

Cooperative Education

Cooperative Education is a structured educational strategy integrating classroom studies with learning through productive work experience in a field related to a student's academic or career goals. It provides progressive experiences in integrating theory and practice. Co-op is a partnership among students, educational institutions, and employers with specified responsibilities for each party.

Calhoun Community College's Cooperative Education Program affords students the opportunity to acquire on-the-job experience before graduation by combining studies at Calhoun with a related work experience. This Program allows the student to work on a part-time basis (a minimum of 20 hours per week) in a job directly related to his/her academic major while attending school on a full-or part-time basis.

How do I become a Co-Op student?

Interested students should complete the online co-op application. Applying for a co-op is an option for all currently enrolled Calhoun students who meet the minimum requirements.

Upon receiving your complete application, the career services and co-op department will review your application and ensure that you meet the minimum requirements. You will then be added to the applicant pool and your application will be submitted to co-op postings for which you are a match. Completing the co-op application does not guarantee that you will be placed into a co-op.

Once a co-op has been secured for the student, the student will register for the appropriate co-op course.

Eligible Degree Programs

Co-op is currently offered for the following degree programs:

Associate of Applied Science

Technologies (Aerospace, Design Drafting, HVAC, Industrial Maintenance, Machine Tool Technology, Process Technology, and Welding)

Business/Accounting

Computer Information Systems (*Note: CIS Co-Ops are 3 credit hour courses)

Associate of Science

General Studies

**Students seeking co-ops in Pre-engineering, Computer Science, Business must meet discipline-specific pre-requisite requirements.*

For the most up-to-date guidelines, pre-requisites, and program offerings, please refer to our website: www.calhoun.edu/coop

Minimum Requirements

The minimum entry requirements to be placed into the co-op applicant pool are as follows:

- Minimum 2.5 GPA
- Be at least 18 years of age
- Currently enrolled in a degree seeking program at Calhoun
- Be eligible for employment in the United States

- Have completed required coursework outlined in Co-Op guidelines

Application Process

Please visit www.calhoun.edu/CoopApp to complete the co-op application process.

You will be asked to provide:

- Personal information, such as your name and C#
- A current résumé
- An online transcript release

Upon completion of the application process, career services staff will verify that you meet the minimum requirements and have submitted the necessary documents. Once verification is complete, you will be added to the co-op applicant pool.