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*How Do You Get Experience Without A Job?
And
How Do You Get A Job Without Experience?*

**COOPERATIVE EDUCATION
(CO-OP)**

Co-op is a program provided by the Career Services Department, which enables students in all majors (undergraduate and graduate) to gain **paid career-related experience**. The program seeks to relate classroom learning with application in a professional work environment.

The Cooperative Education Process

- Call Career Services at 938-4413 to schedule an appointment with a Co-op Coordinator
- Meet with Co-op Coordinator– Career Services, Eberly Science and Technology Bldg. # 230
- Complete Co-op Application Form
- Complete Career Readiness UNI 200
- Register and Submit A Resume on Website:
<http://www.collegecentral.com/cup>
- Search for Co-op opportunities on website: <http://www.collegecentral.com/cup>
- Conduct job search with the help of Co-op Coordinator. If there are no Co-op positions posted that fit your career interest
- Submit application materials for positions posted on website
- Co-op staff member mails/faxes application materials
- Employers select candidates and schedule interviews
- If you are hired you **MUST** inform the Co-op Coordinator
- Complete all paperwork so that CO-OP experience can be transcribed

www.collegecentral.com/cup

STUDENT/ALUMNI REGISTRATION INSTRUCTION

All Students and Alumni are eligible to use the Cal U online job board after completing the following registration process. Follow these simple steps:

- Go to your school's Career Center URL: www.collegecentral.com/cup click the **Student/Alumni** Icon; then the appropriate link: **Students** or **Alumni**
- First-timers click **register**.
- Enter **California**, a **unique ID** and a **unique Password** that you will remember; Confirm your password
- Click "**Continue Registration**"

Now you will be asked to complete the **REGISTRATION** form to search for Jobs. You may upload a **RESUME** at a later date.

REGISTRATION ENTRY

Enter all demographic information. Fields with an (*) asterisk are required... (Name, Current Address, Phone). Answer questions about where you want to work and the kinds of jobs that interest you. Employers will search this information, as well as the degrees you are obtaining. Be as thorough and complete as possible.

RESUME ENTRY

From your homepage, click **Upload a Resume**. *You should have a resume completed on disk at this time to upload.* Browse the file, select it, then click **Upload your resume**.

JOB SEARCH

From your homepage, click **Search for Jobs Posted to My School**, enter criteria specific to the type of job you are looking for on the search form, click **Begin Search**... You may also search College Central's National Jobs Database.

When conducting a job search using CCN, be aware that by selecting several search criteria, such as Degree, Area of Interest, FT/PT jobs, etc., you are narrowing your search. It is a good idea to conduct a focused search, but you may also want to try searching different criteria. To view all jobs posted, leave all the search fields blank.

Congratulations! You now know how to navigate through College Central Network.

What can you do with your resume?



- Post a resume for employers to view.
- Forward your resume to any employer that has an email address
- Update your resume anytime
- Review your resume status
See how you are doing in your job search.

Submissions

- View the list of jobs and employers where you have submitted your resume

Referrals

- View potential employers who have received your resume courtesy of Career Services

Requests

- View potential employers who have requested your resume

Advantages to Students Who Participate

- Sample/try-out a career
- Confirm or fine tune career interests
- Earn money for college expenses; all Co-ops are paid
- Apply on-the-job learning to academic courses
- Gain career-related work experience
- Develop professional contacts in career field
- Make informed career plans and decisions

Eligibility

- Completion of **Career Readiness**, a 1 credit course
- Completion of 30 credits (Associate's - 15; Master's - 6)
- Overall quality grade point average – 2.0 (Master's - 3.0)
- Agreement to complete Co-op experience (Summer, fall, spring, full-time, part-time)

Three Ways to Fit Co-op Into an Academic Program

1. Work part-time while still enrolled full time in classes.
2. Work full time with no classes scheduled for the semester.
3. Work full time or part-time in the summer.

Where Can I Work?

- Students can work either locally or nationwide.
- Co-op advertises over 500 positions annually.
- The Co-op staff also assists students in developing Co-op sites in any location.

What the Student Does:

- Undergraduate students must register for Career Readiness.
- Researches Cooperative Education possibilities and discusses options with Co-op Coordinator.
- Registers and search for Co-op positions posted on website: <http://www.collegecentral.com/cup>
- Completes necessary requirements for applying for positions, e.g. resume, application, interview.
- Fulfills all job assignments as directed by supervisor.
- Demonstrates initiative, responsibility, willingness to learn, and professional excellence.
- Participates in evaluation of the work experience.
- Completes all paperwork for Co-op program.
- Brings back to the classroom a realistic expectation of the education/work relationship.

What California University Does:

- Advertises Co-op positions on website: <http://www.collegecentral.com/cup>
- Interviews all interested students.
- Assists students in developing Co-op sites in any location.
- Matches the demands of a position with the qualifications of candidates.
- Assures that students have completed Career Readiness prior to placement.
- Forwards resumes or application material to employers.
- Monitors student progress by maintaining contact with immediate supervisor.
- Maintains contact with employers to continue future placements.
- Provides contact for student/employer concern.

What the Employer Does:

- Contacts Co-op Coordinator to indicate an interest in the program.
- Provides Co-op with a job description to post on website.
- Hires a qualified student and assigns a supervisor.
- Provides the student with an orientation to the company and to the job.
- Provides the student with relevant career-related tasks or projects and appropriate supervision.
- Completes a brief written evaluation form.
- Participates in an on-site visit from Co-op Coordinator.
- Contacts Co-op Coordinator for additional students as needed.



<http://www.collegecentral.com/cup>

Create, post, edit and forward your résumé for **free** at Student Central. Search for jobs posted by employers and career centers of the 14 member schools in the Pennsylvania State System of Higher Education.

Students can search for the following position types:

- | | |
|-------------|---------------------------------|
| ✓ Full time | ✓ Cooperative Education (Co-op) |
| ✓ Part-time | ✓ Internship |
| ✓ Seasonal | ✓ Volunteer |

Students must first register or submit a resume before they can search for jobs.

Cooperative Education

CONTRACT

I, the undersigned, am aware that the Cooperative Education Program Policy states that students who wish to participate in the California University Cooperative Education Program must have completed Career Readiness (CCU 200) prior to placement at a cooperative education site.

I further understand that in order to assure an effective match of student qualifications to employer needs, it may be necessary to place a student in a Cooperative Education site prior to his/her completion of the Career Readiness requirement.

I agree that if I accept a Cooperative Education position during an academic semester before completing the Career Readiness course, I will successfully complete the course during that semester or the semester directly following my Co-op work experience. I understand that if I do not complete this requirement by said time the Cooperative Education Coordinator may cancel my Co-op appointment. Further, I will not be eligible to apply for future Cooperative Education positions.

I agree to notify the Co-op staff if I accept a Co-op position. I am also obligated to notify the Co-op staff if I decide to quit my Co-op position. I understand that quitting my Co-op position may disqualify me from future Cooperative Education positions. I agree to conduct myself in a professional manner while on a Co-op assignment.

Student's Name: _____

Student's Signature: _____

Date: _____

Coordinator's Signature: _____

Date: _____

**Please submit your
completed Co-op
Application and
Contract forms to the
Co-op Coordinator.
Eberly Science and
Technology
Center #230**

Cooperative Education Application Form

This information will remain active for 1 year from date of application: student must reapply after 1 year.

Personal Data

Date of Application: _____

Name _____ Social Security # _____

Gender: Female _____ Male _____ U.S. Citizen: Yes _____ NO _____

VISA # _____

Race: Other _____ American Indian or Alaskan Native _____

Asian/Pacific Islander _____ African American, Non Hispanic _____

Caucasian/White, Non-Hispanic _____ Hispanic _____

Do you consider yourself to be handicapped? Yes _____ No _____

College Address: _____

Permanent Address: _____

Phone _____

Phone _____

Email _____

Transportation Available: Yes _____ No _____

Academic/Enrollment Data

Undergraduate Major _____

If Graduate Student - Course of Study _____

Is completion of an internship/practicum required for major? Yes _____ No _____

Credit Hours Completed in Major _____ QPA in Major _____

(after current semester)

Total Credit Hours Completed _____ QPA Overall _____

(after current semester)

Enrollment Status: Full Time _____ Part-Time _____

Expected Graduation Date _____

Eligible for Financial Aid: Yes _____ No _____

Academic Advisor _____

CO-OP Data

Career Objective _____

Preferred type of co-op experience: _____

Possible Employers: _____

CO-OP Plans:

Semester Preferred

Path Preferred

_____ Fall 20 _____

Full Time _____ Part-Time _____

_____ Spring 20 _____

Full Time _____ Part-Time _____

_____ Summer 20 _____

Full Time _____ Part-Time _____

Locale _____

Consent to Granting Access To/Or Release of Records to Third Parties

I hereby authorize the Cooperative Education staff to grant access to and/or to release all materials relating to me contained in the files of said program for the purpose of furthering its efforts to assist me in securing employment to all prospective employers expect the following: _____

If no objection - write the word "none" in this space: _____

The following records in my Co-op file should not be released to third parties: _____

If no objection - write the word "none" in this space: _____

I understand that in order to revoke this authorization I must do so in writing and that such revocation to third parties prior to the date of revocation.

In order to be legally binding, this section must be signed:

Signature _____ Date _____