

COOPERATIVE EDUCATION

Step One: Obtain employment in your major area. Talk with your faculty sponsor and/or a Career Development staff member about appropriate co-op work experience and to ensure you are eligible to take a cooperative education course.

The employer must agree to work with you on mutually agreeable work objectives and provide an evaluation of your progress toward those objectives.

One credit hour equals 200 work hours, to get credit for a 3 credit hour course you must work 600 hours. All 600 hours of paid co-op work experience must be with the same employer (i.e. 3 credit co-op must work 600 hours). If the student leaves employment prior to the completion of corresponding co-op work experience hours they will not receive a passing grade and the co-op experience will have to be repeated.

Step Two: Complete the **student information form** and the **student agreement form** with your employer.

Step Three: Obtain a **letter of commitment** from your co-op work experience employer stating that they agree to work with you on mutually identified job responsibilities and work learning objectives, it should also include your name, job description, start date, salary, hours per week, supervisor phone and e-mail. This letter should be on letterhead from the employer and signed by the employer. Give them a copy of your co-op application form for their records.

Step Four: Return the SIF, SAF and LOC in person or by email to mchambers@emich.edu. You will then be given permission to register for the appropriate co-op section. You must register yourself. At this point you will be given the second stage paperwork to complete your cooperative education.

Step Five: Please provide your employer with a copy of the **employer evaluation form**. As a courtesy, you should fill out as much of the form as possible, such as your name, address, email, course number, etc. Once HE/SHE completes and signs the form, the employer representative should return it to you. Please review the information, verify that you agree (or disagree) with your evaluation, and then YOU sign it. Be SURE that your employer has signed the form. It cannot be accepted if the employer has not signed the form. Complete your own **student evaluation**. You also need to complete your **essay**. Return the two evaluation forms and your essay to Mary Chambers by the due date.