperative Education Graduate. The co-op student is not obligated for permanent employment with his or her employer, nor is the employer obligated to hire him or her upon graduation.

A high school graduate becomes eligible to begin a work assignment after satisfactorily completing one year at Mississippi State University; during this year he or she must establish at least a 2.50 average (on a 4.00 grading system). The student must be at least 18 years of age to begin the first work semester.

A junior college or senior college transfer student who has at least a 2.50 overall average (on a 4.00 grading system) is eligible for participation.

A student interested in the program who plans to transfer to Mississippi State University should communicate with the Cooperative Education office for application materials.

Qualified students majoring within the following colleges and schools are eligible to participate:

College of Agriculture and Life Sciences

College of Architecture, Art and Design

College of Arts and Sciences

College of Business and Industry

College of Education

James Worth Bagley College of Engineering

College of Forest Resources

The program requires a semester-to-semester rotation. Once a student has accepted employment with one of the cooperating organizations, he or she is expected to regularly rotate each semester from work--to--school--to--work, etc. Approximate rotation dates are January 1, May 15, and August 15.

Co-op students are required to register and pay a \$25.00 fee for applicable work semesters per the university schedule. Co-op students may optionally elect to pay part-time student activity fees and/or a Sanderson Center usage fee during scheduled work semesters. Part-time student activity fees cover use of student facilities, participation in intramural sports, eligibility for student admission to intercollegiate athletic events, student health services, and other benefits. Optional activity fees are calculated for three (3) semester hours at the current hourly rate. Optional activity fees are applied only at the request of the student. Co-op students are not required to purchase a yearbook (Reveille) and the yearbook fee is not included in the activity fee for part-time students. Co-op students may purchase a yearbook, pending availability, from the Reveille office.

(All fees are subject to change by action of the Board of Trustees of State Institutions of Higher Learning, State of Mississippi.)

Final approval of all students for the program, specifically with respect to the University, rests solely with the University.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2010

APPROVED:

/s/ Jerome Gilbert 3-31-06
Associate Provost for Academic Affairs Date

/s/ Peter Rabideau 4-03-06
Provost and Vice President for Academic Affairs Date

/s/ Mark Goodman 4-05-06
President, Robert Holland Faculty Senate Date

REVIEWED BY:

/s/ Don Zant 4-24-06
Director, Internal Audit Date

/s/ Charles Quest 4-27-06
General Counsel Date

APPROVED:

/s/ Robert H. Foglesong 8-02-06
President Date

NOTE - THIS POLICY HAS BEEN SUPERSEDED