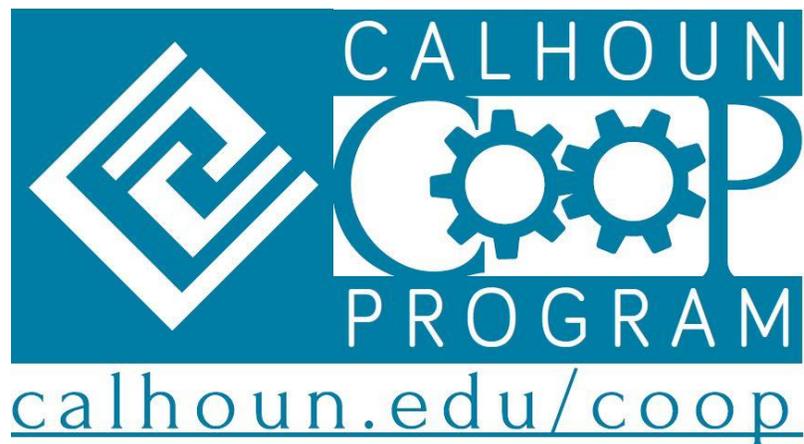


# Calhoun Community College



## Cooperative Education Guidelines

## A. OVERVIEW:

Cooperative Education is a structured educational strategy combining classroom studies with learning through productive work experiences in a field related to a student's academic or career goals. It provides progressive experiences in integrating theory and practice. Co-op is a partnership among students, educational institutions and employers with specified responsibilities for each party.

Calhoun Community College's Cooperative Education Program affords students the opportunity to acquire on-the-job experience before graduation by combining studies at Calhoun with related work experience. This Program allows the student to work on a part-time basis (a minimum of 20 hours per week) in a job directly related to his/her academic major while attending school on a full-or part-time basis.

**Completing the Co-Op application does not guarantee that you will be placed into a co-op. There are many factors that influence placement, which vary based on the hiring company and co-op position.**

## B. ELIGIBILITY REQUIREMENTS:

1. **Must currently have and maintain a 2.5 GPA or higher**
2. **Favorable instructor recommendation from your field of study**
3. **Be at least 18 years of age**
4. **Currently enrolled in a degree-seeking program at Calhoun Community College**
5. **Be eligible for employment in the United States**
6. **Enroll in and complete the appropriate co-op course upon employment**
7. **Have completed required coursework outlined in co-op guidelines (below)**

<b>Major</b>	<b>Required Coursework</b>
<b>Technology Programs</b>	ADM 100 Industrial Safety ADM 101 Precision Measurement – OR – ADM 106 Quality Control Concepts
<b>Pre-Engineering</b>	MTH 126 Calculus II PHY 213 General Physics with Calculus I
<b>Accounting/Business</b>	BUS 215 Business Communications- OR - ENG 101 English Composition I BUS 241 Principles of Accounting I CIS 146 Microcomputer Applications
<b>Computer Information Systems</b>	12 semester hours within your program of study (Programming, Networking, or Cybersecurity)
<b>General Studies</b>	Minimum of 12 hours within your program of study

### **C. SELECTION PROCESS:**

The following procedure will be followed in selecting successful recipients:

1. Calhoun's Career Services will receive submitted online documents, verify applicant meets all requirements and then will schedule to meet with applicant to review resume and to discuss next steps.
2. As Co-Op opportunities are received, Career Services will contact the eligible applicant with information regarding the opportunity. Student must contact Career Services and confirm their interest in having their application submitted to the company for consideration.
3. Once confirmed, Calhoun's Career Services will submit the applicant's documentation for the company to review.
4. Individual companies will make interview selections, interview, make employment selections, and provide job offers contingent upon individual company hiring practices, including drug screening results.

### **D. EXTENSION:**

The Co-Op opportunity may be extended or terminated at any time. Co-Op students will be evaluated and reviewed by supervisors each semester. Each opportunity will be reviewed for consideration for the following semester. Students who are currently in a Co-Op are not eligible to be in the Co-Op applicant pool until completing the semester and are not allowed to transfer employers prior to the end of the semester. Students must continue to meet Co-Op program requirements and be enrolled in a class at Calhoun to remain active.