

**Department of Engineering Design, Manufacturing and Management Systems
Western Michigan University**

EDMM 2990 Cooperative Education

Spring 2022

Instructor: Prof. S.M. Durbin
Office hours: by appointment
Office: F-230

Class/Lab: independent study/off-site

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Catalog Description: 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.

1 to 3 credit hours. Departmental approval required.

Objectives:

To provide students with relevant industrial experience pertinent to their students and interest areas within the major.

Grading for this course is as follows:

<u>Evaluation</u>	<u>Percent</u>	
Final report	50%	(due last day of classes)
Confirmation of attendance	50%	(obtain employer survey from instructor)

Course Policies:

1. **Satisfactory attendance as scheduled during work hours, and the receipt of a final report (see attached guidelines) are required to receive credit.**
2. **Academic Honesty:** The Policies can be found at www.wmich.edu/catalog under Academic Policies, Student Rights and Responsibilities. If there is reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Conduct. You will be given the opportunity to review the charge(s) and if you believe you are not responsible, you will have the opportunity for a hearing. You should consult with your instructor if you are uncertain about an issue of academic honesty prior to the submission of an assignment or test.
3. Students and instructors are responsible for making themselves aware of and abiding by the "Western Michigan University Sexual and Gender-Based Harassment and Violence, Intimate Partner Violence, and Stalking Policy and

Procedures” related to prohibited sexual misconduct under Title IX, the Clery Act and the Violence Against Women Act (VAWA) and Campus Safe. Under this policy, responsible employees (including instructors) are required to report claims of sexual misconduct to the Title IX Coordinator or designee (located in the Office of Institutional Equity). Responsible employees are not confidential resources. For a complete list of resources and more information about the policy see www.wmich.edu/sexualmisconduct.

In addition, students are encouraged to access the Code of Conduct, as well as resources and general academic policies on such issues as diversity, religious observance, and student disabilities:

- Office of Student Conduct www.wmich.edu/conduct
 - Division of Student Affairs www.wmich.edu/students/diversity
 - Registrar’s Office <http://www.wmich.edu/registrar/calendars/interfaith>
 - Disability Services for Students www.wmich.edu/disabilityservices.”
4. COVID-19. Safety requirements are in place to minimize exposure to the Western Michigan University community. These guidelines apply to all in-person and hybrid classes held inside a WMU building to ensure the safety of all students, faculty, and staff during the pandemic.

Noncompliance is a violation of the class requirements and the Student Code.
<https://wmich.edu/conduct/code>

Facial coverings (masks), over both the nose and mouth, are required for all students while in- class, no matter the size of the space. Following this recommendation can minimize the transmission of the virus, which is spread between people interacting in close proximity through speaking, coughing, or sneezing. During specified classes in which facial coverings (masks) would prevent required class elements, students may remove facial coverings (masks) with instructor permission, in accordance with the exceptions in the Facial Covering (mask) Policy ("such as playing an instrument, acting, singing, etc.").
<https://wmich.edu/policies/facial-covering-mask>

Facial coverings (masks) must remain in place throughout the class. Any student who removes the mandatory facial covering (mask) during class will be required to leave the classroom immediately.

Students who are unable to wear a facial covering (mask) for medical/disability reasons must contact Disability Services for Students before they attend class.
<https://wmich.edu/disabilityservices>

EDMM 2990 Cooperative Education Final Paper Guidelines

Purpose: In order to evaluate the effectiveness of your Cooperative Education experience, you are required to submit a paper describing how the experience enhanced or contributed to your overall education.

Requirements: The final paper must cover items 1,2,3 and 4 listed below, in meaningful terms specifically related to the experience. The bullet topics should be included where appropriate.

The paper must be between 2 and 5 pages in length, formatted as: 8.5×11”, 1” margins, single-spaced, 12 pt Times Roman font or equivalent. Figures and tables are strongly encouraged as appropriate. Please remember that all figures have captions; tables have headings. Both should be numbered and called out in the text itself. Figures and tables should be placed within the text, not appended. It is expected that employer approval will be sought and obtained for any information, including images, that may be considered proprietary. **MUST BE IN .pdf file format.**

1. Briefly describe the company with whom you were engaged:
 - Name, address, and type of business
 - Department assigned to
 - Name of immediate supervisor & contact information
 - Other individuals you reported to and/or interacted with often
2. Describe the functions you performed for the company. Be specific about:
 - Tasks
 - Positive experiences
 - Negative experiences
 - What you gained from this experience
3. Describe your preparation for the experience:
 - Your evaluation of the assistance from staff and/or advisors at WMU
 - Your curriculum, courses, etc. as applicable.
4. Conclusions
 - Did the co-op experience meet your expectations – explain. Please avoid any phrase similar to “I really learned a lot.” Specifics are sought here.
 - Forward your paper to the Course Instructor, Dr. Steven Durbin (steven.durbin@wmich.edu) and cc your academic advisor.
 - Your supervisor must also complete the Employer Survey form. You must request this form from the instructor, and ensure your supervisor completes and forwards the form. You may not transmit that form – it must come from your supervisor directly.

Process: A letter grade will be assigned by the instructor of record. 10 points are allocated to general writing style, and 10 points allocated to technical details (in particular, items 1-4 above). Your supervisor’s evaluation counts as 5 points. The following grading scheme is generally applied, but breakpoints can be lowered at the discretion of the instructor.

90 – 100:	A
85 – 89:	BA
80 – 84:	B
75 – 79:	CB
70 – 74:	C
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65 – 69:	DC
60 – 64:	D
< 60:	E