

# 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 part-time (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.

Upon receiving your complete application, the career services 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

For the most up-to-date guidelines, pre-requisites, and program offerings, please refer to our website: [www.calhoun.edu/coop](http://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](http://www.calhoun.edu/CoopApp) to complete the co-op application process.

You will be asked to provide:

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