

**MAJOR/DEPARTMENT COOPERATIVE EDUCATION REQUIREMENTS
2016-2017**

TRANSCRIPT NOTATION (ZERO CREDIT HOURS)

Course number: UNIV 31CI

Prerequisites: One semester completed at UNI

GPA: 2.5

Minimum work hours per semester: 50 hours

Supervisors: Laura Wilson, Matt Nuese, Anna McGee, Libby Vanderwall, Isabela Varela

Notes: The position must be an internship or pre-professional work experience to qualify. The experience does not have to match the student's area of study, however, it should relate to the student's future career path. **(6/9/2016)**

COOPERATIVE EDUCATION AND INTERNSHIPS FOR CREDIT HOURS

ACCOUNTING

Prerequisites: ACCT:2120 and ACCT:2130

GPA: 2.7 or higher in both UNI cumulative and major GPA

Required Work hours per credit: At least eight weeks in duration; See below

| Co-op/Intern Hours Worked | Coop/Intern Credit |
|---------------------------|--------------------|
| 40 or more | 3 |
| 32 to 39 | 3 |
| 24 to 31 | 2 |
| 16 to 23 | 1 |
| 15 or less | 0 |

Faculty Supervisors: M. Bauman, C. Bowler, L. Christ, M. Christ, D. Deeds, A. Igou, E. Lee, T. Lindquist, H. Mpundu, J. Pike, D. Schmidt, G. Smith, H. Wan.

Department Head: M. Christ

Credit Type: Undergraduates- University Elective; Credit/No Credit basis; 6 hour maximum

Graduate- Major Elective; Credit/No Credit

Notes: Students should meet with academic advisors to coordinate the schedule of accounting courses with the co-op/internship to avoid future scheduling problems. **(6/13/2016)**

APPLIED HUMAN SCIENCES (SCHOOL OF)

Prerequisites: Textile & Apparel requires students to take 4195:1001 (Fashion, Culture & Industry). Students in the other three areas should consult an advisor for that major.

GPA: requires a minimum of 2.5

Required Work hours per credit: varies by program and project

Faculty Supervisors: H. Barnes, G. Betrabet Gulwadi, E. Eshbaugh, W.M. Fleming, P. Gross, G. Gute, W. Henninger, A. Lynch, J. Moorman, M. Strauss

Department Head: A. Lynch

Credit Type: University/General Elective credit. Faculty supervisor will determine if it will be Graded or Credit/No Credit.

Interior Design may only participate in the Co-op Program for credit/no credit.

Notes: Students seeking a co-op experience must consult with the School of Applied Human Sciences regarding its co-op policies. With school approval, students are allowed to do a work experience through the Co-op Program. This is not in lieu of the required internship (FAM SERV:4195, INTDSGN:4195, TEXDSGN:4195, GERO:4195). Cooperative Education credits must be beyond the 120 required for graduation or as determined by the professor. **(7/20/15)**

ART

Prerequisites: 9 credit hours in their respective studio concentration area

GPA: 2.5

Required Work hours per credit: Part-time or full-time placements may also be arranged, especially during the summer

Faculty Supervisors: R. Behrens, P. Fass, S. Hostetler, W. Miller, and J. Byrd

Department Head: J. Byrd

Credit Type: University Elective Credit; Graded basis. **(6/8/16)**

BIOLOGY

Prerequisites: Completion of Biology BIOL:2051 and BIOL:2052, plus at least one other biology course

GPA: 2.5

Required Work hours per credit: 50 hours work per credit hour

Faculty Supervisors: T. Abebe, P. Berendzen, B. Bergquist, N. Bird, M. Clayton, K. Cline-Brown, J. Demastes, K. Dhanwada, K. Elgersma, L. Jackson, D. Jurgenson, J. Jurgenson, J. Kang, J. Maroo, D. McClenahan, M. McDade, M. Myers, S. O'Kane, J. Ophus, K. Pontasch, N. Rodriguez, D. Saunders, R. Seager, M. Sherrard, M. Sliwinski, T. Spradling, J. Tamplin, C. Thurman, M. Walter, D. Wiens

Department Head: D. Saunders

Credit Type: University Elective credit only, Credit/No Credit only. University Elective credit is given for up to 12 additional hours. Awards up to 6 credits per semester for full-time. **(6/8/16)**

CHEMISTRY AND BIOCHEMISTRY

Prerequisites: Completion of two semesters of chemistry

GPA: 2.5 with NO grade below C- in any chemistry or biochemistry course is required

Required Work hours per credit: 50 hours; normally 3 hours of credit will be allowed for full-time internships

Faculty Supervisor: L. Strauss

Department Head: L. Strauss

Credit Type: Major Elective Credit; Credit/No Credit basis. Credit may be counted toward chemistry major if requested by the student and approved by the department head at the time of registration.

Notes: Students must be approved by a faculty committee and the department head. Students are encouraged to participate for two terms (semesters). **(6/8/16)**

COMMUNICATION SCIENCE & DISORDERS

Prerequisites: N/A

GPA: 3.0

Required Work hours per credit: 50

Faculty Supervisors: Dr. Lauren Nelson

Department Head: Dr. Lauren Nelson

Credit Type: Major Elective; Credit/No Credit.

Notes: Students may work as aides with children and adults with disabilities. **(6/8/2016)**

COMMUNICATION STUDIES

Prerequisites: 12 hours of major coursework; junior or senior standing

GPA: 2.5 (in the major)

Required Work hours per credit: 50 hours

Faculty Supervisor: Nichole Zumbach Harken

Department Head: P. Siddens

Notes: The Department of Communication Studies offers cooperative educational experiences and internships in four areas: Communication (Liberal Arts), Electronic Media, Journalism, and Public Relations. For specific program prerequisites and guidelines, students should contact Internship Director, Nichole Zumbach Harken. Students must show the Internship Director a job description before submitting Faculty Approval Form.

Comm/Liberal Arts Maj Elec/Maj Req-3 hours can count as Major Elective/Major Required, with any additional hours as University Elective.

Electronic Media Major Req – Note: prerequisite below.

Journalism (minor) Minor Elec – Note: Pre-requisite listed below.

Public Relations Maj Elec/Maj Req-3 hours can count as Major Elective/Major Required, with any additional hours as University Elective – Note: Pre-requisite listed below.

A maximum of six (6) credit hours may be earned through one or more placements through co-op and/or the departmental internship program. ***PR students must have taken either COMM DM 2755 or COMM PR 2855 prior to the co-op/internship experience; Journalism students must have taken COMM DM 2755 prior to the co-op internship experience. Electronic Media students must have taken COMM DM 1651 prior to the co-op experience. Co-op/internships are offered only for Graded credit.***

****** (Will not approve job student already has unless the responsibilities change and the supervisor of the co-op/internship cannot be an immediate family member)**

****** (Public Relations and Electronic Media internships may not be done on campus, except at KUNI, unless explicit approval is given by the department)**

****** (General Studies students cannot do co-op through this department) (6/16/2016)**

COMPUTER SCIENCE

Prerequisites: Declared Computer Science Major; completed CS 1410 and CS 1520 (at least one course from UNI)

GPA: UNI GPA of at least 2.75

Required Work hours per credit: 50

Faculty Supervisors: Dr. Eugene Wallingford

Department Head: Dr. Eugene Wallingford

Credit Type: University Elective; Credit/No Credit basis

Notes: If GPA is 2.75 or above and prerequisite classes have been completed, Co-op Office can approve. If UNI GPA is under 2.75, must be approved by Dr. Wallingford. **Maximum of 2 co-op placements for up to 6 credits total. (6/8/16)**

CURRICULUM & INSTRUCTION

Prerequisites: Major or minor in Department of Curriculum & Instruction

GPA: 2.5

Required Work hours per credit: 50

Faculty Supervisors: Early Childhood Education- Gloria Holmes; Instructional Technology- L. Zeitz; Library Science- K. Krueger; Elementary Education – D. Christensen; Middle level education- J. Schneider; Literacy education/bilingual education- D. Tidwell

Department Head:

Credit Type: Major Elective; Credit TBD by faculty supervisor

Notes: During summer term, education majors may also elect to go through the Department of Teaching.

DEPARTMENT OF TECHNOLOGY

Prerequisites: Declared major in the Department of Technology, junior status and one semester completed at UNI

GPA: If UNI GPA is above 2.5, Cooperative Education Office will approve; if under 2.5, Department Head will approve or deny.

Required Work hours per credit: 80 clock hours of work experience equaling one semester hour of credit

Faculty Supervisors: S. Smith

Department Head: Dr. L. Riedle

Credit Type: See below

Notes: Cooperative Education is strongly recommended for all students in the Department of Technology to acquire work experience related to your intended career. Any waiver of departmental requirements requires the approval of the coordinator of the major, the departmental co-op supervisor and the department head.

Graphic Technologies: Cooperative Education is required for at least 3 SH for students receiving the BA degree in the major. Eligibility includes meeting the departmental requirements, as stated above, plus complete a minimum of 11 semester hours of Graphic Technologies technical courses, one of which must be TECH:1055. Required **Major Credit; Graded basis.**

Manufacturing Technology: University/General Elective; Technical Elective; Graded basis. Succeeding placements may be on a Credit/No Credit basis or Graded basis

Technology Management: University/General Elective; Technical Elective; Graded basis

Construction Management: University/General Elective; Graded basis

Electrical Engineering Technology: University/General Elective; Graded basis

Technology Education: University/General Elective; Graded basis **(7/8/15)**

EARTH SCIENCE

Prerequisites: An earth science class

GPA: 2.5

Required Work hours per credit: 50

Faculty Supervisors: Dr. Siobahn Morgan

Department Head: Dr. Siobahn Morgan

Credit Type: Major Elective credit. Credit/No Credit only. 1-6 credit hours per semester.

Notes: After a position is obtained, majors in the Department of Earth Science should present their project proposal to faculty co-op supervisor. **(6/8/16)**

ECONOMICS/ FINANCE

Economic Prerequisites: Prior to internship: Intermediate Macro-(ECON:2112) and Micro-(ECON:2122) Economic Theory

GPA: UNI GPA of 3.0 or higher

Faculty supervisor: Dr. Fred Abraham

Department Head: Dr. Fred Abraham

Credit Type: University Elective, Graded basis Co-op experience for credit MUST be approved by department head. Cumulative total of 6 hours of Economics Co-op Credit is possible.

Finance Prerequisite: FIN:3130 (Corporate Finance) Junior or Senior standing.

GPA: UNI GPA of 3.0 (In exceptional cases the department head may waive GPA standard)

Required Work hours per credit: 50

Faculty Supervisor: Dr. Fred Abraham

Department Head: Dr. Fred Abraham

Credit Type: University Elective; Credit/No Credit basis. Co-op experience for credit MUST be approved by department head. Cumulative total of 6 hours of Finance Co-op credit is possible. **(6/13/2016)**

GEOGRAPHY

Prerequisites: Junior status and completed at least 15 credit hours of Geography course work at UNI

GPA: UNI GPA of 2.5

Required Work hours per credit: 50

Faculty Supervisor: Dr. Tim Strauss

Department Head: Dr. Dennis Dahms

Credit Type: Major Elective; Credit/No Credit basis

Notes: Transfers must have completed at least ONE semester at UNI with a GPA of at least 2.5. Priority is given to senior students. Internship must have geographic content. **(6/17/2016)**

HISTORY

Prerequisites: HIST 4010/5010 "Introduction to Public History" is recommended

GPA: 3.0

Required Work hours per credit: 40

Faculty Supervisors: Dr. Leisl Ann Carr Childers or Dr. Robert F. Martin

Department Head: Dr. Robert F. Martin

Credit Type: Credit is given on a Graded basis. Major Elective credit can be received if prerequisites are taken.

Notes: Contact Dr. Leisl Carr Childers at Leisl.Carr-Childers@uni.edu for more information on internship requirements and to arrange an internship opportunity **(6/10/2016)**

HPELS:

Prerequisites: None

GPA: 2.5

Required Work hours per credit: 50

Faculty Supervisors: Health Promotion & Education - Dr. M. Devlin; Leisure, Youth and Human Services - Dr. J. Gassman; Physical Education and Exercise Science - Dr. R. Lund; Athletic Training - Dr. W. Weiss

Department Head: D. Corbett

Credit Type: Health, Promotion & Education and Athletic Training are Major Elective; Graded basis. Physical Education is University Elective; Graded basis and also satisfies a requirement in the coaching minor. Leisure Services is Major Elective, Credit/No Credit.

Notes: Students are advised to check with the faculty co-op supervisor prior to seeking any co-op placements. Co-op experiences will be reviewed to determine whether students may receive credit for the same experience multiple semesters. **(5/14/15)**

INDIVIDUAL STUDIES – Course number: INDIVSTU 4198

Prerequisites: One semester completed at UNI

GPA: 2.5

Required work Units per credit: 50 units per credit

Internship Supervisors: IS, GS, BLS – Karen Cunningham; Other majors – Laura Wilson (Career Services)

Department Head: K. Johnson

Credit Type: Major credit for IS, GS, BLS majors; University elective/major elective for other majors (with departmental consent).

for IS, GS, BLS majors – credit/no-credit; University elective credit for other majors.

Notes: May be repeated for a maximum of 6 hours for IS, GS, BLS majors for major credit. Other majors are restricted from enrolling in this course unless able to provide justification or emergency circumstances. **(6/16/2016)**

LANGUAGES AND LITERATURES (DEPARTMENT OF)

Prerequisites: At least one semester completed at UNI

GPA: 2.5 cumulative GPA

Required Work hours per credit: 50

Faculty Supervisors: English & Professional Writing – A. Lamberti, Spanish - Jennifer Cooley, TESOL – J. Milambiling

Department Head: J. Husband

Credit Type: Major or Minor credit MUST BE graded basis. University Elective Credit may be Ungraded (Graded credit recommended). English and English-Teaching majors may use co-op credit for Major or University Elective credit. For the Professional Writing Minor, co-op credit may satisfy a minor requirement with approval from the English advisor and Professional Writing Coordinator. For Spanish co-op credit must be graded and fulfills a university elective or major/minor requirement. TESOL and TESOL-teaching majors may use co-op credit for Major or University Elective credit.

Notes: A student may receive from 1 - 6 hours of credit per internship. A job description must be approved by both the faculty supervisor and Career Services staff. For academic credit in English, Professional Writing, Spanish and TESOL, one or more of the following is also required: (a) a portfolio of work done; (b) a journal discussing the co-op experience; (c) a written summary and analysis of the work experience. For academic credit in Spanish, the student's selected area should be directly related to the program and the student must be proficient in Spanish. **(6/8/16)**

MANAGEMENT

Prerequisites: Junior/Senior standing

GPA: 2.7 UNI GPA

Required Work hours per credit: 70 hours of work is required for each hour of credit

Faculty Supervisors: Faculty supervisor will be assigned by the Department Head

Department Head: M. Connerley

Credit Type: University Elective; Credit/No Credit basis

Notes: Credit will not be granted for on-going employment. (except as required in a formal internship or co-op education program). A written report is required (10-page minimum) conforming to the departmental co-op/internship guidelines as well as the expectations of the faculty academic advisor and department head. A 3-hour credit MAXIMUM may be granted per experience with a 6-hour CUMULATIVE total. **(6/15/2016)**

MARKETING

Prerequisites:

GPA: 2.5 UNI GPA; If UNI GPA is 2.5 or above, Co-op Office can approve.

Required Work hours per credit: 50 hours of work = 1 semester hour of credit

Faculty Supervisors: Marty Hansen

Department Head: Matthew Bunker

Credit Type: University Elective; Credit/No Credit basis

Notes: *IT IS POSSIBLE FOR STUDENTS WITH OTHER MAJORS TO GAIN CREDIT THROUGH THIS DEPARTMENT IF THEIR EXPERIENCE IS DIRECTLY RELATED TO MARKETING, SALES, RETAILING, ADVERTISING, PRICING, PRODUCT OR DISTRIBUTION.* Students may earn up to a TOTAL of 12 hours of credit through two, three or possibly four different placements; maximum 6 hours of credit per semester. Co-op Education DOES NOT satisfy Marketing major or Marketing minor requirements. **(6/8/16)**

MATHEMATICS

Prerequisites: Education - Students with an Elementary major (preferably with mathematics minor) or Secondary Mathematics Education major (preferably with junior standing) are eligible for mathematics education co-op. Elementary majors must have completed at least Mathematical Reasoning for Teaching II at UNI

Non-Education- At least one semester must have been completed at UNI and 18 units of Major Credit Mathematics must have been completed. Of these 18 mathematics units, at least 7 must have been completed at UNI

GPA: 2.5

Required Work hours per credit: 50

Faculty Supervisors: Mathematics Education: Dr. Brian Townsend; Non-Education: Dr. Syed Kirmani

Department Head: D. Mupasiri

Credit Type: University Elective; Credit/No Credit basis

Notes: A daily/weekly log or final report will be required, if a position is obtained. **(6/20/13)**

MUSIC (SCHOOL OF)

Prerequisites: Senior standing

GPA: 2.5

Required Work hours per credit: 48

Faculty Supervisors: Dr. John F. Vallentine, Steve Carignan

Department Head: Dr. John F. Vallentine

Credit Type: Major Elective; Graded basis **(6/8/16)**

PHILOSOPHY & RELIGION

Prerequisites: None

GPA: 2.5

Required Work hours per credit: 50

Faculty Supervisors: Any full-time member of the Philosophy & Religion faculty

Department Head: J. Soneson

Credit Type: Major Elective. Faculty co-op supervisor will determine if the credit will be Graded or Credit/No Credit.

Notes: Co-ops must be approved by department head. **(6/8/16)**

PHYSICS

Prerequisites: Junior or Senior standing

GPA: 2.5

Required Work hours per credit: 50

Faculty Supervisors: Dr. Tim Kidd

Department Head: P. Shand (Interim)

Credit Type: Major Credit; Credit/No Credit

Notes: If an applied physics internship cannot be registered under PHYSICS:3179, the internship may be done under PHYSICS:3500 with approval of the department. Successful completion of either PHYSICS:3179 or PHYSICS:3500 requires both a written and an oral report. **(6/8/16)**

POLITICAL SCIENCE

Prerequisites: POL AMER:1014 and 9 hours of credit in political science (POL GEN, POL AMER, POL COMP, POL THRY, or POL INTL)

GPA: 2.5

Required Work hours per credit: 40

Faculty Supervisors: Dr. Christopher Larimer

Department Head: D. Hoffman

Credit Type: University/General Elective; Credit/No Credit basis

Notes: Students are generally awarded 3 credit hours. Cooperative Education DOES NOT SUBSTITUTE for the department's own internship POL GEN:3181 **(5/13/15)**

PSYCHOLOGY

Prerequisites: PSYCH:1001, additional coursework in Psychology recommended.

GPA: 2.5

Required Work hours per credit: 50

Faculty Supervisors: Contact Dr. Carolyn Hildebrandt for assistance in finding a field placement and a psychology professor to supervise your work.

Department Head: Dr. Adam Butler

Credit Type: Major Elective credit awarded for Psychology majors or University Elective for majors other than Psychology or for Psychology minors. All are awarded on Graded basis.

Notes: May be repeated once, for a maximum of 6 hours and 2 semesters. The semester paper must relate the cooperative education experience to specific psychological theories or concepts, based on assigned readings or appropriate psychological references. Students enrolled in Cooperative Education will also meet regularly with the psychology professor who is supervising their work, or speak with him or her by phone. Registering for a second semester of Cooperative Education in Psychology requires negotiation of an appropriate second semester placement and project with the supervisor. **(6/8/16)**

REAL ESTATE

Prerequisite: FIN 3110 (Real Estate Principles)

GPA: UNI GPA of 2.5 is required, with a 3.0 UNI GPA in all business courses

Required Work hours per credit: 50

Faculty Supervisor: Dr. Art Cox

Department Head: Dr. Art Cox

Credit Type: University Elective; Credit/No Credit basis. Cumulative total of 6 hours of Real Estate Co-op credit is possible. (6/8/16)

SOCIAL WORK

Prerequisites: None

GPA: 2.5

Required Work hours per credit: 40

Faculty Supervisors: Faculty Supervisors are J. Becker, C. Juby

Department Head: C. Juby

Credit Type: University Elective Credit; Graded basis. **Social Work Cooperative Education does not satisfy SW:3184 Field Instruction internship required for the Social Work major. (6/8/16)**

SOCIOLOGY, ANTHROPOLOGY & CRIMINOLOGY

Most internships for this department will be supervised by James Wertz, Criminology faculty member. **Please contact Mr. Wertz (james.wertz@uni.edu) directly before completing the Co-op Registration form for the Cooperative Education and Internship office.**

Sociology – 1-6 hrs. Experiential learning in cooperation with the Cooperative Education Office.

Prerequisite(s): 12 hours in sociology including SOC 2010 (980:108); junior standing; consent of instructor and department head and Cooperative Education office. (Fall, Spring, Summer).

GPA: 2.5

Required Work hours per credit: 40

Credit Type:

Faculty Supervisor: J. Wertz

Department Head: M. Stalp

Anthropology

Prerequisites: None

GPA: 2.5

Required Work hours per credit: 40

Credit Type:

Faculty Supervisor: J. Wertz

Department Head: M. Stalp

Criminology - 1-3 hrs. May be repeated for a total of six credit hours (only three credit hours may count towards completion of the Criminology major).

Prerequisite(s): consent of instructor and department head and Cooperative Education Office. (Fall, Spring, Summer)

GPA: 2.8

Required Work hours per credit: 40

Credit Type: Major Elective Credit for first three (3) credit hours for CRIM 3179 only.

Faculty Supervisor: J. Wertz

Department Head: M. Stalp

SPECIAL EDUCATION

Prerequisites: None

GPA: 2.5

Required Work hours per credit: 50

Faculty Supervisors:

Credit Type: Positions approved by the department head, minors will receive credit/no credit.

Notes: Positions are approved by the department head. Programs for infants, children, youth and adults with disabilities represent excellent placements.

TEACHING

Prerequisites: None

GPA: 2.5

Required Work hours per credit: 50

Faculty Supervisors: Academic Year: Dianna Briggs; Faculty supervisors will be appointed for summers only.

Credit Type: Major Elective; Graded basis

Notes: Students will have the opportunity to use work experiences with school age children (playground/recreation supervision, camp counseling, day camp employment, youth administration, etc.) as an environment to observe student behaviors; cognitive, affective and psychomotor functioning; group interactions; communication skills; and work with a faculty to help guide structured observations. Students will work with the assigned faculty and complete the specific requirements of that faculty which will include: journal reflections, observation data and other requirements as related to the placement. Fall and spring teaching majors [Early Childhood, Elementary, or Middle Level] see Curriculum & Instruction.

TESOL- (See Languages and Literature)

THEATRE

Prerequisites: Junior or Senior standing

GPA: 2.5 UNI GPA

Required Work hours per credit: Credit hours are determined on a 4:1 ratio of employment hours to credit hours. For example, if the student has a twelve-hour/week internship, she/he may earn three credit hours.

Faculty Supervisors: G. Berghammer, L. Curtis, J. Edelnant, R. Glockner, C. Goatley, E. Lange, M. Parrott, A Rohrberg, J. Sheshko Wood, S. Taft, M. Weedman.

Credit Type: Major Elective; Graded basis.

Notes: A maximum of six credit hours may be earned through one or more placements. **(6/14/2016)**