

Cooperative Education (COOP)

COOP 1100. Introduction to Professional Co-op Practices. 1 Hour.

Setting personal and career goals; development of effective résumés, cover letters, interviewing skills, and job-search skills and strategies. Instruction will include legal and ethical considerations for Co-op employment.

COOP 1101. Introduction to Parallel Cooperative Education. 1 Hour.

Prerequisite: Placement in an approved cooperative education position. Incorporation of skills learned in the co-op experience in students' personal career plans. Course activities include development of a Career Vision Statement, setting measurable performance objectives, and introduction to the Co-op Career Portfolio and networking skills.

COOP 1102. Evaluation of the Parallel Cooperative Education Work Experience. 1 Hour.

Prerequisite COOP 1101. Assessment of students' current co-op employment and development of a plan to assure a progression of work responsibilities consistent with their career plans. Objectives include creation of a Co-op Career Portfolio, update of the Career Vision Statement, and completion of a plan for 3rd and 4th co-op semesters.

COOP 1103. Integration of the Parallel Cooperative Education Work Experience. 1 Hour.

Prerequisite: COOP 1102. Development of a professional network, update of the Co-op Career Portfolio and the Career Vision Statement, and development of a prospectus for the COOP 4990 project.

COOP 2300. Alternating Cooperative Education Work Experience. 12 Hours.

Prerequisite: Placement in an approved alternating semester cooperative education position. Graded "Satisfactory" or "Unsatisfactory." Incorporation of the co-op experience as an integral part of students' personal and academic career plans. Course activities include development of a Career Vision Statement, introduction to the Co-op Career Portfolio, and networking skills.

COOP 2310. Parallel Cooperative Education Work Experience. 6 Hours.

Prerequisite: Placement in an approved parallel cooperative education position. Graded "Satisfactory" or "Unsatisfactory." Incorporation of skills learned in the co-op experience in students' personal career plans. Course activities include development of a Career Vision Statement, setting measurable performance objectives, and introduction to the Co-op Career Portfolio and networking skills.

COOP 2400. Full-time Cooperative Education Internship. 12 Hours.

Prerequisite: Placement in an approved full-time cooperative education internship. Graded "Satisfactory" or "Unsatisfactory." Incorporation of skills learned in the full-time cooperative internship experience with students' personal and academic career plans. Course activities include development of a Career Vision Statement and introduction to the Career Portfolio and networking.

COOP 2410. Part-time Cooperative Education Internship. 6 Hours.

Prerequisite: Placement in an approved part-time cooperative education internship. Graded "Satisfactory" or "Unsatisfactory." Incorporation of skills learned in the part-time cooperative internship experience with students' personal and academic career plans. Course activities include development of a Career Vision Statement and introduction to the Career Portfolio and networking.

COOP 2500. Evaluation and Integration of Alternating Cooperative Education. 3 Hours.

Prerequisites: COOP 2300 and placement in an approved alternating cooperative education position. Incorporation of skills learned in the co-op experience into students' personal career plans. Course activities include development of a Career Vision Statement, introduction to the Co-op Career Portfolio, and networking skills.

COOP 4990. Applied Research Project in Co-op Work Experience. 3 Hours.

Prerequisite: COOP 1103 or COOP 2500. A major research project directly related to the student's co-op employment position and major. Students must submit a project prospectus for approval in advance of enrolling in this course. Students must present their completed project in written form to their academic advisor and orally to students or faculty in their major area.