

# Cooperative Education Information for Employers

## WHAT IS COOPERATIVE EDUCATION?

Cooperative education (co-op) integrates paid or unpaid work experience into an education program. It forms a bridge between the world of school and work. Students earn money, experience and credits, enhancing the traditional education experience while applying their learning experience in a real work environment.

## WHAT ARE THE BENEFITS TO EMPLOYERS OR HOST AGENCIES?

The CT State Manchester Co-op program functions as a clearinghouse, offering eligible students the opportunity to work in their field of interest, while at the same time allowing employers to save time and money in selecting personnel. Co-op employers also gain:

- motivated and skilled workers
- release time for regular employees to do higher priority tasks
- help for cyclical, short-term or project needs
- bright, enthusiastic employees with new ideas/viewpoints
- ongoing, positive contact with the college
- influence in curricula to meet business/industry needs.

## WHAT WILL MY RESPONSIBILITIES BE AS A CO-OP SUPERVISOR?

As a "faculty in the field" and supervisor you will be expected to:

- assign meaningful tasks and provide appropriate supervision to the student
- complete Co-op Job Description and Site Agreement forms
- review resumes and interview and select students for employment
- allow a mid-term site visit with the supervising faculty member
- complete the Supervisor's Evaluation form

## WHAT IF IT DOESN'T WORK OUT?

*Every effort is made to assure a successful experience for both co-op students and employers.* If concerns do arise, the co-op staff can assist in resolving the issues if students and employers request help. Students are required to provide employers with at least two weeks' notice if a resolution is not possible. Co-op students are your employees. We are available to assist when you feel it is appropriate.

## WHAT PROGRAM/JOB CATEGORIES ARE INVOLVED?

Currently students from the following programs are available for placement:

- Accounting and Business Transfer
- Accounting Career
- Administrative Assistant (all options)
- Business Administration
- Communication
- Computer Network Technology
- Computer Programming Technology
- Computer Technology
- Culinary Arts
- Disability Specialist
- Foodservice Management
- General Studies
- Graphic Design
- Hotel-Tourism Management
- Journalism
- Management Information Systems
- Marketing
- Paralegal
- Social Services
- Therapeutic Recreation

## CAN I KEEP A CO-OP STUDENT LONGER THAN ONE SEMESTER?

Co-op placements are arranged for a single semester but can be designed to provide continuity for the employer. In fact, many employers post long-term positions with us because they find the student pool in the co-op programs to be exceptional. Some degree programs involve a second work experience that will allow a student to continue for a full academic year. Co-op staff work to meet the needs of employers and students.

## HOW CAN I LEARN MORE?

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Our website has everything you need to know to get started with our program and you can post positions online or contact us by email through the site. Your request for information and /or assistance will be handled promptly.