

# A GUIDELINE FOR STUDENTS

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- Due to scheduling conflicts, job availability, co curricular activities and other interruptions, not all students can follow this plan. Consequently, there is flexibility within the Cooperative Education Track which takes individual differences into consideration.
- Participation in cooperative education at Defiance College is contingent upon academic qualification as well as employer consideration. Once admitted a student must maintain a 2.4 grade point average in the major and a 2.2 grade point average overall. The appropriate academic department will provide supervision in your cooperative education experience.

## Procedure for Entrance into the Program

1. Contact must be made with the Office of Career and Student Assistance.
2. A cooperative education application form must be completed and placed on file in the Office of Career and Student Assistance.
3. A résumé must be completed and placed in the student's cooperative education file.
4. All students must submit two letters of recommendation.
5. The student will be notified by letter upon acceptance.
6. The permission to register form will be signed by the cooperative education director, the academic supervisor and the work supervisor. This form will then be given to the Registration Center to insure proper registration. The Registration Center will return this form to the Office of Career and Student Assistance. All course fees will be due no later than the final day for registration.
7. Individuals must adhere to all of the regulations and policies of their employer.
8. Students will remain with an employer for the duration of the agreed-upon working time.
9. All cooperative education experiences will be graded pass/fail (P/F), and the method of evaluation will be determined by the academic supervisor.
10. The amount of credit will be determined by the cooperative education director and academic supervisor based on the following:
  - a. Number of and specificity of learning objectives and the fulfillment of those objectives.
  - b. Type and magnitude of project due at the end of the cooperative education experience and the successful completion of that project.
  - c. Number of hours worked per experience. Defiance College follows the guidelines of 120 hours of work per credit hour earned.
11. The amount of credit a student can receive for a cooperative education experience will be no more than a total of 16 semester hours of credit.

# Cooperative Education at Defiance College

This unique program at Defiance College creates a relationship between the college, student and cooperating employer that is mutually beneficial.

Cooperating employers draw upon the energy and enthusiasm of highly qualified students to meet their employment needs. They profit from the skills and motivation that Defiance College students bring to their work.

The students are able to apply specific concepts and ideas learned in the classroom to “real world” situations in the world of work. Course work and on-the-job experience come together in this program.

This meeting gives enhanced meaning to academic work and provides direction to career development. The student is engaged in both the academic process and the cooperative education experience.

## A Program that Excels

Defiance College students are selected through a process that guarantees academic performance. In the true liberal arts tradition, Defiance College prepares its students to communicate well, have a keen analytical sense and adapt to a changing world and to technology. Students develop leadership abilities, a philosophy of service and a sense of vision – the very attributes employers expect.

The Defiance College Cooperative Education Program is successful because of the experiences are well designed, closely supervised, and are designed to help both student and cooperating employer.

## Student Benefits

- Pretest a career choice
- Work with professionals in the field
- Find relevance in academic work
- Gain confidence in the handling of a professional job
- Earn a significant part of college expenses
- Provide a preview of the number of options within a career field
- Help improve interpersonal skills with people of all ages and backgrounds