

# Guidelines

for

# The Co-operation PROGRAM



**A Cooperative Education Program**

# The Co-operation Program Guidelines

Recognizing a need to mentor students and provide work experience in his/her field, local companies have banded together to develop a program to meet this critical workforce need. The program, entitled *The Co-operation Program (Program)*, is designed to encourage individuals to gain practical skills, knowledge, and experiences. The benefits are two-fold in that local businesses will have a more highly-skilled workforce pool, and the individual in all probability will enjoy better job security and pay with these valuable skills.

## A. OVERVIEW

Through the *Program*, local companies will offer paid, on-the-job (OJT) cooperative work experiences to successful recipients as they progress through their degrees at Calhoun Community College. The cooperative student (Co-Op) will be paid an hourly wage for all work but may not be eligible for other benefits.

## B. ELIGIBILITY REQUIREMENTS

To be eligible for consideration for the *Program*, an applicant must:

1. Complete and submit the following:
  - i. Email Resume in MS Word format to Co Op Coordinator
  - ii. Instructor turns in Recommendation Form
  - iii. Application (bring completed form to Co Op Meeting)
  - iv. Transcript Release Form (bring completed form to Co Op Meeting)
  - v. Schedule and attend meeting with the Co Op Coordinator
2. Have/Maintain an overall 2.5 GPA (minimum)
3. Be pursuing an Associate's Degree and have declared major in field for which student is applying for Co-Op
4. Sign Co Op Agreement form
5. Be a minimum of 18 years old
6. Be eligible for employment in the United States
7. Adhere to Calhoun's Attendance Policy
8. Adhere to company-specific personnel policies including those regarding time and attendance

9. Have completed the following coursework – based on College Major:

- a. **Technologies:** a minimum of 12 credit hours to include:
  - Successfully completed (a grade of “C” or better) ADM 100, Industrial Safety, and
  - Successfully completed (a grade of “C” or better) ADM 101, Precision Measurement – OR – ADM 106, Quality Control Concepts
- b. **Pre-Engineering:** a minimum of 33 credit hours and
  - Have successfully completed Calculus II (a grade of “C” or better)
  - Have successfully completed Physics I (a grade of “C” or better)
- c. **Accounting:**
  - Have successfully completed, with a grade of C or better, at least 18 credit hours at Calhoun, including all of the following:
    - BUS 215, Business Communications- OR - ENG 101 English Composition I
    - BUS 241, Principles of Accounting I
    - CIS 146, Microcomputer Applications
- d. **CIS:**
  - Have successfully completed the following courses in their area of study with a “C” or higher

**Microcomputer Applications**

- CIS 146 Microcomputer Application
- CIS 147 Advanced Microcomputer Applications
- One additional class in the Microsoft Office app that is the primary focus of the position (e.g. a focus on Excel would require CIS 113 or CIS 197E)

**Networking Technology**

- CIS 268 Software Support
- CIS 269 Hardware Support
- CIS 270 Cisco I
- CIS 271 Cisco II

**Programming**

- CIS 201 Intro to Computer Programming Concepts
- Two class sequence in one programming language (e.g. CIS 251/252 or CIS 255/256)

**Web Development (E-Commerce)**

- CIS 197C Dreamweaver
- CIS 207 Intro to Web Development
- CIS 250 E-Commerce

### C. SELECTION

The following procedure will be followed in selecting successful recipients:

1. Calhoun's Co Op Coordinator receives the student's resume emailed in MS Word format and a completed Instructor Recommendation form.
2. Calhoun's Co-op Coordinator will meet with each Co Op applicant to review the paperwork and resume to insure completeness, explain the program, and verify that the applicant has met minimum eligibility requirements.
3. As Co Op job opportunities are received, the Co Op Coordinator will contact the eligible Co Op applicant via email with information. Student must contact the Co Op Coordinator and confirm their interest in having their resumes submitted to the companies for consideration.
4. Once confirmed, Calhoun's Co-op Coordinator will submit resumes of those students that meet minimum requirements for the *Program* to partnering companies.
4. Individual companies will make interview selections, interview, make selections, and provide job offers contingent upon individual company hiring practices, including drug screening results.

### D. EXTENSION

This *Program* may be extended or terminated at any time. It will be reviewed annually and a determination made to accept or not accept applicants for the coming semester(s).