

COOPERATIVE EDUCATION

Student
Orientation
Getting Started

Pensacola State College does not discriminate on the basis of race, ethnicity, national origin, gender, age, religion, marital status, disability, sexual orientation and genetic information in its educational programs and activities. Inquires should be addressed to: Dr Gael Frazer, Assoc. Vice President, Instructional Diversity 1000 College Blvd., Pensacola, FL 32504 / (850) 484-1759

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

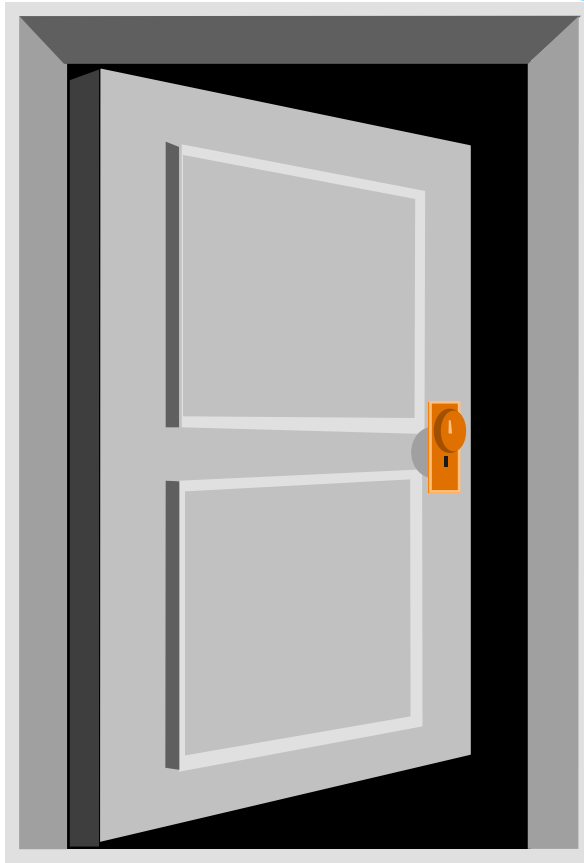
What you can expect



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.

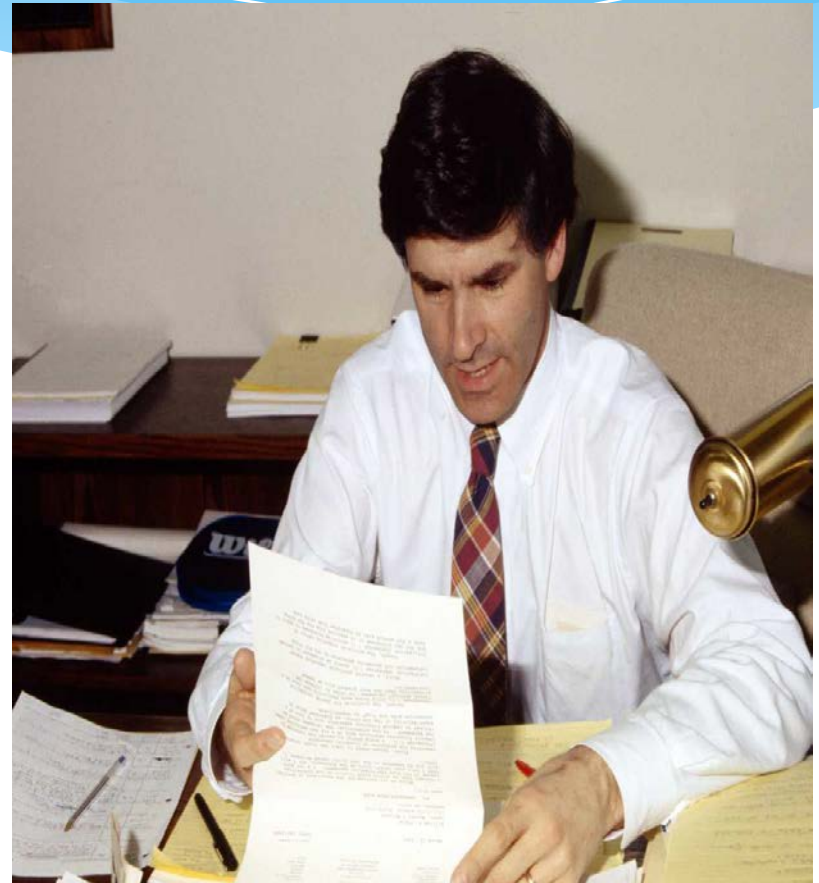
Work Schedules

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



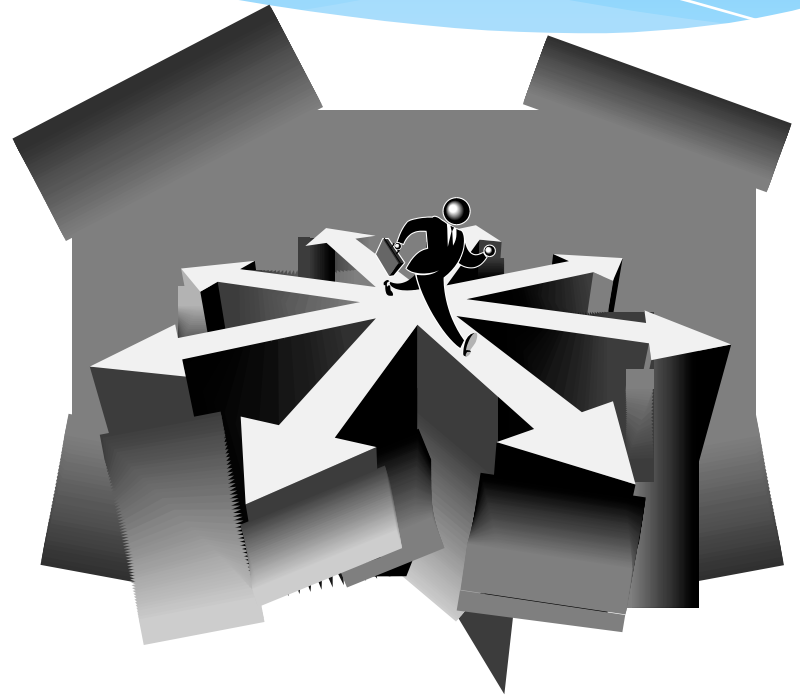
Co-op Agreement Form



- * 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

- ❧ **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.
- ❧ **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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