

Widener University Cooperative Education Program

Student Handbook

Updated October 2017

The Cooperative Education Program supports the mission, vision, and goals of Widener University by engaging our students in experiential learning, inspiring professional leadership skills, and providing opportunities to contribute to the ever-changing world of work. The program assists students in applying academic theory and experimentation to real-world work experiences.

Cooperative Education Program Mission Statement

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LEARNING OBJECTIVES

The Cooperative Education Program supports the following objectives of student development. We anticipate that at the conclusion of the cooperative education experience students will have:

- explored a career field and determined his/her satisfaction with the chosen field and major
- experienced the world of work by performing required duties as defined by the employer
- increased his/her level of professionalism in the world of work
- made connections between classroom learning and real-world application through assessment and reflection

Sample 12-month experience option

	Summer	Fall	Spring
Freshman		Class	Class
Sophomore	Class	<i>Work</i>	Class
Junior	Class	Class	<i>Work</i>
Senior	<i>Work</i>	Class	Class

Sample 8-month experience option #1

	Summer	Fall	Spring
Freshman		Class	Class
Sophomore		Class	Class
Junior	Class	Class	<i>Work</i>
Senior	<i>Work</i>	Class	Class

Sample 8-month experience option #2

	Summer	Fall	Spring
Freshman		Class	Class
Sophomore	Class	<i>Work</i>	Class
Junior	Class	<i>Work</i>	Class
Senior		Class	Class

Sample 4-month experience option#1

(other options available, speak with your career counselor)

	Summer	Fall	Spring
Freshman		Class	Class
Sophomore	Class	<i>Work</i>	Class
Junior		Class	Class
Senior		Class	Class

ACADEMIC REQUIREMENTS

Enrollment Status: Full-time, undergraduate, day students

Majors: Engineering, business administration, and computer science majors are eligible to participate.

GPA: minimum of 2.50

Class Level/Academic Credits: within 9 credits

- Fall co-op: ENGR 52 credits and BUS/CS 44 credits
- Spring/Summer co-op: ENGR 104 credits and BUS/CIS 89 credits

NOTE: Each student will be advised on a case-by-case basis

PROGRAM REQUIREMENTS

Each of the following must be completed before you may interview for co-op positions:

- Attend a Co-op Orientation (if this first step is not completed, you will not be granted access to the program.) Returning co-op students are not required to attend another orientation.
- Sign co-op student agreement & FERPA release
- Commit to the program by the designated deadline by completing the commitment survey
- Maintain 2.5 GPA or above by the end of the spring semester immediately preceding the chosen Co-op term
- Complete a mock interview during the designated time frame
- Make all recommended resume changes until final approval by Co-op advisor in order for resume to be shared with employers
- Attend all summer professional etiquette workshops (OC 150) and corresponding course assignment (first time Co-op students only)
- Learn about all on-campus responsibilities in advance, including leadership and RA requirements and responsibilities, and plan accordingly
- Meet with Housing early on to discuss living arrangements
- Submit Co-op reflection paper and attend reflection session

All students MUST commit to the Co-op Program by applicable deadlines. For more information on deadlines, please contact us: coop@widener.edu or 610-499-4176

CHECKLISTS FOR AVAILABLE CO-OP OPTIONS

12-MONTH CO-OP OPTION

CHECKLIST: FRESHMAN YEAR

FALL SEMESTER

- Discuss your interest in the Co-op Program with your academic advisor
- Educate yourself on the GPA and credit requirements
- Attend a Co-op Orientation workshop and sign Co-op student agreement & FERPA release
- Meet with a career counselor should you have questions regarding the program
- Commit to Co-op Program by deadline and submit resume draft

SPRING SEMESTER

- Meet with academic advisor to schedule and register for summer courses; be sure you will have the credit/ GPA minimums by end of the spring semester
- Register for OC200 (Off-campus Co-op Leave 1) for the fall semester
- Update resume for final approval by co-op advisor
- Complete a Mock Interview

CHECKLIST: SOPHOMORE YEAR

SUMMER SEMESTER

- Attend classes with full-time coursework, including professional etiquette course/workshops
- Interview for fall Co-op positions
- Conduct job search and apply for co-op positions independent of Career Services
- Learn about all on-campus responsibilities in advance, including leadership and RA requirements and responsibilities, and plan accordingly

FALL SEMESTER—OUT ON CO-OP

- Coordinate site visit with Career Services
- Contact academic advisor to schedule courses for the spring
- You are responsible for understanding and fulfilling all on-campus deadlines for housing, financial aid, etc.
- Complete online Final Co-op Evaluation form
- Have employer complete the Employer Evaluation form

SPRING SEMESTER

- Attend courses with full-time coursework
- Complete reflection paper and participate in co-op reflection session with faculty, career counselor, and students within your co-op cohort
- Commit to second co-op term and submit updated resume
- Pre-register for the full-time summer and fall courses (remember, you must meet the credit/GPA requirements)
- Sign and submit Co-op student agreement & FERPA release by deadline

CHECKLIST: JUNIOR YEAR

SUMMER SEMESTER

- Attend classes with full-time coursework
- Update resume for final approval by career counselor

FALL SEMESTER

- Attend classes with full-time coursework
- Complete a mock interview
- Interview for spring/summer Co-op positions
- Conduct job search and apply for co-op positions independent of Career Services
- Update career counselor with any phone number/address changes
- Register for OC400 (Off-campus Co-op Leave II) for spring semester
- Learn about all on-campus responsibilities in advance, including leadership and RA requirements and responsibilities, and plan accordingly

SPRING/SUMMER SEMESTER—OUT ON CO-OP

- Coordinate site visit with Career Services
- Contact academic advisor to schedule courses for fall of senior year
- You are responsible for understanding and fulfilling all on-campus deadlines for housing, financial aid, etc.
- Complete online Final Co-op Evaluation form
- Have employer complete the Employer Evaluation form

CHECKLIST: SENIOR YEAR

- Complete reflection paper and participate in co-op reflection session with faculty, career counselor, and students within your co-op cohort
- Work with Career Services staff to learn how to parlay your co-op into a full-time job

8-MONTH CO-OP OPTION #1

CHECKLIST: FRESHMAN YEAR

ACADEMIC YEAR

- Discuss your interest in the Co-op Program with your academic advisor
- Learn the Co-op Program and process to participate
- Meet with a career counselor should you have questions regarding the program

CHECKLIST: SOPHOMORE YEAR

ACADEMIC YEAR

- Discuss your interest in the Co-op Program with your academic advisor
- Educate yourself on the GPA and credit requirements
- Attend a Co-op Orientation workshop and sign Co-op student agreement & FERPA release
- Commit to Co-op Program by deadline & submit resume draft
- Meet with academic advisor to schedule and register for summer courses; be sure you will have the credit/ GPA minimums by end of the spring and summer sessions
- Register for courses for the subsequent fall semester

CHECKLIST: JUNIOR YEAR

SUMMER SEMESTER

- Attend class with full-time coursework, including professional etiquette course/workshops
- Update resume for final approval by co-op advisor

FALL SEMESTER

- Attend classes with full-time coursework
- Complete a Mock Interview
- Interview for spring/summer Co-op positions
- Conduct job search and apply for co-op positions independent of Career Services
- Update Career Services with any phone number/address changes
- Register for OC400 (Off-campus Co-op Leave II) for spring semester
- Learn about all on-campus responsibilities in advance, including leadership and RA requirements and responsibilities, and plan accordingly

SPRING/SUMMER SEMESTER—OUT ON CO-OP

- Coordinate site visit with Career Services
- Contact academic advisor to schedule courses for fall of senior year
- You are responsible for understanding and fulfilling all on-campus deadlines for housing, financial aid, etc.
- Complete online Final Co-op Evaluation form
- Have employer complete the Employer Evaluation form

CHECKLIST: SENIOR YEAR

- Complete reflection paper and participate in co-op reflection session with faculty, career counselor, and students within your co-op cohort
- Work with Career Services staff to learn how to parlay your co-op into a full-time job

8-MONTH CO-OP OPTION #2

CHECKLIST: FRESHMAN YEAR

FALL SEMESTER

- Discuss your interest in the Co-op Program with your academic advisor
- Educate yourself on the GPA and credit requirements
- Meet with a career counselor should you have questions regarding the program
- Attend a Co-op Orientation workshop and Sign and submit Co-op student agreement & FERPA release
- Commit to Co-op Program by deadline & submit resume draft

SPRING SEMESTER

- Meet with academic advisor to schedule and register for summer courses; be sure you will have the credit/ GPA minimums by end of the spring semester
- Register for OC200 (Off-campus Co-op Leave 1) for the fall semester
- Update resume for final approval by co-op advisor
- Complete a Mock Interview

CHECKLIST: SOPHOMORE YEAR

SUMMER SEMESTER

- Attend classes with full-time coursework, including professional etiquette course/workshops
- Interview for fall co-op positions
- Conduct job search and apply for co-op positions independent of Career Services
- Learn about all on-campus responsibilities in advance, including leadership and RA requirements and responsibilities, and plan accordingly

FALL SEMESTER—OUT ON CO-OP

- Coordinate site visit with Career Services
- Contact academic advisor to schedule courses for the spring
- You are responsible for understanding and fulfilling all on-campus deadlines for housing, financial aid, etc.
- Complete online Final Co-op Evaluation form
- Have employer complete the Employer Evaluation form

SPRING SEMESTER

- Attend courses with full-time coursework
- Complete reflection paper and participate in co-op reflection session with faculty, career counselor, and students within your co-op cohort
- Commit to second co-op term and submit updated resume
- Pre-register for the full-time summer and fall courses (remember, you must meet the credit/GPA requirements.)
- Sign and submit Co-op student agreement & FERPA release by deadline

CHECKLIST: JUNIOR YEAR

SUMMER SEMESTER

- Attend classes with full-time coursework
- Interview for fall co-op positions
- Conduct job search and apply for co-op positions outside of Career Services database
- Learn about all on-campus responsibilities in advance, including leadership and RA requirements and responsibilities, and plan accordingly

FALL SEMESTER—OUT ON CO-OP

- Coordinate site visit with Career Services
- Contact academic advisor to schedule courses for the spring
- You are responsible for understanding and fulfilling all on-campus deadlines for housing, financial aid, etc.
- Complete online Final Co-op Evaluation form
- Have employer complete the Employer Evaluation form

SPRING SEMESTER

- Attend classes with full-time coursework
- Complete reflection paper and participate in co-op reflection session with faculty, career counselor, and students within your co-op cohort
- Contact academic advisor to schedule courses for fall of senior year

CHECKLIST: SENIOR YEAR

- Work with Career Services staff to learn how to parlay your co-op into a full-time job

4-MONTH CO-OP SAMPLE OPTION

CHECKLIST: FRESHMAN YEAR

FALL SEMESTER

- Discuss your interest in the Co-op Program with your academic advisor
- Educate yourself on the GPA and credit requirements
- Meet with a career counselor should you have questions regarding the program
- Attend a Co-op Orientation workshop and sign Co-op student agreement & FERPA release
- Commit to Co-op Program by deadline

SPRING SEMESTER

- Meet with academic advisor to schedule summer courses; be sure you will have the credit/GPA minimums by end of the spring semester
- Register for OC200 (Off-campus Co-op Leave 1) for the fall semester
- Update resume for final approval by co-op advisor
- Complete a Mock Interview

CHECKLIST: SOPHOMORE YEAR

SUMMER SEMESTER

- Attend classes with full-time coursework, including professional etiquette course/workshops
- Interview for fall co-op positions
- Conduct job search and apply for co-op positions independent of Career Services

FALL SEMESTER—OUT ON CO-OP

- Coordinate site visit with Career Services
- Contact academic advisor to schedule courses for the spring
- You are responsible for understanding and fulfilling all on-campus deadlines for housing, financial aid, etc.
- Complete online Final Evaluation form
- Have employer complete the Employer Evaluation form

SPRING SEMESTER

- Attend classes with full-time coursework
- Complete reflection paper and participate in co-op reflection with faculty, career counselor, and students within your co-op cohort

CHECKLIST: SENIOR YEAR

- Work with Career Services staff to learn how to parlay your co-op into a full-time job

CO-OP SEARCH PROCESS

RESUMES

Resume Approval: Each Co-op student's resume must be reviewed and approved prior to interviewing for positions. Preparing a professional looking resume may take several revisions before it is approved, so start this process early. Resumes will receive final approval on a rolling basis. Failure to make recommended revisions may result in resume being unavailable to Co-op employers.

- Once a rough draft is submitted after committing to the co-op program, a career counselor will review it and provide suggestions for improvement.
- You will be asked to pick-up your critiqued resume and make the appropriate changes.
- You may seek out additional assistance during Walk-In Hours or by scheduling an appointment with a counselor.

For additional support on writing a resume, please attend a resume clinic in the fall or spring (depending on your corresponding co-op cycle) where you will receive guidance on how to construct a professional resume while building one in real-time. We also strongly recommend you visit the Career Services office in CampusCruiser, including the professional skills tab. There you will find our YouTube videos that cover every section of a resume. We also provide sample resumes in this section of campus cruiser to be used as inspiration. Once your resume has been fine-tuned, you are welcome to come to our walk-in hours to have it reviewed by one of our career counselors. Walk-in hours are every Monday through Thursday from 1 – 3 pm. No appointment is needed as walk-ins are meant to last 15 minutes or less.

Resume Distribution: Once approved, the Career Services office provides interested employers with access to your resume, unless otherwise requested by the student. These requests are usually made because the student already has a position arranged with an employer through his/her personal network.

Additional Co-op Leads: Students are expected to partner with Career Services during the job search process. This means that students must use their network, PrideCAREERS, additional job-search sites, relationships, professors, and other resources to find co-op opportunities, outside of the existing employer relationships Career Services has.

INTERVIEWS

The Career Services staff are your partners in your search. We can only help you if you work closely with us in your process. Listed below are the steps of the typical interview process, which may vary slightly between different employers.

- Students may be notified of their invitation to interview by either the employers or the Career Services staff.
- It is imperative during this time that students keep their lines of communication open; therefore, check your email and voice mail regularly and ensure that voice mail messages are professional. Respond promptly to calls or emails from employers and Career Services staff.
- Interview scheduling may be coordinated through the Career Services office or directly through the employer.
- Interviews may take place on-campus or at employer sites.
- Once an interview is scheduled, the date and time **MUST** be recorded with Career Services. Therefore, if an interview is coordinated directly between the student and an employer, the student should email their career counselor within 24 hours to inform the counselor of the interview information.
- When students find opportunities on their own, they must inform their career counselor for next-step instructions.
- Arriving late for or missing an interview is not acceptable and could lead to dismissal from the co-op program. If a true emergency should occur that hinders your ability to be on time or participate in an interview, it is mandatory that you call the interviewer before the interview, as well as your career counselor. Other actions may be required.

JOB OFFERS

The typical job offer process, regarding employer contacts through the Career Services office, includes these steps:

- Employers will notify the Career Services office of a job offer prior to contacting a student. If an employer contacts a student with an offer, students must inform their career counselor immediately.
- When the student receives an offer, the student must contact both the employer as well as their career counselor with the decision. If the student decides to decline the offer, we recommend the student discuss how to decline the offer professionally with their career counselor first.
- If a student is presented with a second formal offer, it is a requirement to decline one of the two offers within 24 hours of receiving the offer.
- Once an offer is accepted, students may NOT rescind the acceptance.
- Once an offer is accepted, students may NOT continue to interview. It is expected that students will remove themselves from all other processes.
- It is important to note that most employers have a deadline to respond to an offer. Here are a few important things to consider about offers:
 - Students must respond by the deadline or request an extension from the employer.
 - Students are NOT permitted to negotiate co-op salaries with employers.
 - Career Services will negotiate all salaries with employers. Only the start and end dates may be negotiated between the student and employer.
 - Students NOT receiving an offer BEFORE classes begin for the given semester must register for a full course load at least two weeks before the Drop/Add Deadline.
 - Career Services will advise to the best of our ability, but, ultimately, it is the student's responsibility to accept or decline a position.

PRE-EMPLOYMENT SCREENINGS

Many employers extend job offers that are contingent upon the candidate's passing drug screening, criminal background check, and/or a credit check. Failure to clear one or all of these pre-employment background checks could result in losing a co-op job offer and relieves Career Services of further responsibility in assisting the student. Listed below is information about these screens.

DRUG SCREENS

Drug tests can identify alcohol, prescription drugs, and illegal drugs. An employer's inquiry is usually limited to current use of illegal drugs. If appropriate, the employer may state that the company has a drug-free and alcohol-free workplace policy, and that a pre-employment drug-screening test is a requirement for all candidates for the job. Drug testing may be conducted on a pre-employment basis; alcohol testing, however, is considered a medical exam under the ADA and, therefore, may be conducted only after an official job offer has been made.

BACKGROUND CHECKS

In addition to drug screenings many employers, especially those working with sensitive materials, will perform a criminal background check. These inquiries are limited to convictions only. The law does not allow criminal background inquiries into arrests. The following covers more information on what employers may request when conducting a background check.

Social Security Verification: A report on a SSN will verify the identity and any aliases used in the lifetime of the student. A history of the previous three addresses will also be returned in this inquiry. If the employer conducts a criminal background check, the addresses allow the employer to conduct appropriate federal, county, and state searches.

Criminal History Check: This check is performed through state and/or local levels, and state privacy laws regulate the information released. Only confirmed convictions that occurred within the last seven years may be used to deny employment unless it is classified as an exception under federal employment laws, such as most felonies. *If asked for this information in an application, the best approach is complete honesty.* Don't let the employer discover this information when conducting a background check.

Employment and Education Verification: This is a basic task that the employer will use to validate the information on your resume. For previous employers, a simple phone call to the employer could be made to verify that you worked for the employer. To verify your education, employers will request an official transcript from the university. The verification of this information is just one more reason not to lie on your resume.

Driving History Check: If the position involves driving, this will surely be checked prior to employment. Students with suspended licenses or an extensive poor driving record may have the offer revoked. The report will reveal any existing points or violations remaining on a driving record. Each state expunges violations differently, so check the Department of Motor Vehicles of the state of the license.

Credit Check: Some employers may check your credit before confirming a job offer. This is especially true if the position will involve handling money, investments, or purchasing for the organization. Others may use it as a determination of responsibility and maturity, as well as your risk and liability. Guarding your financial reputation is extremely important and begins while you are a student.

STUDENT RESPONSIBILITIES WHILE WORKING AT CO-OP ASSIGNMENT

Once on the job, it is critical to give it your all and remember that all co-op students represent not only themselves but also Widener University. The co-op program requires several tasks to be completed during the co-op experience. They are:

COMMUNICATION

Email Communication: Throughout the co-op orientation, search, and actual co-op period, email is the primary communication tool. Critical pieces of information regarding campus deadlines and co-op events will be sent often. You will also find that email is the primary communication tool used at most professional work sites. Therefore, it is extremely important that you learn to use email often and professionally. Missing key information or deadlines because you do not check email is not an acceptable excuse.

Professional Communication: Communicating with supervisors, co-workers, and the co-op program is critical to success on the job. One of the most common mistakes students and entry-level employees make is to not ask for help or advice due to the fear of appearing incompetent. Students, who don't ask questions often, fail. Remember, this is experiential learning. You are there to learn and apply what you have learned. Communication can make or break the chances of a successful co-op experience. If something starts to affect your ability to perform, follow these steps:

- Ask a supervisor for assistance; it is better to ask questions, than to beg forgiveness. Remember, that in many cases, mistakes can lead to money lost for the company!
- If a supervisor is unable to assist or is not present, ask co-workers or other individuals who are part of the department, team, or company.
- If you are unable to resolve the issue, call your career counselor.
- If the issue involves any type of harassment or dangerous working conditions, inform the appropriate individuals at the co-op site and call the co-op program immediately.
- Students are reminded that jobs change. Do not rush to complain without first reflecting on the position and speaking with your career counselor or a supervisor.

SITE VISITS

Students will be asked to schedule an official site visit with a representative from the Career Services Office, their supervisors, and themselves. This typically takes place at the mid-way point in the co-op experience and will include midterm evaluations of the students' performance and the content of materials learned and practiced.

FORMS AND EVALUATIONS

Employer Evaluation Form: Students should ask the employer to complete this online evaluation at the end of the co-op term.

Final Evaluations: Near the conclusion of the co-op, the student will evaluate the employer via an online evaluation.

Final Reflection: During the first few weeks back at school from co-op, students will be required to write a reflection paper about their co-op experience and meet with a faculty member, career services staff, and other co-op students to discuss the paper. Any student experiencing difficulty with an employer will also be required to meet with their career counselor to review the case.

BUSINESS ETHICS

In addition to applying classroom learning, co-op is designed to teach students about interacting in the chosen professional workplace. A large part of learning about the workplace is developing an awareness of ethics and etiquette on the job. Here are some basic workplace ethics to follow:

Performance: All students are expected to perform to the best of their ability. Co-op students are representatives of Widener University and actions reflect not only on each student, but the entire University community and future co-op students.

Absence and Punctuality: Tardiness and absences will not be excused. Absences due to illness or emergency should be communicated to the supervisor immediately. Absences caused by illnesses or personal emergencies (true emergencies) should be phoned in, not emailed or texted in, prior to the beginning of your work shift. The Career Services office should be notified of any absence of a week or more, even if it was cleared with the supervisor.

Termination: All co-op students are employees of their employers and must abide by the policies, procedures, and expectations of that organization. Should a co-op position begin to go awry, we strongly recommend the student contact the Career Services office early to discuss ways to possibly head off a termination. Any student terminated by his or her employer must notify the Career Services office immediately. Termination may result in dismissal from the Co-op Program and a possible grade of Did Not Complete will be noted on the student's transcript.

Grading: Failure to complete any of the required actions, evaluations, or site visits, may result in a grade of Did Not Complete for the corresponding course designation. Receiving a Did Not Complete for one co-op term may exclude the student from participating in future co-op terms. Decisions for continued participation in the Co-op Program will be made on a case-by-case basis.

Quitting/Abandonment: No student is permitted to quit a co-op position without permission from the Career Services office. In all cases, prior approval from the director of Career Services and two-weeks' notice is required. This approval is rarely extended and usually requires a strong case by the student of extenuating personal circumstances or some egregious situation at the work site.

Tax Requirements: Every student must have a Social Security number and have Social Security tax deducted from their salaries. Students' salaries are also subject to federal income tax withholdings and state/city taxes where applicable. Students are also required to file tax returns.

Confidentiality: Salary information and terms of employment are not to be shared with co-workers or other co-op students at the co-op workplace.

BUSINESS ETIQUETTE

Dress: Adhere to all employer guidelines regarding dress. All students are expected to maintain professional attire in accordance with the employer's policies at all times.

Grooming: Every student is expected to maintain professional appearance during his or her co-op. Practice proper hygiene, including regular bathing, use of deodorant, hair cuts, and dental hygiene. Keep visible piercings to a minimum and in accordance with the employers' policies.

Phone Use: Keep phone calls and texts to a minimum. You are not being paid to socialize with friends or family. Try to hold all phone communication to short calls or emergencies. Personal texting at meetings is definitely forbidden.

Internet Use: Many employers monitor or restrict Internet use. Others have strict policies about Internet use. Even if your employer does not, a co-op student should never visit inappropriate websites, such as adult, racially offensive, etc at work or when using work equipment. Email should only be used for business purposes.

HOUSING

Living on Campus during Co-op Work Term:

- Communicate status as a co-op student to the Office of Residence Life.
- Housing lottery takes place in mid-spring semester to secure housing for the following fall
- Summer housing is different from fall and spring; co-op students are generally housed with other summer students. This process occurs late in the spring semester.
- Request approval as needed from the Office of Residence Life to be housed during school breaks.
- Students may opt out of the full meal plan or they may choose a lesser meal plan.

Living off Campus during the Co-op Term:

- Complete the Resident to Off-Campus Housing Agreement Release Request. This form will note co-op student's status for approval to leave campus.
- Students will then need to reapply for housing while living at home. It is your responsibility to know the deadline to reapply. You can keep up to date regarding all housing information by checking the Residence Life Office "office" on CampusCruiser.

What happens if my co-op is far away and I leave campus for the fall?

When students leave for the fall, the Residence Life office needs to be notified and can remove you from your current housing assignment. Between Thanksgiving and Winter break, you will be able to apply for housing for the spring. We guarantee housing for our students who meet university deadlines. However, we CANNOT guarantee the same housing assignment you selected for the fall. We do our best to accommodate requests on a space available basis.

What happens if my co-op is far away and I leave campus for the spring?

When students leave for the spring, the Residence Life office needs to be notified and can remove you from your current housing assignment. If you intend to live on campus in the summer, you must complete the summer housing application by the university deadline. This application is available in late spring.

OTHER BUSINESSES AND OFFICES THAT IMPACT CO-OP

Financial Aid: Participating in the Co-op Program can dramatically affect your financial aid. At the beginning of, and throughout the co-op process, it is important to consult with financial aid staff members regarding how participating may impact your individual financial aid situation. It is your responsibility to communicate with Financial Aid staff members to ensure you understand all policies and procedures related to this component of the co-op program.

Course Scheduling: Course scheduling is completed in coordination with your academic advisor and college. The co-op program is not involved with course registration. Only contact the co-op program as a last resort.

Bursar's Office: This office distributes the bills during the academic terms. It is important to know

that (if not on the alternative payment plan) a bill for full academic term will be sent in the fall, spring and summer terms. While you are on co-op, you will only receive a bill for your co-op fee (as well as any housing/ meal plan fees, should you elect to live on campus or purchase a meal plan).

Honors Program: Any student who is part of the University Honors Program in General Education should meet with the director of the Honors Program before leaving campus for co-op.

Writing Center and Writing Sample: Please communicate with your appropriate academic department for details about how to complete these in the timeline necessary.

APPENDIX I:

Frequently asked questions about drug tests:

Do I have to take the test? To decrease the chances of hiring a drug user, some employers require anyone offered a job to take a drug test. The job offer depends on receiving a negative drug test result. So, if a candidate wants the job, he/she must take the test.

How does it work? The most popular method of drug screening is a urine test, which is issued by the U.S. Department of Transportation for more than eight million workers. However there are other types of drug screens available:

Urine Test: The test examines a urine sample for five major controlled substances: cocaine, opiates, marijuana, PCP, and hallucinogens.

Blood Test: A blood test measures the actual amount of alcohol or other drugs in blood at the time of the test.

Hair Test: Researchers study hair to detect drug use. Hair grows about 1/64 of an inch each day; two inches of hair gives a 128-day history of the person's drug use.

Breath Alcohol Test: The breath test shows how much alcohol is in the blood at the time of the test.

How accurate are the tests? Tests are accurate if they are done using the guidelines of the U.S. Department of Health and Human Services. The guidelines include a specific chain of custody to document handling and storing of the urine specimen, an initial screen (and a second test if the initial screen is positive), a confirmatory test to rule out false positives, and a review by a medical officer to make sure there are no medical or other reasons for a positive test.

Can I drink something to hide the drugs? There are many schemes for hiding drug use—and most do not work. It is not worth the risk of getting caught. We never advocate illegal drug use, but especially once you know you are getting serious about your co-op or job search, you should be prepared to be drug free. If you need assistance with a drug problem, the university has confidential resources to help you.

What if I test positive? A positive drug test usually prevents candidates from getting a job. When a positive drug test is reported, the amount of the drug(s) found is usually not reported. If a positive test results in your job offer getting rescinded, you could face dismissal from the Co-op Program.

How long can I test positive after using a drug? This depends on the type of drugs used and the type of tests taken. It takes from a day to more than a month for some drugs to clear urine; it takes longer for hair to grow and be cut so that drugs do not show up. Additionally, drugs such as PCP may show up in tests for several years.

Should I insist on a second test if I know I've received a false positive? If you have a positive result and you have never used drugs, speak to the medical review officer. In a thorough test, an initial positive must be followed up with secondary tests to verify the results. Because there are varying levels of sensitivity to certain chemicals, prescription medication, and over-the-counter medications, a little research may be necessary to find out why your test reacted positively.

Who will see the results of the test? The results of your test should be kept confidential, meaning that only people who need to know will receive the drug test results. This might be a supervisor, manager, union representative, or someone in the medical or personnel department. You may be asked to sign a release form that states who will receive the test results

APPENDIX II:

IMPORTANT CONTACTS

Academic Support Services: (610) 499-1266

tutoringservices@widener.edu

<http://www.widener.edu/academics/academicsupport>

Athletics: (610) 499-4442

<http://www.widenerpride.com>

Bookstore: (610) 876-7300 v8171

wubookstore@mail.widener.edu

<http://www.cbamatthews.com/widener>

Bursar: (610) 499-4161

busoffmc@mail.widener.edu

<http://www.widener.edu/about/administration/enrollmentservices/bursar>

Campus Safety Offices: (610) 499-4200

<http://www.widener.edu/about/administration/campussafety>

Career Services: (610) 499-4176

Careers@widener.edu

<http://www.widener.edu/careers>

College of Arts & Sciences: (610) 499-4336

<http://www.widener.edu/academics/collegesandschools/artsandsciences>

Dining Services: (610) 499-4418

campusdining@widener.edu

<http://www.campusdish.com/en-US/CSE/Widener>

Financial Aid: (610) 499-4161

finaidmc@mail.widener.edu

<http://www.widener.edu/about/administration/enrollmentservices/studentfinancialservices>

Honors Program: (610) 499-4349

honorsprogram@widener.edu

<http://www.widener.edu/academics/honorsprogram>

Information Line: (610) 499-4600

Information Technology Services: (610) 499-1047

helpdesk@widener.edu

<http://www.widener.edu/about/administration/its/students>

International Student Services: (610) 499-4499

ljfuller@mail.widener.edu

<http://www.widener.edu/campuslife/student services/multiculturalinternational/iss>

President's Office: (610) 499-4101

presoffc@widener.edu

<http://www.widener.edu/about/administration/presoffc>

Registrar: (610) 499-4161

enrollmentservices@widener.edu

<http://www.widener.edu/about/administration/enrollmentservices/registrar>

Residence Life: (610) 499-4390

residencelife@mail.widener.edu

<http://www.widener.edu/campuslife/residencelife>

ROTC: (610) 499-4098

armyrotc@mail.widener.edu

<http://www.widener.edu/rotc>

School of Business Administration: (610) 499-4300

<http://www.widener.edu/academics/collegesandschools/businessadministration>

School of Engineering: (610) 499-4037

<http://www.widener.edu/academics/collegesandschools/engineering>

Student Activities Committee: (610) 499-4411

studentlife@mail.widener.edu

<http://www.widener.edu/campusLife>

Student Counseling Center: (610) 499-1261

<http://www.widener.edu/academics/academicsupport/counselingcenter>

Student Health Services: (610) 499-1183

studenthealth@mail.widener.edu

<http://www.widener.edu/campuslife/student services/healthservices>

Wolfgram Memorial Library: (610) 499-4067

reference@mail.widener.edu

<http://www.widener.edu/libraries>

Writing Center: (610) 499-4332

writing_center@mail.widener.edu

<http://www.widener.edu/academics/collegesandschools/artsandsciences/writingcenter.asp>