



# Monte Ahuja College of Business

INFORMATION SYSTEMS

## IS CO-OP PARTICIPATION & COMPLETION PROCEDURES

### PARTICIPATION AND PROCEDURES

To complete the Monte Ahuja College of Business IS Cooperative Education (IS Co-Op) program, record the experience in your transcript and receive your IS Co-Op certificate upon graduation, you must follow the procedures outlined below. It is crucial to keep in contact with the IS Department Office in order to obtain information and avoid uncertainties.

IS Co-Op follows an alternating work/study sequence that normally begins in the summer after the sophomore year. Co-Op work semesters must alternate with study semesters (one semester of full-time Co-Op followed by one semester of full-time coursework, etc.). If you wish to deviate from the alternating work/study sequence you must submit a petition to the Monte Ahuja College of Business, through the IS Department Office.

### APPLICATION AND APPROVAL

First, you must apply to the IS Co-Op Program. You may apply as soon as you are accepted into the Monte Ahuja College of Business. You will receive a letter indicating your acceptance status. The application is available on line at: [www.csuohio.edu/business/information-systems/co-op-experience](http://www.csuohio.edu/business/information-systems/co-op-experience) or in the IS Department office.

You should continue with your studies following the Co-Op version of the curriculum sheet of your IS major, maintaining a minimum 2.2 GPA and staying in good academic standing.

### ELIGIBILITY

To become eligible to perform your first Co-Op assignment, you must first complete all of the coursework of the first two years (freshman and sophomore) of study.

If, after registering for the spring semester of your sophomore year, you realize that you will not have completed some of the courses of the first two years of study, you may submit a petition to the IS Department office, requesting to be allowed to begin your Co-Op without completing those courses.

You must have an approved resume. Contact the IS Department office for assistance in resume preparation.

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### MONTE AHUJA COLLEGE OF BUSINESS · IS CO-OP

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### CO-OP ASSIGNMENTS

**A minimum of three successful Co-Op sessions are necessary to receive a certificate.**

Contact the IS Department office to begin your job search by the sixth week of the semester prior to the Co-Op session. Please do not wait until the last few weeks of the semester.

**When you accept a Co-Op position with a company/organization:**

1. Register for IST 300 for the semester of the Co-Op assignment. Register for Fall semester when your work session is July through December and Spring semester when your work session is January through June.
- Complete the Co-Op Learning Objectives form ([www.csuohio.edu/business/information-systems/co-op-experience](http://www.csuohio.edu/business/information-systems/co-op-experience)) and submit to the IS Co-Op coordinator.
- Write a final report summarizing the experience. The report must first be reviewed and approved by your company supervisor; and submitted to the IS Co-Op coordinator for grading.
- Complete the “Student Evaluation” and request your supervisor to complete the “Employer Evaluation” ([www.csuohio.edu/business/information-systems/co-op-experience](http://www.csuohio.edu/business/information-systems/co-op-experience)); both forms should be submitted to the IS Department office or the IS co-op coordinator.

Follow the instructions on submitting forms and be sure copies are sent to the IS Coordinator. An IS Co-Op representative will visit you and your supervisor once during your Co-Op session.