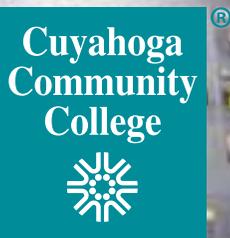


learning to working...



The Cooperative Education Experience
Student Handbook



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Our Mutual Goal

About Tri-C

Cuyahoga Community College (Tri-C®) is Ohio's first and largest community college. Since 1963, Tri-C has provided high quality, affordable education and programs to more than 800,000 members of our community.

Each semester Tri-C offers more than 1,000 credit courses in more than 140 career and technical programs and liberal arts curricula.

More than 600 non-credit workforce and professional development courses are offered each year.

The College ranks 1st in Ohio and 45th in the nation in conferring associate degrees - all disciplines.

What's

a Cooperative Education Experience?

Our Definition

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

Cooperative education enriches the student's education because work experiences reinforce what is learned in the classroom. In addition, exposure to real world experiences and career options promotes the student's sense of independence and professional maturity.

Students enrolled in a co-op earn academic credit and a grade for the work experience obtained. One credit is given for each 180 hours worked.



How is this going to benefit me?

Co-op opportunities offer you many benefits to:

- Explore and confirm your career choice
- Gain exposure to career paths and job opportunities
- Link academic studies with real-world experiences
- Work directly with professionals in your area of study
- Individualized instruction on job search and interviewing skills
- Enhances new job skills and professional work habits
- Provides mentoring and professional networking opportunities
- Earn academic credit for paid employment
- Increase potential income upon graduation

Co-op's give you a competitive edge in the job market.



The Program's Purpose

The curriculum of the Cooperative Education Program of Cuyahoga Community College reflects the philosophy of the college and revolves around the experiential application of academic theory in the local industry.

Partner with Tri-C

Employers become partners with Cuyahoga Community College in the education of students through experiential work in the form of a cooperative education opportunity.

The program curriculum allows a balance between technical, business, and general education courses using reality based cooperative education to prepare graduates for employment in the field of study.

We operate on the premise that students are enrolled in general education, basic business communication and technical courses which are offered concurrently and that these multiple areas complement each other. Each student brings into the learning situation a wide range of abilities and potential. Educational experiences, therefore, are provided to help the student meet individual needs.

We believe that trained employees and managers are essential in the local economy, and we are concerned with providing those services appropriate to their field of study.

The Mission Statement

Mission

To provide high quality, accessible and affordable educational opportunities and services—including university transfer, technical and lifelong learning programs—that promote individual development and improve the overall quality of life in a multicultural community.

Vision

Cuyahoga Community College will be recognized as an exemplary teaching and learning institution that fosters service and student success. The College will be a valued resource and leader in academic quality, cultural enrichment, and economic development characterized by continuous improvement, innovation, and community responsiveness.

Values

To successfully fulfill the mission and vision, Cuyahoga Community College is consciously committed to diversity, integrity, academic excellence, and achievement of individual and institutional goals. We are dedicated to building trust, respect, and confidence among our colleagues, students, and the community.





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to working...***

***working
to earning.***

Expectations of the program

Following procedures developed by the Cooperative Education Advisory Committee and administered by the Career Services staff, Faculty Co-op Coordinators, students and employers negotiate an experiential learning agreement that consists of three parts.

Students are enrolled in a corresponding academic course related to the cooperative education portion of this program. Therefore, the Faculty Co-op Coordinator and the employer will be communicating regarding the student's professional objectives and performance during the work experience, this may also include mutually agreed upon visitation.

Employer Expectations

The employer must provide general employment information such as the company history, job location, period of employment, salary, hours, supervisor's name, address and phone number, the student's job title with a description of the work-related activities and responsibilities as planned.

Employers should know that students are:

- Paid employees, as required by prevailing laws, and The Ohio Board of Regents
- Regularly supervised and provided with feedback
- Given assignments commensurate to their academic level and major course of study
- Required to have performance evaluations (Midterm and Final)
- Gaining on the job experience and skills development to develop a resume
- Can be employed temporarily or long term

Cooperative education experience is based on the number of hours worked per semester. A required minimum 180 hours of work is necessary for 1 academic hour, which is about 10-12 hours of work per week.

The student must present a description of proposed learning objectives.

The student must focus on educational objectives, including those that relate to personal, social and career development. Students should consider the broad range of human learning: cognitive knowledge, technical and communication skills and interpersonal relations.

Student Expectations

The student must keep journals that describe learning, research papers, professional interviews, and a wide variety of projects that are conducive to the Cooperative Education experience. Specific requirements are provided by the Faculty Co-op Coordinator.

Student requirements for a cooperative educational experience:

- Be currently enrolled in Tri-C
- Be working toward a degree or program certification
- Have completed 12 credits of college coursework, transfer credits included
- Have taken at least two courses related to the major field or have equivalent experience (subject to employer's requirements).
- Have a GPA of 2.75 or better
- Complete the co-op application and orientation process
- Complete and sign a Cooperative Education Agreement form

Employers may have additional criteria (higher GPA, more credit hours, various skills and qualifications).

Faculty Co-op Coordinators provide an important link between the student's academic program and their work experience.

Faculty Expectations

Co-op Coordinators are involved in the following activities:

- Meet with student, as arranged by the student and the Career Services Representative, prior to placement in a work term position to discuss expectations of the position and the relevance of the experience to the student's academic program
 - Maintaining tracking records of student deliverables (See Co-op Education Student Learning Objectives form)
 - Assist student with formulating Learning & Professional Objectives (See Student Performance Journal form)
 - Monitoring students' job progress, evaluating the work term experience and providing technical and professional support throughout the placement
 - Visiting the students and their supervisor at the work site, and facilitating discussion of the work environment, student responsibilities and performance
 - Negotiating and approving topics for the students' work term report to meet the guidelines of the Co-op program and the needs of the employer
 - Evaluating student work performance and issuing final grade
-



Obtain

a Co-op



If you are interested in a Co-op, you will need to:

1. Visit the campus Career Center
2. Complete a Student Co-op Application
3. Meet with a Career Services Specialist
4. Participate in Co-op Orientation

Upon the successful completion of the above, the Careers Services Specialist will identify prospective employers that match your interest and experience. Once an offer is accepted, you will need to meet with a Faculty Co-op Coordinator to discuss and establish your learning objectives, sign the Cooperative Education Agreement, and register for the co-op course (a minimum of 1 credit).

Our *Mutual* Goal

Our mutual goal at Cuyahoga Community College is to provide valuable work experience, competitive edge, and increased opportunity for gainful employment.

If you would like to learn more about our program, we are ready to help and answer your questions.

We thank you for your interest in the Cooperative Education Program here at Cuyahoga Community College.

Contact Info: Office of Career Services

careerservices@tri-c.edu

866-933-5180

www.tri-c.edu





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