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

<table>
<thead>
<tr>
<th>Co-op/Intern Hours Worked</th>
<th>Coop/Intern Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 or more</td>
<td>3</td>
</tr>
<tr>
<td>32 to 39</td>
<td>3</td>
</tr>
<tr>
<td>24 to 31</td>
<td>2</td>
</tr>
<tr>
<td>16 to 23</td>
<td>1</td>
</tr>
<tr>
<td>15 or less</td>
<td>0</td>
</tr>
</tbody>
</table>

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
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
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; Technical 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.
Credit Type: Major Elective; Graded basis.
Notes: A maximum of six credit hours may be earned through one or more placements. (6/14/2016)