

# Cooperative Education Employer Orientation

*If you want your organization to succeed, pick  
good people*

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# It's a competitive world out there

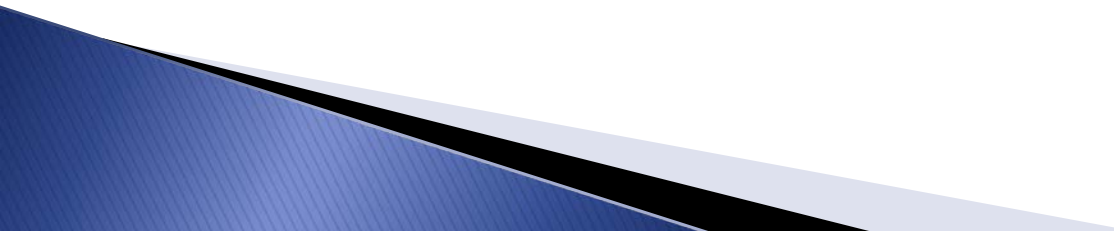
You want employees who are:

- ▶ carefully selected
- ▶ academically talented
- ▶ career oriented
- ▶ self motivated



# What is Cooperative Education ?

# A Nationwide Program

- ▶ Places qualified student trainees in jobs that are related to their academic major
  - ▶ Integrates classroom and work experiences
  - ▶ Allows students to receive academic credit for the learning that takes place within the work environment
  - ▶ provides a total education
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# What can Co-op do for you?

- ▶ **Prescreens applicants**
- ▶ **Training level salaries**
- ▶ **Not limited to one semester, unlike an Internship**
- ▶ **Can screen for possible permanent positions**

# Hit the ground running

## Implementing a Co-op program

- ▶ *Things to consider:*
- ▶ *Where does it fit in*
- ▶ *Is there ample work for the student*
- ▶ *Financial support*
- ▶ *Who will be responsible*
- ▶ *Work assignment:*
- ▶ *Purpose*
- ▶ *Job function*
- ▶ *Job expectations*
- ▶ *Identifying work areas*
- ▶ *Duties and times for review/evaluation*

# Co-op Work Schedules

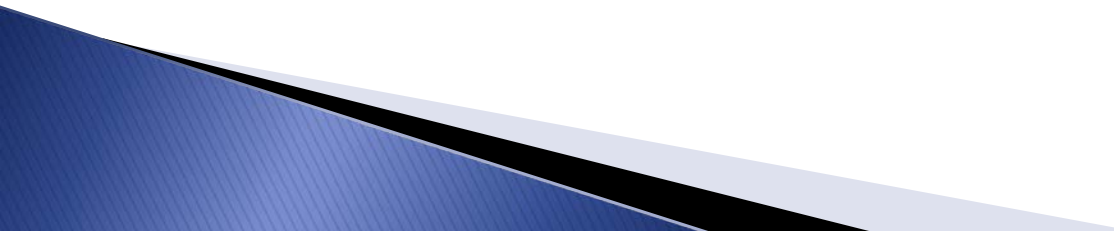
- ▶ PARALLEL

- ▶ Student works part time while attending classes student may start any time during a semester

- ▶ ALTERNATING

- ▶ Student alternates semesters of full time work with classes

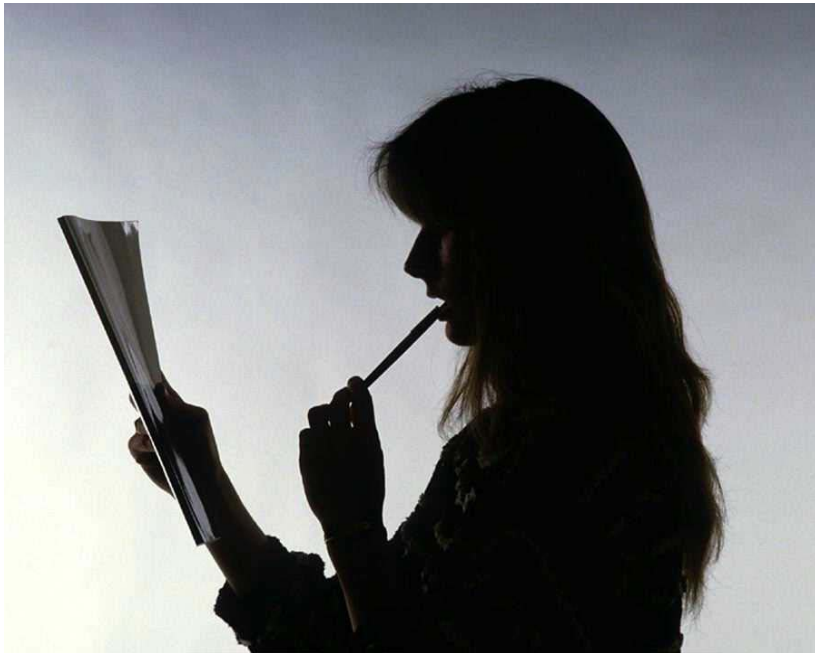
# Co-op Faculty Advisor

- ▶ Each student is assigned a Faculty Advisor who:
  - ▶ is either a faculty member or a Department Head within the students academic major
  - ▶ will monitor the student's progress and Co-op requirements
  - ▶ will assign the student a final grade
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# The Joys of Paperwork

# Co-op Agreement Form



- ▶ **Outlines starting and ending dates of work term**
- ▶ **Salary**
- ▶ **Work address/phone**
- ▶ **Supervisor's name**
- ▶ **Signatures**

# Learning Contract

- ▶ Contains 4 learning objectives that are related to the student's major
- ▶ They will:
- ▶ Target skills to be obtained
- ▶ Knowledge to be gained

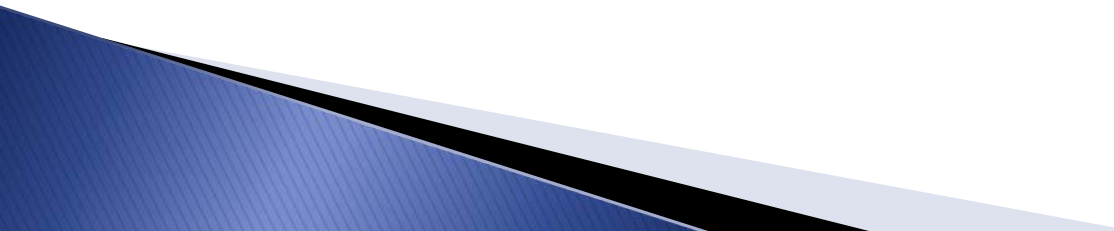


# Faculty Visitation



- ▶ **The Faculty Advisor may schedule a work site visitation to observe the student's progress and to receive feedback from the supervisor**

# Project Report

- ▶ This final report will include:
  - ▶ summation of original Learning Objectives
  - ▶ comprehensive analysis of work environment, duties, special project and observation of work environment
  - ▶ overview of career field choice and impressions of Co-op experience
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# Employer Evaluation

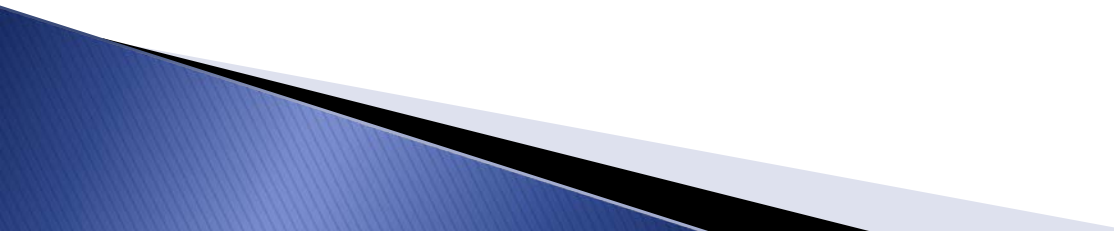
- ▶ Will be completed on each student by their supervisor or designee



# Final Grade

- ▶ **Grades are awarded on a Pass/Fail basis and are assigned by the Faculty Advisor**

# Where can Co-ops fit in?

- ▶ Can provide you with short term help with special projects.
  - ▶ Long term part time help.
  - ▶ Provides a mechanism to screen future employees with no long term obligations.
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# Co-op at Pensacola State College

- ▶ Has been placing students since 1984
- ▶ links the business world with the college
- ▶ continues to be a catalyst for new curriculum and programs
- ▶ Has placed up to 50 students at a time in employer specific programs.
- ▶ But does not overlook the importance of placing one student with one small business

Pensacola State  
College  
Co-op

*What can we do for you?*