



COOPERATIVE FIELD EXPERIENCE FACULTY COORDINATOR POSITION DESCRIPTION AND RESPONSIBILITIES - FY 2013

Description

The cooperative field experience (“co-op”) faculty coordinator at Tri-C provides the broad oversight necessary to maintain the appropriate academic rigor of the co-op experience within a given set of related disciplines (e.g., Business or Engineering). The co-op coordinator works collaboratively with Career Services staff, co-op employers, other faculty and students to help ensure the effective and timely placement of students into appropriate co-op experiences.

Responsibilities

- Identify a general set of learning outcomes for co-op experiences within the relevant set of disciplines.
 - Additional resources if needed: other faculty; program managers; associate deans
- Consult with the Employer Outreach team to help promote and develop new co-op experience opportunities among new and existing employer partners.
 - May include visits to employers with the Employer Outreach team
 - Seek recommendations/contacts from other faculty
 - Review employers’ job descriptions to determine appropriateness for co-op experience, or engage other faculty to review if not within coordinator’s own discipline
- Promote the co-op program to faculty counterparts and faculty in related disciplines.
 - May include classroom visits to speak with students, with or without Career Services staff
- Identify and recommend instructors-of-record for co-op sections.
 - Collaborate with academic discipline coordinators and associate deans if needed
 - Instructor-of-record ESUs are covered by grant dollars in FY 2013
- Work through the appropriate Associate Dean office to create co-op sections (CRNs).
 - Student enrollment in the co-op section before starting to work is strongly preferred
- Advise instructors-of-record on the co-op process: proper documentation of the co-op experience; visitation to the co-op work site; evaluation of the co-op student; and other tasks required to ensure the academic rigor of the co-op student’s work experience.
- Work with the Career Services Specialists as needed to confirm the qualifications of student candidates for co-op experiences.
 - Primarily the level of the student’s progress through his/her program of study.
 - Career Services should have other qualification data (GPA, workshop completion, etc.)