What is Cooperative Education?
Cooperative Education (CO-OP) integrates paid or unpaid work experience into an educational 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 in a real work environment.

What are the benefits to employers or host agencies?
The Manchester Community College CO-OP Program functions as a clearinghouse, offering students with different academic backgrounds, to save time and money in personnel selection. 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 system
- influence 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
- provide a completed CO-OP Job Description and Site Agreement forms for the CO-OP Office
- review resumes, interview and select students for employment
- allow a mid-term site visit with the supervising faculty member
- complete the student evaluation form

What if it doesn’t work out?
Every effort is made to assure a successful experience for both CO-OP student and employer. 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. We are available to assist when you feel it is appropriate.

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**What program/job categories are involved?**
Currently students from the following programs are available for placement:

- Accounting
- Administrative Assistant (all options)
- Business Administration
- Communication
- Computer Network Technology
- Computer Programming Technology
- Computer Technology
- Criminal Justice
- Culinary Arts
- Disability Specialist
- Foodservice Management
- General Studies
- Graphic Design
- Health and Exercise Science
- Hotel-Tourism Management
- Journalism
- Management Information Systems
- Marketing
- Paralegal Studies
- 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 program 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?**
Robert Henderson, Director of Cooperative Education, is available to discuss the CO-OP Program and how to get involved. He can be reached at (860) 512-3312 or by fax at (860) 512-3371. Our web site [www.manchestercc.edu/coop](http://www.manchestercc.edu/coop) has everything you need to know to get started with our program, and you can post positions on line or contact us by e-mail through the site. Your request for information and/or assistance will be handled promptly.

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