

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.

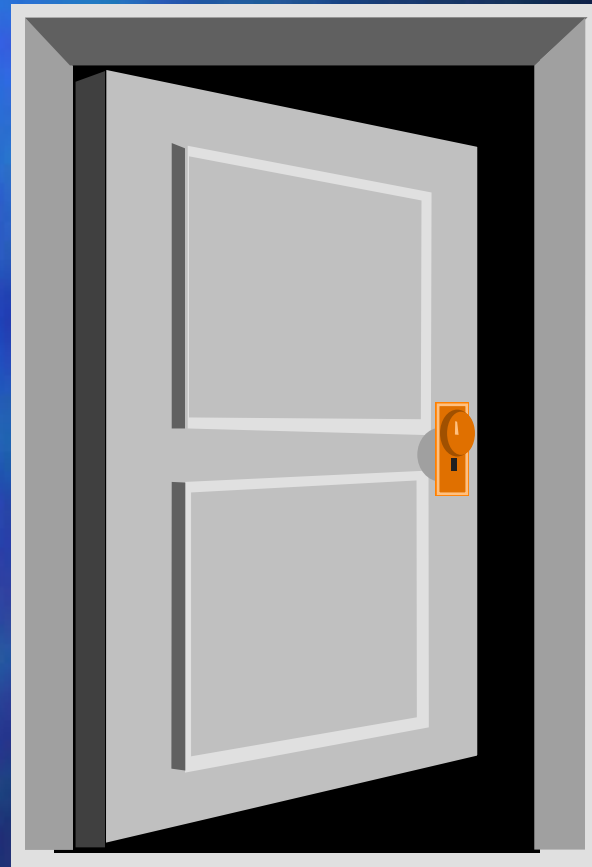
APPLYING FOR A JOB

How it works

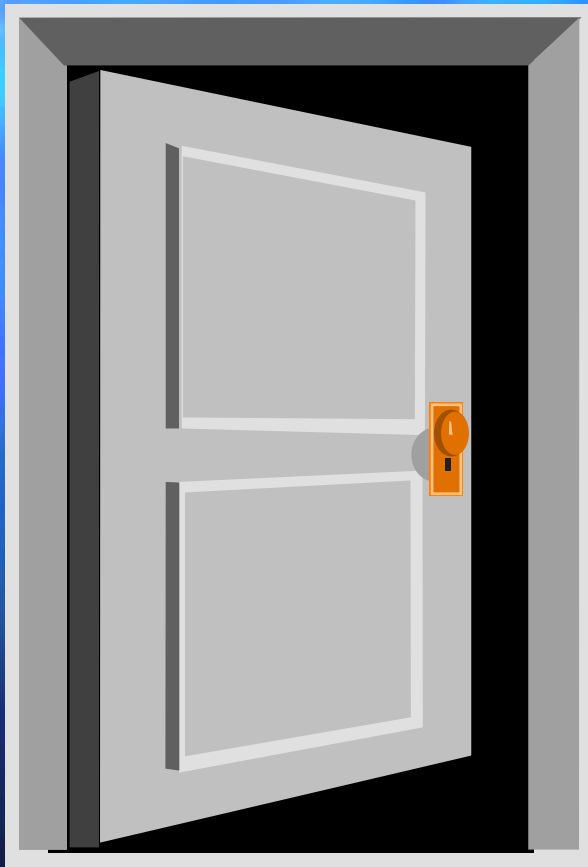
What you can expect

Application Process

- Utilize PCJ 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 Co-op Office for initial approval and also from Academic Departmental 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.

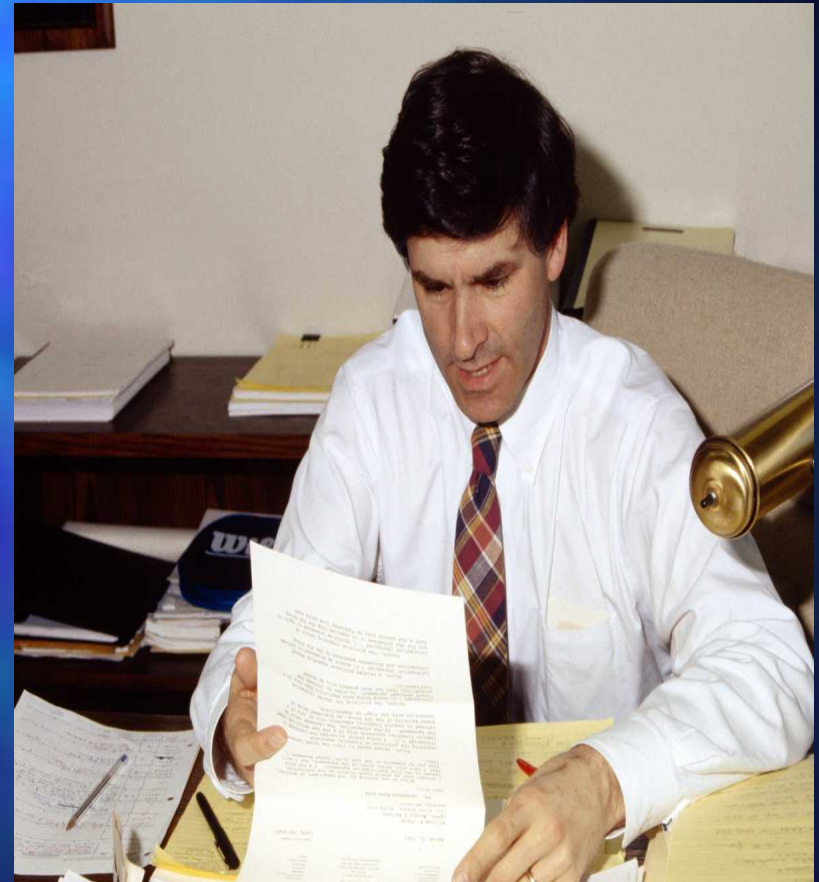
Work Schedules

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
- 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 academic Department Head and Co-op Director.

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 PJC Works On Line web site to view jobs. Keep a current e-mail address/phone listings 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 PJC Works On-Line web site and update your Student Record
- make an appointment with Co-op Director to initiate process

End of Session

End of Session

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