

◆ 348 Student Union I ◆ MSN 3B6 ◆ Fairfax, VA 22030-4444 ◆ 703-993-2365 ◆ 703-993-2361 (fax) ◆ COOP@gmu.edu

Mason’s Cooperative Education (Co-op) Program provides a structured educational experience that integrates your studies with learning acquired through progressive, practical and professional work in a field related to your academic or career goals. Co-op offers you a chance to test your choices while building knowledge, skills and competencies.

Co-op is a partnership among students, the university, and the employers with specified responsibilities for each party.

Mason’s Co-op Program is managed by Career Services.

No exceptions will be made to the eligibility requirements or work option schedules.

Readiness Requirements

Because Co-op is an academic program and you are hired into positions based on your preparation in your major, it is essential that you have completed some course work in your major. In addition, you should be able to answer questions about why you have chosen your major, what skills you recently gained, and how Co-op fits with your career plans.

**Co-op Eligibility Requirements
(US Citizens, Permanent Residents)**

Undergraduate	Graduate
<input type="checkbox"/> Currently enrolled in a Mason degree-granting program, and currently enrolled in at least 6-credits at Mason	<input type="checkbox"/> Currently enrolled in a Mason degree-granting or certificate program, and currently enrolled in at least 6-credits at Mason
<input type="checkbox"/> Completed at least 30 credit hours toward undergrad degree	<input type="checkbox"/> Completed at least 6 credits toward grad degree/certificate. <i>Note:</i> With an undergrad degree in related field of study <u>AND</u> cumulative undergrad GPA > or = to 3.0, Co-op work may begin in first semester of grad program. **
<input type="checkbox"/> Have at least 6 credit hours remaining <i>beyond</i> the current semester to complete your degree	<input type="checkbox"/> Have at least 6 credit hours remaining <i>beyond</i> the current semester to complete your degree/certificate
<input type="checkbox"/> Have at least a 2.0 overall GPA & good academic standing <i>Note:</i> All your grades will be checked to insure you meet GPA eligibility requirements <i>before you start</i> your Co-op job.	<input type="checkbox"/> Have at least a 3.0 overall GPA & good academic standing <i>Note:</i> All your grades will be checked to insure you meet GPA eligibility requirements <i>before you start</i> your Co-op job.
<p><u>If you meet the requirements</u> complete the “Intent to Enroll in Co-op” form and return it to Career Services, SUB I, Room 348.</p> <p><u>If you DO NOT meet the requirements</u> consider part-time career-related employment or paid internships.</p> <p>All Co-op, internship, and part-time career-related positions are advertised through <i>PatriotJobWeb</i>: http://careers.gmu.edu/pjw</p>	

Co-op Position Requirements

- All jobs must be **substantive and paid**; defined by a job description provided by the Co-op employer.
- The position must provide progressive, practical and professional work in a field related to the student’s academic studies and career goals. The work must be related to the student’s current major/academic studies.
- Both the student and the employer must make a commitment to coordinate with Mason’s Cooperative Education program.
- Co-op work schedule may be **part-time or full-time**. See work schedule options below.
- Work periods are a minimum of **12 consecutive weeks during an academic term** (fall, spring, summer) When you accept a Co-op position, you must make a commitment, in good faith, to work with the same employer for at least 12 weeks. Additional work hours may be required by the employer. A **work period ends** on last day of the Mason exam period during any given term.

Work Schedule Options & Academic Progress

Undergraduate	Graduate
<input type="checkbox"/> Part-time work schedule (15 - 32 hours per week): <ul style="list-style-type: none"> • Must enroll in <u>at least 6 credits</u> while working during the fall or spring term, unless 12 credits are required by financial aid, insurance, etc. • <i>NOTE:</i> The Federal Government’s SCEP (Student Career Experience Program) currently requires a minimum of 640 work hours for non-competitive conversion to federal government positions after graduation. (e.g., 20 hours per week X 16 weeks = 320 hrs) 	<input type="checkbox"/> Part-time (15 - 32 hours per week): <ul style="list-style-type: none"> ▪ Must enroll in <u>at least 6 credits</u> while working during the fall or spring semesters, unless 9 credits are required by financial aid, insurance, etc. ▪ <i>NOTE:</i> The Federal Government’s SCEP (Student Career Experience Program) currently requires a minimum of 640 work hours for non-competitive conversion to federal government positions after graduation. (e.g., 20 hours per week X 16 weeks = 320 hrs)
<input type="checkbox"/> Full-time work schedule (33 - 40 hours per week): <ul style="list-style-type: none"> ▪ Enrolled in a <u>maximum of 9 credits</u> while working FT ▪ Students who work in a full-time Co-op position must enroll in a minimum of 3 credits their last semester 	<input type="checkbox"/> Full-time (33 - 40 hours per week): <ul style="list-style-type: none"> ▪ Enrolled in a <u>maximum of 6 credits</u> while working FT ▪ Students who work in a full-time Co-op position must enroll in a minimum of 3 credits their last semester
<input type="checkbox"/> Academic Progress toward your degree requires completion of a minimum of 18 credits within a 12-month period from the start of a Co-op position, and for each additional 12-month period in Co-op. <ul style="list-style-type: none"> ▪ Minimum GPA for entry into the Co-op program must be maintained throughout enrollment in the Co-op program. 	<input type="checkbox"/> Academic Progress toward your degree requires completion of a minimum of 9 credits within a 12-month period from the start of a Co-op position, and for each additional 12-month period in Co-op. <ul style="list-style-type: none"> ▪ Minimum GPA must be maintained during Coop enrollment ▪ ** Students in 1st term of grad program <u>must</u> enroll in 6 credits. ▪ Doctoral students who have completed all their coursework, are restricted to one work period when enrolled only for dissertation/research credit.