



# Cooperative Education:

*Developing an Experience to Remember*



# Co-op Discussion

- ◆ Student's Role in Co-op
- ◆ Employer's Role in Co-op
- ◆ LTU's Role in Co-op
- ◆ Benefits of Co-op



# Student's Role in Co-op

- ◆ Gain knowledge of new tasks, duties, activities, and processes of the profession
- ◆ Learn to present as a professional on campus and the community
- ◆ Develop an understanding of typical company policies and procedures



# Student's Role in Co-op Cont.

- ◆ Develop effective interpersonal communication in the workplace
- ◆ Ability to network with professionals in the field of interest
- ◆ Ability to connect classroom theory to practical experience.



# Employer's Role in Co-op

- ◆ Design project(s) or assignment(s) that align with the company's and LTU's objectives and degree discipline
- ◆ Introduce and establish a working relationship between the supervisor/mentor and the co-op student
- ◆ Maintain open communication with LTU and the appropriate departments



# Employer's Role in Co-op Cont.

- ◆ Coordinate and assist the student to understand the employment process
- ◆ Establish goals and evaluate performance of the co-op student
- ◆ Provide adequate training for project(s) or assignment(s)



# LTU's Role in Co-op

## ◆ Career Services

- Provide services of career planning and preparation for prospective co-op students
- Develop an academic component for the Co-op Program and design interactive activities for students placed with a company
- Maintain a continuous process of communication and advising throughout the co-op experience.



# Benefits of Co-op

- ◆ As a student:
  - Value the classroom theory and gain a better understanding of in-class assignment(s)
  - Develop the holistic character (eg. career maturity, self-confidence, discipline, responsibility, etc.)
  - Enhance career opportunities at graduation and beyond
  - Connect with key employers from networking



# Benefits of Co-op Cont.

## ◆ As an employer:

- Effective tool to recruit future permanent employees
- Provide co-op students a learning environment to express and develop innovation
- Effective marketing strategy to promote the company to graduating seniors and alumni
- Develop a relationship of loyalty with LTU and students



# Eligibility Requirements

- Attend a Co-op Orientation
- Resume Critique/Co-op Application Meeting with OCS staff
- Good Academic Standing (2.25)



# Co-op Approved Programs

- ◆ Mechanical Engineering
- ◆ Electrical Engineering
- ◆ Engineering Technology
- ◆ Computer Science
- ◆ Mathematics/Computer Science
- ◆ Information Technology
- ◆ Psychology
- ◆ Physics
- ◆ Civil Engineering
- ◆ Computer Engineering
- ◆ Construction Management
- ◆ Industrial Management
- ◆ Technology Management
- ◆ Chemistry



# Co-op Work Patterns

- ◆ **Alternate Pattern** – A student would alternate between a full-time co-op assignment (approximately 35-40 hours per week) one semester and attend school full-time the following semester.
- ◆ **Concurrent Pattern** – A student would work a co-op assignment part-time for an approximately 20-25 hours per week and register for at least 6 credit hours (part-time status/full-time in the summer).
- ◆ **Parallel Pattern** – A student would work consecutively back-to-back semesters on a full-time co-op assignment for approximately 35-40 hours per week each semester.



# How Do We Find Co-ops?

- Employers request resumes
- Office of Career Services provides key employers resumes per semester.
- Interviews are at LTU and/or employer worksite.
- Career-related events (eg. job fairs, networking sessions, etc.)



# I Got the Co-op!

- ◆ Inform the Office of Career Services and confirm start dates.
- ◆ Forward job offer letter from employer
- ◆ Register for Co-op Practicum I



# How Do I Contact the Office of Career Services?

Buell Management Building M130  
248-204-3140  
[ltuocs@ltu.edu](mailto:ltuocs@ltu.edu)

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# Questions

