

## Graduate Co-op Programs (GCP)

Drexel's long tradition in the field of experiential education for undergraduates has been extended into its masters programs.

### **Participating Graduate Co-op Programs**

*MS, MBA, LeBow College of Business*

*MS, Information Systems, College of Information Science and Technology*

*MS, Food Science, School of Technology and Professional Studies, Goodwin College*

*MS, Engineering, College of Engineering*

*MS, Biomedical Engineering, School of Biomedical Engineering, Science, and Health Systems*

Available as a special "co-op" track, which may entail more time to completion for the degree, GCP enables students to accept paid positions in their career fields for a total of six months during their degree program. These 6 months can either be the Summer-Fall or Fall-Winter quarters.

For all GCP students, full-time employment during co-op is considered an integral part of their educational process; therefore, they will retain their student status during the six-month period.

### **Eligibility**

Confirmation to continue in the program must be sought from the Graduate Studies Office when the student has earned a minimum of 24 credits but no more than 34 credits before going out on co-op. For *International students* there is an additional requirement that they are at least 9 months into their degree program. Admission to some GCP programs can also be granted by the Graduate Studies Office to any student who was not provisionally admitted to the program. Students seeking continuation and students applying for admission who were not provisionally admitted must file a completed Application for Admission/Continuation into the GCP Program. Students should obtain the required signatures and submit the appropriate form directly to the Graduate Studies Office. **A detailed plan of study together with a proposed project to be completed during co-op must accompany the form.**

Beyond the credit and time requirements, the criteria for admission into and continuation in the program include satisfactory academic progress (GPA of at least 3.0, higher for some programs) and **adherence to a schedule that will lead to the student completing all degree requirements only after at least a final quarter back on campus.** International students, whose primary language is not

English, must also demonstrate business-usage English proficiency to the Graduate Co-op Coordinator.

### **Additional Stipulations**

When a student in the co-op track receives and then accepts an employment offer, that student will be required to enroll in a three-credit GCP course for each three-month period of their employment. Before the six-month employment opportunity begins, the student will be assigned to a faculty advisor who will supervise the GCP courses. The faculty advisor will work with him/her throughout the GCP experience and assist the student to develop a project that reflects that work experience. Although the student will not attend class for the GCP courses, he/she is required to maintain regular contact with the faculty advisor. At the end of each quarter out on co-op the student will submit a written report of the project to the faculty advisor and receive a grade based on their efforts. Every GCP student must have a passing grade in each of the GCP courses. It is left to the discretion of the student's department to decide on what a student must do to make up a failing GCP grade. The GCP courses will not be included in grade point average calculations.

The student must obtain and keep their health insurance and immunizations current to participate in the GCP.

The student should meet with their Graduate Co-op Coordinator to discuss their interest as early as three months prior to the anticipated co-op start date. This will ensure that there is ample time for the student to understand the program, discuss their career objectives, review/amend their résumé, conduct practice interviews, and, if necessary, schedule language testing. The student should consult the GCP Calendar for more details. Simultaneously, the student should also meet with their graduate advisor to check on the enrollment procedures for the co-op track.

### **PROCESS:**

*During the co-op portion of any program, students will be billed for 3 credit hours at the appropriate credit hour rate for the GCP course. Students are allowed to take an extra academic course each quarter while on co-op. Any such course will be charged at the appropriate credit hour rate.*