

VANCE-GRANVILLE COMMUNITY COLLEGE

COOPERATIVE EDUCATION

"CO-OP"

Quick Reference Notes for Employers

STUDENT ELIGIBILITY REQUIREMENTS:

1. Minimum of 9 semester hours completed (at least 12 completed hours preferred); 3 of those hours must be in the core of the program of study.

**Note: Most students require more preparation before enrolling in co-op. Students who are employed in their field of study are the most likely to qualify for co-op with only the minimum semester credit hours required. A student must be qualified to perform the job duties required by the co-op work site. For this reason, each co-op student must be recommended by his/her faculty advisor or program head.*

2. Minimum of 2.0 Cumulative GPA.

3. Completed Co-op Application which has been signed by the student's advisor or program head.

(By signing the application, the faculty member is recommending the student for placement in co-op.)

Each employer has the opportunity to interview a potential co-op student. The employer and student develop a work schedule that meets the needs of both parties without conflicting with the student's class schedule.

STUDENTS ALREADY WORKING IN THEIR FIELD OF STUDY QUALIFY FOR CO-OP IF THEY MEET THE ABOVE REQUIREMENTS. The Co-op Coordinator will discuss the requirements for co-op with the employer and answer any questions regarding the program before enrolling the student. Students currently working in their field of study will be required to develop Measurable Learning Objectives over and above the present job duties and achieve these goals during the term. These new skills do not have to become part of the student's job description. Often, a student will cross-train in order to perform additional job duties in the case of an absent employee. Most supervisors are pleased to have their employees participate in co-op.

<p>1 Credit hour = 160 total hours worked</p> <p>2 Credit hours = 320 total hours worked</p> <p>3 Credit hours = 480 total hours worked</p>
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MEASURABLE LEARNING OBJECTIVES (MLOS) FOR THE WORK PERIOD. The MLOs must be directly related to the student's classroom studies and enhance the student's creative, problem-solving, and technical skills, as well as personal improvement. The MLOs must be developed by the first two (2) weeks of employment. **Generally, two to three MLOs are required.** The MLOs should be a collaborative effort between the student and employer meeting the need of both parties.

It is required by the North Carolina Community College System that at least **one site visit** be performed for each co-op student per term. This visit is scheduled in advance at a time that is convenient for the student and their supervisor. During the visit, the Co-op Coordinator will interview the student and their supervisor to evaluate the student's progress thus far.

Co-op is very closely audited by the North Carolina Community College System. Please remember that all documentation may be modified to fit your work site and the relevant program of study. Employers are encouraged to review the evaluations and other documents required and work with the appropriate program head to revise documentation to best meet the needs of each program of study.

Optimally, students are paid for co-op experience. Earning a wage enhances the work experience in that the co-op position is valued as part of an organization. All employers must adhere to the Fair Labor Standards Act and Wage/Hour Laws. However, there is no requirement that a co-op student is paid. Often, non-paid opportunities provide more variety in co-op positions while assisting employers, particularly in the non-profit sectors. In the event of an unpaid co-op, the student will be covered by the college's liability insurance. A Certificate of Liability will be provided to the employer at their request.

TERMINATING A CO-OP STUDENT

There are situations where termination of employment may occur. Reasons for termination of employment are typically:

1. The student is dissatisfied with job requirements.
2. The employer is dissatisfied with student's performance.
3. There is a change in job and employer needs.

The employer may handle job termination, or the employer may request that the college's Co-op Coordinator manage the termination.

Thank you so much for your interest in the Vance-Granville Community College's Cooperative Education program. We believe that this partnership will benefit all parties involved and help VGCC to better prepare your future employees. For more information, please contact:

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