



## Cooperative Education Program Overview

The Cooperative Education program is an educational program that provides a well-balanced combination of college study and periods of "hands-on" experience in a work setting.

### Eligibility Requirements

- Students currently attending Harford Community College, who have completed a minimum of 12 college-level credits, nine of which are related to their declared major
- Have a Grade Point Average of 2.0 or better
- Have decided on a career direction or be interested in investigating a specific work environment

### Role of the Faculty Sponsor

The Faculty Sponsor plays one of the most important roles in implementing the cooperative education program. It is the Faculty Sponsor who works closely with the student and with the employer (Work Site Supervisor), approving and grading the learning objectives, thus maintaining the academic integrity of the program.

1. The Faculty Sponsor assists students in determining the learning objectives.
2. The Faculty Sponsor approves and signs the final objectives.
3. The Faculty Sponsor visits the worksite to meet with the student and the employer for the purpose of assessing progress toward completion of the learning objectives.
4. The Faculty Sponsor submits the final grade (worth 85%), to the cooperative education office.
5. The Faculty Sponsor notifies the cooperative education office of any issues that may arise as early in the cooperative education experience as possible.

### **Role of the Work Site Supervisor**

1. The Work Site Supervisor provides the student with adequate supervision and an orientation to the workplace. The Work Site supervisor will provide the student with meaningful work assignments and will evaluate the student's work performance.
2. For each three-credit cooperative education course, the student is expected to complete the requirements of the course as outlined in the syllabus, and work 130 hours (either paid or non-paid depending on employer policy). The Work Site Supervisor assists the student with creating a work schedule that is agreeable to both the student and the Work Site Supervisor, and agrees to participate in a site visitation by the Faculty Sponsor. The Work Site Supervisor has the right to terminate any student who has violated the requirements of the co-op.

### **Role of the Career Advisor in Cooperative Education**

1. The Career Advisor works with the cooperative education student to establish and complete career development goals during the cooperative education experience.
2. The Career Advisor assigns a career development project tailored to a student's need for self-assessment information, and/or as needed to gain in-depth information about future career alternatives, (worth 15% of the final grade). The Career Advisor grades the career project, completes the grading form and returns the grade to the cooperative education office.
3. The Career Advisor meets with students to assist in the completion of the career development project.

### **Role of the Cooperative Education Student Development Specialist**

1. The Cooperative Education Student Development Specialist assists with work site placement, (if one is not already selected); selects the appropriate Faculty Sponsor; assigns a Career Advisor and provides the student with all of the forms necessary to register.
2. For each three-credit cooperative education course, the student is expected to develop three learning objectives (in coordination with the Faculty Sponsor and the Work Site Supervisor), and work 130 hours (either paid or non-paid depending on employer policy).

### **Questions/Additional Information**

Please call the Coordinator for Career Services at 443-412-2301, Advising, Career and Transfer Services, Student Center, Room 264.