

# RIT's Cooperative Education program records

RITArc.0393

Created by: Veronica Raco

Updated by: Emily Sinicropi

January 24, 2013

The Cooperative Education papers contain documents and clippings related to cooperative education at RIT. Of significance are two major studies of the program conducted in 1943 and 1960. Also included are newsletters, questionnaires and evaluation forms for students and employers, and statistical sheets that compare cooperative education among various colleges including RIT.

The collection also contains clippings and ephemera, dating from 1912 to 1994 focus on RIT's cooperative education plans, RIT student report on their cooperative education experiences, and general information about cooperative education, along with various promotional items, unidentified manuscripts, and miscellaneous documents relevant to RIT's cooperative education plans.

## Box 1

- Folder 1: Objectives of the Mechanic Institute, 1935
  - Multiple copies of "Paragraphs Pertaining to Cooperative Employment as culled from Objectives of Mechanics Institute" from R.A.M.I.
- Folder 2: Information Gathering ( Leo Smith), Ca.1935-1970
  - It is suspected that Leo Smith gathered this information to conduct research on cooperative education at RIT. There are small handbooks about engineering in the United States with Mr. Smith's name on it. Also, there are brochures dated 1970 titled "Cooperative Education Conference". It also contains a document about co-op standards and criteria by John M. Houchens of University of Louisville
- Folder 3: Study on Cooperative Work Programs, 1940-1944
  - There are newsletters, alumni surveys, studies of junior college terminal education, summary reports, other documents and "A Study of Cooperative Work Program", which is a final report on cooperative education across nation, including RIT.
- Folder 4: Cooperative Universities + College-List, Ca. 1935-1970
  - Lists of colleges and universities (aside from RIT) that offer co-op plans, and enrollment rates. They also compare statistics among colleges and universities.
- Folder 5: Proposed Plan for the Study of Cooperative Education, Ca.1935-1970
  - A proposed plan for the study of cooperative education that seems like it was never got carried out. There is also a note from Mark Ellingson.
- Folder 6: College Experiences Questionnaire, Ca. 1935-1970
  - This was given to students of various colleges across the United States. The information gathered from the questionnaire was used for the Final Staff Report (folder 7).
- Folder 7: Final Staff Report, February 1960

- 200 page report on cooperative education programs among colleges in the United States.
- Folder 8: Evaluation Forms, Ca. 1935-1970
  - Samples of evaluation forms for employers and students.

## **Box 2**

- Folder 9: Clippings, 1912-1994
  - Most are from the 50's, 60's, and 80's. Clippings discuss RIT students while on co-op, RIT's co-op plan/program, or mention RIT somewhere in the article.
- Folder 10: Promotional Items, Ca. 1935-1994
  - Brochures, handouts, and other type of paper documents given to students to learn more about the cooperative education at RIT.
- Folder 11: Office of Cooperative Education and Placement Materials, Ca. 1935-1994
  - Papers from the Office of Cooperative Education and Placement – mostly are informative and have information for students. There is also one document for employers.
- Folder 12: Unidentified Manuscript Related to Co-Op Education, Ca. 1935-1994
  - Several documents that appear to be a rough draft for something that must have been intended for reading – however, I was unable to find any other documents that appear to be a final format of this draft.
- Folder 13: Miscellaneous records, Ca. 1935-1994
  - Miscellaneous items relevant to RIT Cooperative Education program. There are lists of companies; list of the annual officer Co-Op Club, agenda, memos, and many other types to name that doesn't really fit in with any of other folders.