

COOPERATIVE EDUCATION

Student
Orientation
Getting Started

What is Co-op?

- * **A training program**
- * **Students are paid**
- * **Work is related to specific academic major**
- * **Positions are competitive and involve employer interviews**
- * **Can be used as elective credit towards Degree and Certificate programs**
- * **Is designed to support what is learned in the classroom**

General Qualifications

- * Be enrolled in at least a half time basis
- * Completed a minimum of 12 semester hours at an accredited college
- * Have a 2.5 GPA or better
- * Each Co-op employer may require that specific coursework be completed before you can be considered for possible employment

APPLICATION

- * After completing an Orientation session you will
- * Complete your on-line Student Record
- * Complete and upload an on-line resume
- * Solicit letters of recommendation from employers or instructors (optional)
- * Additional awards, certificates or other work related documentation



INTERVIEWS

It's a competitive world
Are you ready?

What employers look for

- + **related work experience.** Most students do *not have any*. So, if you do, make sure that your resume shows it.
- + **transferable skills.** Remember, the employer is looking for a trainee that has certain attributes for a particular job. What skills do you have that would make you a good trainee for that particular position?
- + **related course work.** The more job related courses that you have is to your advantage. Don't forget that your GPA is also important.

APPLYING FOR A JOB

How it works

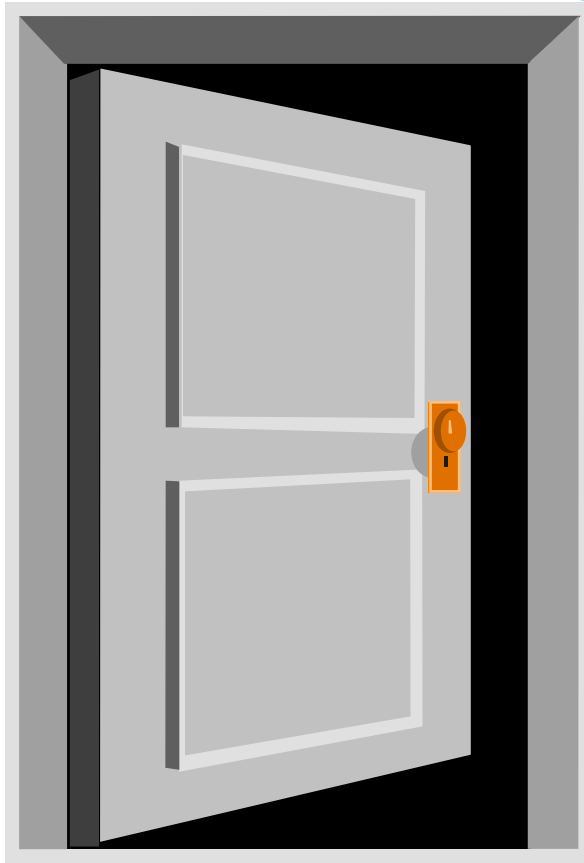
What you can expect

Application Process

- Utilize PSC Works On-line web site to view jobs
- Co-op Office may notify you by e-mail of jobs
- Follow How to Apply “Key Words” on job listing



Interview Process



- 📄 If you interview and get the job, then contact the Co-op Office and Co-op Faculty Advisor for approval
- 📄 Re-contact Co-op Office to receive all work related requirements and forms

Co-op Work Experience

Academic Credit

Work Schedules

Co-op Department Advisors

College Credit

- * Variable credit 3, 2, or 1
- * Can be used as a core elective
- * **Cannot** be used as a general education elective
- * Can substitute for work experience credit
- * Must be approved by academic Dept.

Certificate Credit

- * 2 - 5 credit hours
- * Can count up to an equal number of Work Experience credit hours within Certificate program
- * Must be approved by the academic Dept.

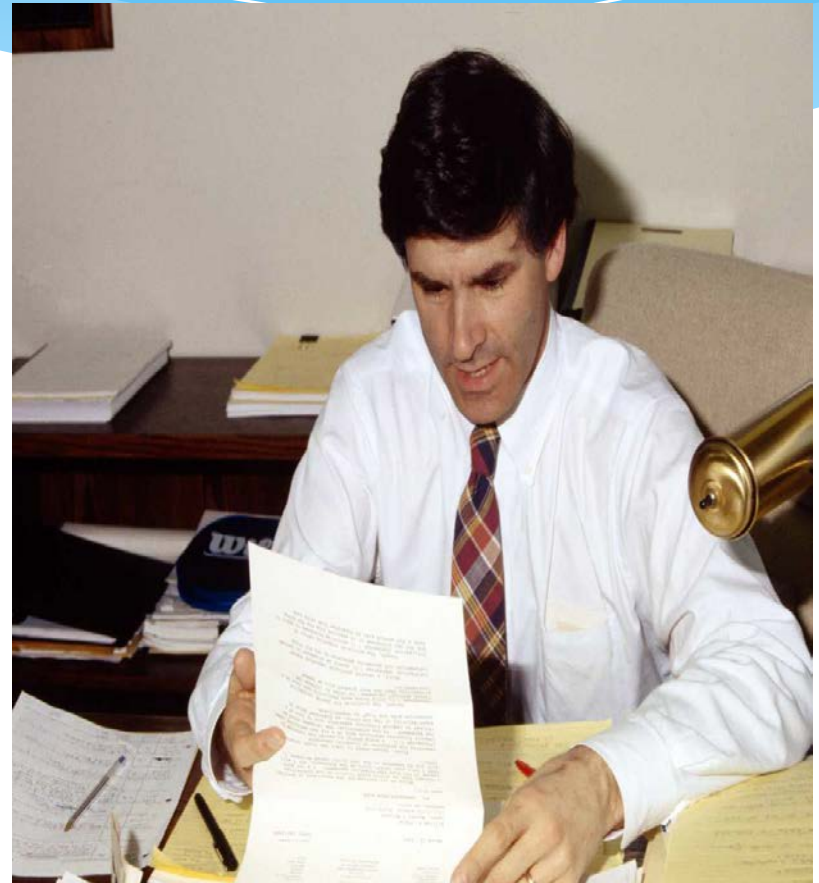
Work Schedules

Alternating - Student works full time a semester and returns to classes the following semester (student can have multiple work semesters)

Parallel - Student works part time while attending classes

Co-op Department Advisor

- * Is assigned to each working student
- * Is either a faculty member or Dept. Head
- * Will monitor all work related paperwork
- * Will assign final grade (pass/fail)



Co-op Work Experience

Student Requirements

- * Register for Co-op
- * Faculty Advisor Conference
- * Co-op Agreement form
- * Learning Contract
- * Faculty Visitation (Optional)
- * Project Report
- * Employer Evaluation

Faculty Advisor Conference

- * Introductory meeting
- * Discuss job duties & requirements
- * Review Co-op forms and requirements
- * Discuss additional Faculty Advisor requirements



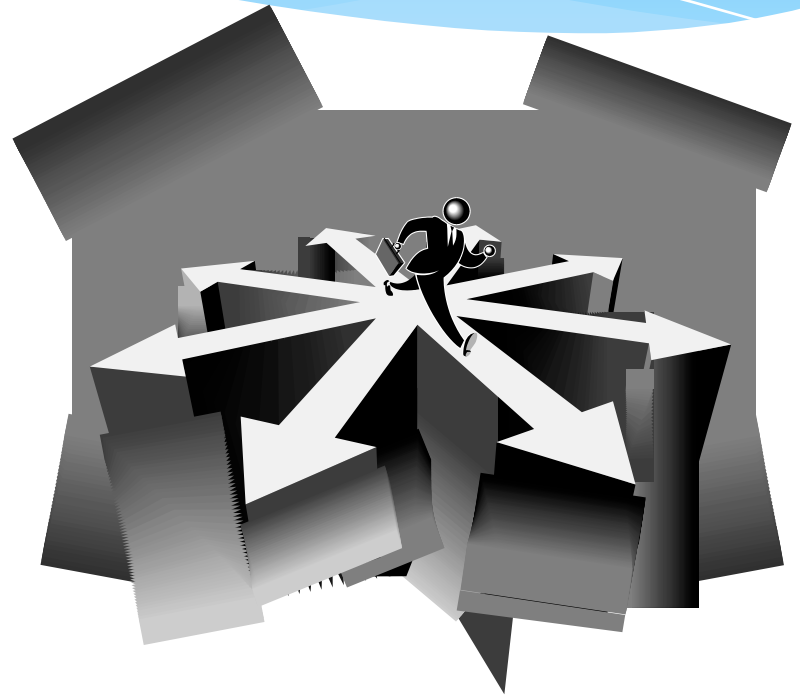
Co-op Agreement Form



- * Outlines starting and ending dates of work term
- * Salary
- * Work address/phone
- * Supervisor's name
- * Student, Supervisor and Director's signature

Learning Contract

- * Contains 4 Learning Objectives that are related to your academic major
- * Targets “skills to be obtained”
- * Targets “knowledge to be gained”



Faculty Visitation



- * Your Co-op Department Advisor may schedule a work site visitation to observe your progress and to review your Co-op requirements

Project Report

This final report should include:

- * Summation of original Learning Objectives
- * Comprehensive analysis of work environment, duties, special projects and observations of work environment
- * Any additional information required by the Faculty Advisor

Employer Evaluation

To be completed by your supervisor and turned in to your Faculty Advisor and Co-op office with your Project Report




Final Grading

Grades are awarded on a Pass/Fail basis


Frequently asked Questions

- **How many times may I Co-op?** It varies with each employer. Most students work from 1 to 3 semesters before graduating.
- **Can I use my present employer for my Co-op work experience?** If your current job is related to your academic major and you receive permission from the co-op faculty advisor.

Frequently asked questions

 **What happens when I graduate?** Most Co-op employers view Co-op as a way to train future employees. But permanent hiring upon graduation is not guaranteed.

 **Will I be paid?** With very few exceptions, Co-op positions are designed to be paid positions.

 **How do I know if there is a job opening in my field?** Access PSC Works On Line web site to view jobs. Keep a current e-mail address, phone listings, and resume(s) with your on-line account.

Frequently asked questions

Q How much will I be paid? Co-ops are considered trainees and are paid accordingly. Salaries range from minimum wage up to \$22.00 per hour.

Q What if I don't like the job? The college's general withdrawal policies apply to Co-op.



* NOW WHAT?

- * Go to PSC Works On-Line web site and update your Student Record
- * make an appointment with Co-op Director to initiate process

End of Session

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