Cooperative Education
Faculty Handbook
The Center for Career Services
This Handbook was written specifically to aid faculty in creating a successful Cooperative Education program that serves the needs of the students, the University and the employers in a collaborative fashion.
Defining Cooperative Education

Cooperative Education is a University-wide, credit-bearing, experience-based learning program that provides you with preparation, counseling, academic projects and the opportunity to reflect on what is learned. It’s a great resume builder and a way to test out a career.
Cooperative Education Faculty
Policies and Procedures

Eligibility

- Generally, a student must have a 2.0 minimum GPA and have earned 30 credits; however some departments have additional academic requirements, such as prerequisite courses, faculty approval, and higher GPAs
- Transfer students with Associates Degrees are eligible for co-op
- Transfer students without degrees must have at least 9 credits at MSU, have at least 30 accumulated credits and earned the minimum GPA requirement for the major

Enrollment Deadlines

- All Co-op students must be enrolled by the start of the semester and should start preparing for enrollment in the semester preceding the one in which they wish to take a Co-op course.
- Participating students receive a semester calendar when they attend their enrollment appointment.
- Included with each calendar is information and instructions about how to access the handbook and forms located in PlacePro.

Course Credits

- During one semester, a student has the following options:
  - Full time: 6-8 credits (Psychology majors 9 credits, Business majors 6 credits), Part Time: 3-4 credits (Business majors 3 credits)
  - Credit options vary depending on major and concentration; students need to discuss their options with faculty advisors and the Director of Career Services in each college or school
  - A maximum of 16 credits can be earned through Cooperative Education over the course of a student’s entire undergraduate enrollment
Starting the Cooperative Education Process

In order for a student to enroll in Co-op they must complete the following steps:

- Watch the Who We Are Presentation at: http://www.montclair.edu/career-services/cooperative-education/start-coop/
- Complete the Co-op Web Application - www.placepro.com;
- Read and accept the Consent and Ethic Agreements;
- Draft a resume on a Microsoft Word Document;
- Make an appointment to see the Career Services Director located within their school/college to review their resume (contact information below);
- Obtain approval forms from their academic department or Career Services Director
- Adhere to all program deadlines

Contact Information:

College of the Arts
Greg Costanzo | cartcareers@montclair.edu | 973-655-7495

College of Humanities and Social Sciences
Office of Career Development | chsscareer@montclair.edu | 973-655-4228

College of Science and Mathematics
Gennae Hinson | hinsonge@montclair.edu | 973-655-7793

College of Education and Human Services
Linda Flynn | cehscareer@montclair.edu | 973-655-7866

Feliciano School of Business
Diane Freedman | freedmand@montclair.edu | 973-655-6965

Mariah Mayers | mayersm@montclair.edu | 973-655-3200

PlacePro is an online data management system that students can use to apply for Co-op positions and that Faculty use to approve learning agreements and to contact students.

Student-Developed Co-ops

- In certain cases, students will choose to develop their own positions outside of the listings offered by CSCE. In those cases:
- Students must obtain, fill out and return a Student-Developed Co-op Position Description Form, available from the Director of Career Services in their college or school
- The Career Services Director and/or the student’s major department must approve the Student-Developed Co-op Position
Faculty Roles and Responsibilities

Cooperative Education Faculty Coordinator

The Cooperative Education Faculty Coordinator is responsible for the management of the department’s cooperative education courses and serves as its advocate within his or her academic unit. Below is a list of the Faculty Coordinator’s responsibilities:

- Review the curriculum offerings of the department to find appropriate ways to include and represent cooperative education courses in department deliberations.
- Assist in the development of program goals and objectives.
- Collaborate with an assigned Director of Career Services in the colleges and schools to recruit and promote co-op to both students and faculty.
- Confer with the Department Chair or colleagues to locate additional faculty with the appropriate expertise and interest to advise students in a given semester.
- Maintain links among the faculty by making presentations to departments/academic administrators about the importance of Co-op.
- Collaborate with the Director of Cooperative Education and Internships to plan, organize and participate in events such as the annual Co-op faculty meeting and any professional development activities.
- Strengthen relationships with employers/partners through site visits and employer sponsored events.
- Develop and/or refer internships that may come into the academic department for cooperative education opportunities.
- Approve student developed positions for co-op placements, as appropriate.

(Note: This position is budgeted through the Center for Career Services and Cooperative Education when coupled with the responsibilities of a Co-op Faculty Advisor.)

Cooperative Education Faculty Advisor

A Cooperative Education Faculty Advisor’s primary responsibility is the student’s education. S/he will assist in the development of the learning agreement, assess learning outcomes and communicate with the worksite supervisor. Faculty members play a critical role in maintaining the academic quality of the Cooperative Education Program. Below is a list of the Faculty Advisor’s responsibilities:

- Assist in the development of the Learning Agreement
- Facilitate discussions with students about their progress
- Participate in problem-solving sessions when appropriate
- Conduct seminars when required
- Review work supervisors’ evaluation reports
- Assess the learning outcomes of the co-op/internship experience
- Award academic credit by assigning a grade
- Attend co-op faculty meetings

As primary contact with the worksite supervisor, the Co-op Faculty Advisor is expected to:

- Maintain communication by phone, email and/or in person
- Host fact-finding meetings when problems arise
- Evaluate the worksite for future co-op students (minimum 1 visit to site)
The Learning Agreement

- Co-op students prepare “Learning Agreements” that define their learning objectives.
- This document will be completed by the student, Faculty Advisor and Career Services Directors to outline the focus of what the student intends to learn from the academic work experience.
- The document creates a roadmap by providing assignments and projects to facilitate learning allowing the hands-on work become an academic experience.
- Once the Agreement is completed, the Co-op Faculty Advisor will describe the standards s/he will use to assess the students learning and the dates when projects or activities will be due.

Students’ Worksite Supervisors will review the Learning Agreement and agree to help the students accomplish their objectives by signing the Agreement. The Learning Agreement will focus on, Learning objectives, Activities and Documentation.

A **learning objective** is a description of what a student wants to learn during his/her Co-op.

Generally, learning objectives fall into one of three categories:

- **Knowledge/Understanding**: Learning some specific information: facts, concepts, theories, or ideas.
- **Skills**: Learning to do something: business writing, editing, counseling, public speaking, conducting interviews, using a particular kind of software, or preparing reports?
- **Attitudes/Values**: Learning more about him/herself: for example, clarifying feelings about working with a specialized population or within an organizational climate that is new.

The **Activities** section describes the strategies the student will use, or processes that the student will complete, to achieve an objective. Some examples may include:

- Read specific books or journal articles
- Conduct interviews
- Write a daily journal
- Write reports on workplace events
- Read manuals to learn software?

**Note**: Most students will complete more than one activity to meet each objective.

**Documentation** refers to a description of how the student will demonstrate what s/he has learned:

- Submit a weekly journal and a summary essay tracing what s/he has learned?
- Compile a portfolio of work and submit outstanding samples?
- Prepare a case study of a client and compare what they have learned about the client with current research?

Demonstrate proficiency with a software program?

The Co-op Faculty Advisor approves the agreement, supplies criteria and provides the expected date of completion. (**Criteria** refers to the standards the Co-op Faculty Advisor will use to assess the student’s learning).
The Learning Agreement Continued...

Grading
The Co-op Faculty Advisor determines a student’s grade based on:

- How well the student fulfills the terms of his/her Learning Agreement
- Quality of the projects completed by the student
- Number of hours spent on the job
- Feedback provided by the student’s Worksite Supervisor regarding his/her work performance

Site Visit
The semester calendar specifies that the Co-op Faculty Advisors will visit the students’ work sites to monitor their progress.

**Suggested areas to discuss with the worksite supervisor:**
- Student performance/progress related to learning objectives
- Student attendance/completion of required hours
- General work habits of student (e.g. time management, appropriate dress)
  - Technical instructional requirements specific to program and site
  - Employer evaluation
  - Closure of the Cooperative Education experience
  - The organization’s willingness to continue to sponsor MSU Cooperative Education students

**Site Visit Travel Reimbursement Information:**
- Co-op Faculty travel reimbursements for mileage, parking, tolls and public transportation are to be calculated from the University or from the faculty member’s home—whichever is the shorter distance
- All travel reimbursement forms must be submitted in the semester the expense was incurred
- The Co-op Faculty Advisor should keep track of miles accumulated while visiting students at worksites and complete a mileage reimbursement form within 30 days of a work site visit
- The Electronic Travel and Expense Invoice can be found at: [http://www.montclair.edu/controller/accounting/forms/travelandexpenseinv.pdf](http://www.montclair.edu/controller/accounting/forms/travelandexpenseinv.pdf)
  - Print and attach directions from [www.mapquest.com](http://www.mapquest.com) to the invoice to verify mileage
  - Attach all original receipts for tolls or other appropriate expenses to the invoice
  - The mileage reimbursement is determined by the current GSA rate. Please see [http://www.gsa.gov](http://www.gsa.gov) for all pertinent rates
Progress Reports
The students are required to ask their Worksite Supervisors to complete Midway and Final evaluation forms.

The forms rate the students according to:
- Interpersonal Skills
- Communication skills
- Learning Orientation
- Technology Skills

Exit Interview
Exit Interview forms are due one week before the end of the semester and should be submitted to the Director of Career Services in the appropriate School or College. The student should schedule a final appointment with his/her Worksite Supervisor to discuss the items on the Exit Interview form.

Program Evaluation
When Co-ops are completed, the students are asked to fill out Program Evaluation forms on PlacePro. The students rate their satisfaction in the following areas:
- Overall Co-op experience
- Faculty Advisor
- Employment Supervisor
- Worksite

Students can also comment on what enriched or hindered their work experience.

If a Student’s Position is Terminated...
If a student is terminated from a Co-op position after registering for the Co-op course, the Co-op Faculty Advisor will evaluate the basis of the termination and, if appropriate, identify a new Co-op experience for the student. In addition, if a placement should be problematic in that the student is not receiving quality supervision or professional work assignments, the Faculty Advisor, in coordination with the Career Services Directors, will terminate the position and attempt to find the student a new placement.