

## IEE 2990: Co-Op Education Syllabus

**Academic Catalog:** A cooperative education program involves a full-time planned and supervised work experience in industry during the semester or the equivalent on a part-time basis. A written report of the student's activities will be required. May be elected four semesters for a maximum of twelve semester credit hours. Must be taken on a credit/no credit basis.

### IEE 2990 Course Coordinator:

Dr. Tycho Fredericks, Department of Industrial and Entrepreneur Engineering & Engineering Management, College of Engineering & Applied Sciences. Office: E-207 Floyd Hall, Phone: (269)276-3360, Fax: (259)276-3353, Email: tycho.fredericks@wmich.edu

### Course Requirements:

1. The student must submit the Co-Op/Internship Course Application to Dr. Fredericks to be enrolled (see below).
2. The student must provide a job description and letter of hire from the employer to Dr. Fredericks.
3. The student must have the employer submit the Employer Co-Op Evaluation to Dr. Fredericks upon completion of experience (see below).
4. The student must submit a cooperative education final paper to Dr. Fredericks (see below).
5. The student must have a 2.5 cumulative grade point average at Western Michigan University and be eligible for this experience.

### Cooperative Education Final Paper

**Paper Requirements:** The final paper must cover the following items regarding the experience. The paper must be a minimum of 500 words. Style and format are to be at your discretion.

1. Briefly describe the company that you were engaged with:
  1. Type of business
  2. Department assigned to
  3. Name of immediate supervisor and contact information
  4. Other individuals you reported to
2. Describe the functions you performed for the company; be very specific about:
  1. Tasks and examples of academic tools/concepts applied
  2. Positive experiences

3. Negative experiences
4. What did you gain from this experience?
3. Describe your preparation for the co-op experience:
  1. What courses/topics were particularly useful during your experience. Please highlight how they were useful.
  2. Were you missing any educational content?
  3. Are there additional courses you would like to take because of this experience?
  4. Did the co-op experience meet your expectations? Were you surprised about anything during the experience?

Please submit your Final Paper via email to Dr. Tycho Fredericks (tycho.fredericks@wmich.edu). Please put "IEE 2990 Paper: Your Last Name" in the Subject line of the email. Also, your employer needs to complete the Employer Co-Op Evaluation and email that to Dr. Fredericks as well. Please ask them to put "IEE 2990 Employer Co-Op Evaluation: Your Last Name" in the Subject line of the email and attach a **Signed** evaluation. Once both documents have been received, they will be evaluated and a determination of credit or no-credit will be made. If the final paper and employer evaluation are not received before Wednesday (noon) of Exam Week, a grade of "I" will be submitted until all documents are received. Please remember that I's turn to E's in a year if not completed. Again, please submit your paper at any time during the latter part of semester but no later than noon, Wednesday of Exam Week to receive credit during a semester.

**Co-Op/Internship Course Application:**

<https://wmich.edu/sites/default/files/attachments/u883/2017/Co-Op%20Form-1.pdf>

**Employer Co-Op Evaluation:** <https://wmich.edu/sites/default/files/attachments/u593/2016/EDMM-IEE%202990%20Employer%20Survey.pdf>)