

# Cooperative Education (COOP)

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**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. 0-12 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. 0-6 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. 0-12 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. 0-6 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. Career Preraredness and Intercultural Competency. 3 Hours.**

The development of strategies and tactics to prepare college students for successful entry into the work force. The course will emphasize intercultural competency/global fluency, teamwork/collaboration, digital technology, professionalism/work ethic, career management, cultural self-efficacy, contextual communication skills, and self-regulation. Students will complete a written project for their academic advisor and give an oral presentation to the instructor and class.