Cooperative Education Program

Employer Guide

How to Develop a Successful Cooperative Education Program

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Mission Statement

The mission of the California State University, Sacramento Cooperative Education program, in partnership with faculty and employers, serves two purposes:

1. To provide upper division and graduate students with paid, degree-enhancing, professional work experiences; and
2. To foster the career development of lower division students.

This mutually beneficial relationship encourages student growth by providing opportunities that link classroom theory with work-world practice. Cooperative Education empowers students to make informed career decisions and move toward achieving an advantage in a competitive job market while earning academic credit.

Introduction

Work experiences gained from Cooperative Education are a formal agreement between the student, employer, and the University that the position will be academically related, supervised, evaluated, and salaried appropriate for academic credit.

Recruiting Procedures

1. Contact the appropriate Co-op Career Counselor
2. Either fill out a Co-op position description form or go to www.csus.edu/coop to submit an on-line job description (a Co-op Career Counselor can provide instructions and an on-line account will be established for your company) and provide the following information:
   - Job Title
   - Number of open positions
   - Job duties and responsibilities
   - Specific requirements for the position
   - If cover letter and/or transcripts should accompany resume
   - Deadline for receiving applications
   - Company description and/or website address
   - Salary range
3. Review resumes online
4. Select candidates for interviewing
5. Contact the selected students to set up an interview schedule
6. Conduct interviews
7. Extend offers
8. Notify appropriate Co-op Career Counselor of any problems or changes
When to Get Started

Want to find the ideal Co-op student? The Sacramento State Career Center is here to help with any questions. Recruiting for a Co-op should begin the semester before the Co-op begins. For example, summer Co-ops should be advertised in the spring. Fall semester begins the end of August and runs through mid-December. Spring semester begins the end of January and runs through mid-May. Recruiting a semester before a Co-op begins will give enough time to write a description, post it, receive resumes/applications, set up interviews, and finally hire a Co-op student.

Employer Benefits

- Provides access to knowledgeable, highly qualified pre-screened candidates who perform their jobs with enthusiasm and professionalism;
- Offers cost-effective, long-term recruitment and retention;
- Helps employers meet cyclical, project or short-term needs without a long-term commitment;
- Allows for more flexibility in staffing needs; frees up higher paid employees to do higher priority work;
- Meets short-term staffing needs;
- Increases cost-effective productivity;
- Affords a source of fresh ideas, important to a rapidly changing industry;
- Fosters a partnership between industry and the institution in developing future work force needs;
- Grants opportunity for present employees to develop in the area of student supervision; and
- Contributes to effective public relations as students return to campus and contribute positively to a company’s recruiting effort and image.

Employer Responsibilities

- Provide a hands-on learning environment;
- Provide supervision for the Co-op student;
- Provide challenging positions that afford a variety of exposures with increasing levels of responsibility;
- Periodically review and discuss student progress and development toward objectives;
- Provide appropriate training to fulfill job responsibilities;
- Assist the college in the evaluation process of students; and
- Equitably compensate students.
Student Eligibility

- Lower division course work completed
- Sacramento State GPA:
  - 2.5 min. for undergraduates
  - 3.0 min. for graduate students
- Enrolled at Sacramento State for at least one semester before Co-op placement
- Final student approval is pending on faculty and department standards

Student Benefits

- Gains practical knowledge of career field;
- Enhances traditional classroom learning methods;
- Augments resume and network of professional contacts;
- Brings greater meaning to education;
- Increases professional self-confidence;
- Improves academic competence;
- Allows for exploration of real work environments; and
- Earns money while gaining college credit.

Student Responsibilities

- Abide by all rules that apply to employees in the organization;
- Exercise ethical workplace conduct;
- Set goals for learning and work that enhances academic, professional, and personal skills;
- Respect employer policies, procedures, confidentiality, and proprietary information;
- Accept feedback and suggestions for improvement in a positive manner; and
- Evaluate the Co-op placement site so as to be made available to future Co-op students considering the same placement.

International Students

If you need information about student visas and recruiting international students, contact the Sacramento State Office of Global Education at (916) 278-6686. You can also contact Immigration Support Services, 1300 Bent Creek Blvd., Mechanicsburg, PA 17055, 1-800-437-7313 or www.immigrationsupport.com