

# COOPERATIVE EDUCATION

## “CO-OP”

### *Quick Reference Notes for Students*

#### **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.)**

4. A current resume which has been reviewed by a member of the Career Services department.

5. An unofficial transcript.

6. **At least 1 major elective hour available.**

Each employer has the opportunity to screen, interview and select 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.

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<p>1 Credit hour = 160 total hours worked 2 Credit hours = 320 total hours worked 3 Credit hours = 480 total hours worked</p>
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*Students are only registered for 3 co-op credit hours or for summer co-op if the student needs the class for graduation at the end of the term. These special circumstances require approval before registering the student.*

**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.

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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.

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Optimally, students are paid for co-op experience. However, there is no requirement that a co-op student is paid. While we always ask for and encourage employers to compensate co-op students, the value of relevant work experience, whether paid or unpaid, cannot be overestimated. In today's very competitive job market, all eligible students should consider co-op as part of their academic experience.

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## **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.

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**Thank you so much for your interest in the Vance-Granville Community College's Cooperative Education program. For more information, please contact:**

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