

COOPERATIVE EDUCATION

“CO-OP”

Quick Reference Notes for Faculty

STUDENT ELIGIBILITY REQUIREMENTS:

1. Minimum of 9 semester hours completed (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.*

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 is recommending the student for placement in co-op.)

Students already working in their field of study qualify for co-op if they meet the above requirements.

The work supervisor must allow the student to develop Measurable Learning Objectives to be achieved during the term. Most supervisors are pleased to have their employees participate in co-op. Please encourage your students already working to consider co-op as their major elective.

<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. While we always need to do what is in the best interest of our students, it is usually not difficult to avoid these situations.
- Section numbers for COE courses offered in the Business and Applied Technologies programs begin with 06.

Co-op is very closely audited by the North Carolina Community College System. Please remember that all documentation may be modified to fit your program. Please review the evaluations and other documents and submit the necessary revisions to Linda Fletcher.

VI. REPORTING CO-OP HOURS FOR BUDGET FTE

(Excerpt from the *Curriculum Procedures Reference Manual*, Section 20, page 20-13)

4. Documentation Required to Report Co-op Hours for Budget FTE
In all situations, the college must maintain, at a minimum, the following documentation for each student enrolled in a co-op course:
 - a. Co-op Application**
 - b. Co-op Agreement**
 - c. Job Description**
 - d. Measurable Learning Objectives**
 - e. Signed Time Records**
 - f. Site Visits by College Representatives**
 - g. Evaluations**

Student enrollment, transcript, or grade information may be checked to determine if a student is enrolled in co-op classes.

Note: Where verification or signature is required, documentation may be provided electronically.