**FULL NAME:** **CO-OP SEMESTER:**

**UC EMAIL:** **CO-OP FACULTY ADVISOR:** **M**

**MAJOR & GRAD YEAR: Cybersecurity 2028**

**DIRECTIONS:** Please complete this proposal form with thoughtful and detailed responses. **EEP Plan Proposal** includes the components required to be completed by the EEP draft submission.

*Although there are set deadlines to submit each part with information, please feel free to complete this earlier (encouraged if you’re ready/know the details!). Your co-op advisor will provide feedback in Canvas; check daily once submitted and incorporate requests for final approval.* ***An EEP Plan must be approved for co-op eligibility.*** *Feel free to delete examples, add rows for more details, and use a different color font when you write your responses.*

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| **EEP PLAN PROPOSAL**  ***Please complete and upload into Canvas. You should meet with your co-op advisor to discuss your plan prior to submission.***  ***Feel free to delete examples, add rows for more details, and use a different color font when you write your responses.*** |

**PART 1: EEP S.M.A.R.T. LEARNING GOALS:**

Through your EEP, you will build technical and professional skills to support future professional goals. Review the S.M.A.R.T. Learning Goals Guide in Canvas and then develop a minimum of ***three*** that you’d like to achieve by the end of your EEP experience.

**S**pecific The goal should identify a specific action or event that will take place.

**M**easurable The goal and its benefits should be quantifiable.

**A**chievable The goal should be attainable given available resources.

**R**ealistic The goal should require you to stretch some, but allow the likelihood of success.

**T**imely The goal should state the time period in which it will be accomplished.

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| **#** | **EEP S.M.A.R.T. LEARNING GOALS** |
|  | *EX :: Execute a \_\_\_\_ project in preparation for the next co-op referral process* |
|  | *EX :: Improve workplace professional behaviors, including time management and prioritization skills, through self-directed learning and projects* |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |

**PART 1: EEP TYPE, ACTIVITY, AND DELIVERABLES**

Let’s begin planning your EEP, incorporating all you wish to accomplish! Your EEP should include activities with deliverables to enhance your skills andresume, as professional assets in your career.

You should choose ***one*** structured EEP type, *(ex :: emerging professional or professional practice)* and a minimum of ***two*** deliverables for each EEP bucket*.* The EEP buckets include technical upskilling, professional skill development, and project-based work. You are required to accomplish ***two*** deliverables in each of these buckets. ***List deliverables separately for each EEP bucket.*** *(ex :: Upskilling Adobe Certification Courses on line 1 and Upskilling Blender LinkedIn Learning on line 2).* Check-in with your co-op faculty as many structured EEP types require additional steps on the student’s part. ***Please be specific*.**

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| **EXAMPLE EEP PLAN** | | | | | | |
| **#** | **EEP TYPE** | **ACTIVITY DETAILS** | **FINAL DELIVERABLES** | **WEEKLY**  **HOURS** | **X** | **TOTAL**  **HOURS** |
| ***1*** | ***Micro Co-op*** | ***Keep Cincinnati Beautiful Developer Intern***  *P/T Internship supporting the development of a user friendly website.* | *1.Add to resume*  *2. Creating a functioning website with various pages including…*  *3.Network with colleagues to understand the organization in a way that can be shared on the website.* | *15* | ***x 16 =*** | *240* |
| ***2*** | ***Upskilling*** | ***Python & HTML Cert. Courses***  *Complete coursework to support me in taking and passing the certification exams.* | *1.Improve Python and HTML skills*  *2.Pass certification exams*  *3.Use new skills in internship.* | *14* | ***x 8 =*** | *108* |
| ***3*** | ***Personal Project*** | ***Drone Project***  *Research, ideate, and build my own drone.* | *1.create a portfolio that outlines every step of my project that will allow me to share with future employers.*  *2. Learn about appropriate project management tools.* | *5* | ***x 16 =*** | *80* |

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| --- | --- | --- |
| **EEP TOTAL HOURS** | ***34*** | ***428*** |

|  |
| --- |
| *\*\*Hours calculated based on a 16 week semester\*\** |

**EEP BUCKETS:** technical upskilling, professional skill development, and project-based work.

**SEMESTER DATES:** {Different Each Semester} The co-op work term {Differs each semester}, providing flexibility if your co-op experiences begin a little earlier / end a little later than the semester calendar. The requirement is that you achieve 350 hours for Fall/Spring; 300 hours toward your EEP in the summer.

|  |  |  |  |  |  |
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| **EEP PLAN** | | | | | |
| **#** | **EEP Bucket** | **ACTIVITY DETAILS** | **FINAL DELIVERABLES** | **WEEKLY**  **HOURS** | **TOTAL**  **HOURS** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **EEP TOTAL HOURS** |  |  |

|  |
| --- |
| *\*\*Calculate your hours based on semester week length\*\** |

**EEP PLATFORMS AND RESOURCES ::**

Writing down platforms, resources, and financial costs for your EEP will only strengthen your plan and semester success. Please share the resources, platforms and/or software you will need to enhance your skills and document your creative growth/process. Be specific with resources and cost estimates now, that way few surprises will arise during your EEP semester!

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| **EXAMPLE EEP PLATFORMS & RESOURCES** | | | |
| **#** | **EEP TYPE** | **LEARNING PLATFORM & RESOURCES REQUIRED** | **EST. COST** |
| ***1*** | ***Micro Co-op***  *Keep Cincinnati Beautiful Developer* | *N/A* | *N/A* |
| ***2*** | ***Upskilling***  *Python and HTML Certification* | *LinkedIn Learning* | *Exam Fee Cost* |
| ***3*** | ***Personal Project***  *Drone Development* |  | *Est Cost $150* |

|  |  |
| --- | --- |
| **TOTAL EST. COST** | ***$150*** |

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| --- | --- | --- | --- |
| **EEP PLATFORMS & RESOURCES** | | | |
| **#** | **EEP TYPE** | **LEARNING PLATFORM & RESOURCES REQUIRED** | **EST. COST** |
| **1** | *Cyber Security* |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |

|  |  |
| --- | --- |
| **TOTAL EST. COST** |  |

**EEP MENTORSHIP**

All EEP students are ***required*** to have mentors with discipline or industry-specific knowledge for their experience(s). Mentors’ will meet bi-monthly to discuss progress, inspirations, and performance reviews. Mentors’ should provide EEP accountability, focus, and feedback. One or multiple mentors (s) can oversee all or specific EEP activities, and are senior in discipline knowledge and experience. Micro Co-op, Service Learning, Faculty-Led Research, and Volunteer mentors can be your supervisor.

***Note ::*** *Course instructors, EEP Project Lead (Prof. Lewallen), Co-op Faculty Advisors, and Academic Advisors are* ***not*** *to be listed as your mentor(s). Students may list multiple mentors for different activities. A micro co-op supervisor/boss should also be listed here.*

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| **EXAMPLE EEP MENTOR(S)** | | | | |
| **#** | **EEP TYPE** | **MENTOR NAME** | **MENTOR EMAIL** | **RELATION // INDUSTRY** |
| ***1*** | ***Micro Co-op***  *Keep Cincinnati Beautiful Developer Intern* | *Carla Smith* |  | *Internship Supervisor* |
| ***2*** | ***Upskilling***  *Python & HTML* | *N/A* | *N/A* | *N/A* |
| ***3*** | ***Personal Project***  *Drone Project* | *Samantha Lemon* | *lemonsh@mail.uc.edu* | *UC Alumni & Electrical Engineer @ SpaceX* |

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| --- | --- | --- | --- | --- |
| **EEP MENTOR(S)** | | | | |
| **#** | **EEP TYPE** | **MENTOR NAME** | **MENTOR EMAIL** | **RELATION // INDUSTRY** |
| **1** | *Cyber Security* | *Kenneth Pope* | *popeko@ucmail.uc.edu* | *Coop Advisor* |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |

**DELIVERABLE CALENDAR**

*Now that you’ve set an EEP plan draft, let’s plan out your entire semester deliverables. In the previous worksheet, you set your final deliverables. Now, we need to break these down into progress points throughout your EEP semester. This is a great project management tool, taking your outcome, and walking it backward of what you will have for each at* ***25%, 50%, and 75%*** *points in your semester. You will be required to attend small group progress meetings in these weeks listed below, so share what you* ***commit*** *to bringing to that meeting with your EEP projects! As well, deliverables hold you accountable, to follow through on what you’ve promised!*

***Note:*** *Students structure EEP plans two ways: (1) working on all activities at the same time for the entire length OR (2) in calendar blocks (1-2 activities for the first 8 weeks and 1-2 activities for the second 8 weeks of a semester). Please keep that in mind when completing this calendar and if an activity will not last the entire semester, a dash or “completed” is acceptable. Students with a micro co-op or volunteer opportunity will only have final deliverables and putting a dash or “at work” is acceptable.*

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| --- | --- | --- | --- | --- | --- |
| **EEP PLAN DELIVERABLE CALENDAR** | | | | | |
| **#** | **EEP TYPE** | **FINAL DELIVERABLES** | **75% PROGRESS** | **50% PROGRESS** | **25% PROGRESS** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **13 WEEKS** | **10 WEEKS** | **7 WEEKS** | **3 WEEKS** |

**EEP WEEKLY CALENDAR**

*With your EEP activity selections and deliverables established, let’s get organized! A calendar is a great way to plan for your semester. Write out your calendar draft for the entire EEP semester. Required EEP meetings, mentor meetings, and Federal Holidays are placed for you already. Be as* ***specific*** *as possible! I also recommend* ***color coding*** *(font and/or background fill) specific activities for excellent visual breaks.*

***Note:*** *The calendar is structured a traditional M-F, but if your EEP will be on Saturday/Sunday, please update the days. If your co-op will extend to an additional week, please add rows to the calendar.*

**SEMESTER DATES:** The co-op work term start-end dates vary for Fall, Spring, and Summer semesters.

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| --- | --- | --- | --- |
| **DATES** | **DAY** | **DESCRIPTION/ACTIVITY** | **DAILY HOURS** |
| **PREWORK** | REQUIRED | Meet with faculty co-op advisor to discuss your EEP Plan {Date Differs} |  |
| Develop and submit your EEP Plan in Canvas- due (Date Differs) |  |
| Identify and confirm a mentor by (Date Differs) |  |
|  | | | |
| **WEEK 1**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **18 hours** | MONDAY | LinkedIn Videos Setting up GitHub, Install Kali Linux, research OWASP | 13 Hours |
| TUESDAY | Create vulnerable web app and documented daily activity | 5 Hours |
| WEDNESDAY | Out of country |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
| **REQUIRED** | **COMPLETION OF ALL CANVAS ORIENTATION MODULES (completed)** | **1** |
| **REQUIRED** |  |  |
|  | | | |
| **WEEK 2**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **28 hours** | MONDAY |  |  |
| TUESDAY |  |  |
| WEDNESDAY |  |  |
| THURSDAY | Return to country/ work on cyber security co-op/ LinkedIn videos | **3 hours** |
| FRIDAY | LinkedIn videos, Shell scripting, work more on vulnerable web app | 14 hours |
|  | Saturday | LinkedIn videos, cipher, hash cracker, keylogger | 11 hours |
|  | Sunday |  |  |
|  | | | |
| **WEEK 3**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **23 hours** | MONDAY | Defense mermaid chart, owasptop10 mermaid, C# robot control system | 12 hours |
| TUESDAY | Testing/ YouTube video research | 4 hours |
| WEDNESDAY |  |  |
| THURSDAY | port scanner, packet sniffer update | 7 hours |
| FRIDAY | LinkedIn videos | 1 hour |
|  | | | |
| **WEEK 4**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **23 hours** | MONDAY |  |  |
| TUESDAY | LinkedIn Videos start honeypot | 6 hours |
| WEDNESDAY | Work on honeypot and ddos test | 8 hours |
| THURSDAY | Finished last of the LinkedIn videos | 4 hours |
| FRIDAY | Worked on zip cracker | 5 hours |
|  | | | |
| **WEEK 5**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **23 hours** | MONDAY | Coursera/ CS2 testing | 6 hours |
| TUESDAY | Coursera | 6 hours |
| WEDNESDAY |  |  |
| THURSDAY | Coursera/ complete cs2 | 6 hours |
| FRIDAY | Coursera/update GitHub information | 5 hours |
| **REQUIRED** | **MENTOR MEETING** | **1** |
|  | | | |
| **WEEK 6**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | MONDAY |  |  |
| TUESDAY |  |  |
| WEDNESDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
|  | | | |
| **WEEK 7**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | MONDAY |  |  |
| TUESDAY |  |  |
| WEDNESDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
|  | | | |
| **WEEK 8**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | MONDAY |  |  |
| TUESDAY |  |  |
| WEDNESDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
|  | | | |
| **WEEK 9**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | MONDAY |  |  |
| TUESDAY |  |  |
| WEDNESDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
| **REQUIRED** | **MENTOR MEETING** | **1** |
|  | | | |
| **WEEK 10**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | MONDAY |  |  |
| TUESDAY |  |  |
| WEDNESDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
|  | | | |
| **WEEK 11**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | MONDAY |  |  |
| TUESDAY |  |  |
| WEDNESDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
|  | | | |
| **WEEK 12**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | MONDAY |  |  |
| TUESDAY |  |  |
| WEDNESDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
|  | | | |
| **WEEK 13**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | MONDAY |  |  |
| TUESDAY |  |  |
| WEDNESDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
| **REQUIRED** | **EEP FINAL REFLECTION // ALL ACTIVITIES MUST BE COMPLETED** | **-------** |
| **REQUIRED** | **FINAL MENTOR MEETING** | **1** |

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| **TOTAL HOURS** |
| **300** |

**EEP PLAN PROFESSIONAL DEVELOPMENT REFLECTION**

An EEP co-op contributes to a student’s professional growth through the following learning objectives and outcomes: meet the following learning objectives and outcomes: demonstrate initiative & self-directed learning strategies through the practice of project management, acquire professional growth of industry-recognized skills, enhance knowledge of the chosen field and skill-sets needed to contribute to future employability, define required professional development & qualifications to obtain career interests & goals, explain, analyze, & evaluate personal strengths & weaknesses in terms of career goals, and lastly – increase preparedness for your next co-op search!

**To ensure your EEP plan connects with these learning objectives, please respond to the following reflection questions (150-word response *each*):**

1. **How will your EEP plan activities help you achieve your set S.M.A.R.T. goals?**
2. **How will your EEP plan activities help your industry professional development?**
3. **How will your EEP plan activities help your preparedness for the next co-op search? If you are on your final rotation, please share how it will help your preparedness for a post-graduation job search.**

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| **CONCLUSION**  ***Please save, download, and submit by the EEP plan proposal draft deadline- {Date Differs)Please check Canvas daily once submitted for advisor feedback. You will want to make any recommended changes immediately to ensure a final approval happens in a timely manner.*** |