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