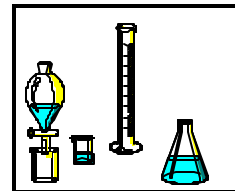




CALIFORNIA STATE UNIVERSITY
DEPARTMENT OF CHEMISTRY



UNDERGRADUATE COOPERATIVE PROGRAM GENERAL GUIDELINES

A student may obtain unit credit for working on a research project at an agency participating in the Department's Undergraduate Cooperative Program. This Program is designed to support the student's career preparation and to provide alternate ways for academic enrichment. The student will gain practical laboratory skills as well as professional skills contributing to career development. The participating agency will gain technical assistance and develop future professionals for the industry.

INDUSTRY RESPONSIBILITIES:

DESIGNATION OF AN ADVISOR who will oversee the project and give the student professional support and guidance and who may participate in the student's evaluation.

STUDENT RESPONSIBILITIES:

1. **SUBMISSION OF A BRIEF PROPOSAL SUMMARIZING THE PROJECT** to the Chemistry Department before approval can be given for earning credit in chemistry. This proposal is to be written with help from the Industry Advisor and should include the following kinds of information: purpose of the study, brief experimental protocol for carrying out research, and anticipated outcome. References can be included but are not necessary. This proposal should have both the student's and advisor's signature. The work cannot be proprietary since it must be made available to Chemistry Faculty and to outside reviewers.
2. **ARRANGE REGULAR MEETINGS WITH DEPARTMENT ADVISOR** to keep the Chemistry Department informed as to the progress of the project and to provide additional expertise and guidance to the student.
3. **SUBMISSION OF A FINAL REPORT** to the Chemistry Advisor before a final grade can be assigned. This must be typewritten and presented in a standard scientific format similar to a publication. Consult with your Chemistry Advisor on the exact format of this report.
4. **PROCEDURES FOR SIGNING UP FOR UNIT CREDIT:**

Obtain a blue card for Chemistry 495 Directed Research (or 499 Independent Study) from the Chemistry Department Office. Consult with the Coordinator, Undergraduate Cooperative Programs, concerning whether or not 1, 2, or possibly 3 units of credit are appropriate. Have the Coordinator sign the blue card on lines for both "Advisor" and "Faculty Member supervising research/project." Indicate the reason for enrollment as "Cooperative Program - Name of the company". **RETURN THE BLUE CARD TO THE DEPARTMENT OFFICE AS SOON AS POSSIBLE.** Obtain the correct ticket number for the course and register for the Chemistry 495 or 499 through normal channels with a "Change of Program" form.

CHEMISTRY DEPARTMENT RESPONSIBILITIES:

DESIGNATION OF AN ADVISOR who will advise the student concerning credit sign up procedures for credit and who will assign the final grade for the project in consultation with the Industry Advisor. In addition this Advisor will provide guidance and support to the student during the project. This Advisor will also maintain contact with the Industry Advisor and provide any necessary help.

ADDITIONAL INQUIRIES:

**Dr. Sandra L. Jewett, Coordinator
Undergraduate and Internship and Cooperative Programs
Department of Chemistry
California State University
Northridge, CA 91330-8262
818-677-4503
818-677-3381 (Dept Office); 818-677-4068 FAX
sandra.jewett@csun.edu**

HISTORY OF UNDERGRADUATE INTERNS/VOLUNTEERS:

<http://www.csun.edu/~hcchm001/intunder.html>