

Cooperative Education (Co-op)

Application and Course Prerequisites

Co-op is a Course

- Cooperative Education is a semester-long permit-only course with an academic component taught on-line, using Blackboard, while you are concurrently accumulating practical on-site training with an employer.
- The syllabus will list all class requirements and deadlines just like any other USF course.
- If you receive and accept a Co-op training offer, you will be required to register for the Co-op Course which is for “0” credit and is graded “S” or “U” (Satisfactory or Unsatisfactory).
- Co-op will appear on your transcripts each semester you are permitted and you register for the course.

Course Options

ALTERNATING - COE IDS 4949

- A semester of full-time training (35-40 hrs. per week)
- Minimum of 480 on-site training hours
- You may work up to 3,840 on-site training hours (approximately 6 full-time semesters) while enrolled at USF
- **International students on an F-1 or J-1 visa need to stay in contact with the ISSS Office each semester of Co-op to ensure eligibility of Optional Practical Training is maintained.**

PARALLEL – COE IDS 3949

- A semester of part-time training (15-25 hrs. per week) and a minimum course load of 6 credit hours
- Minimum of 240 on-site training hours
- You may work in the parallel course for a maximum of 6 semesters while enrolled at USF
- **International undergraduate students must work 20 hours per week and take 12 credit hours. Graduate students must take a minimum of 9 credit hours.**

Employer needs, in conjunction with the flexibility of your class schedule, will determine whether you will train full-time or part-time.

Eligibility: Undergraduate Students

YOU MUST...

- Be admitted to USF as a degree-seeking student and currently enrolled in classes at USF.
- Have a minimum overall GPA of 2.5 and be in good academic standing
- Have completed at least 45 semester hours and still have classes remaining to complete degree requirements
- Your first semester of Co-op cannot be the semester in which you graduate
- Have a declared major, or be accepted into a limited-access program, and a career goal for which you want to obtain career-related experience
- If you are an undergraduate transfer, you must meet the criteria above and have completed at least one semester of coursework (6 hours) at USF
- If you enroll in the Co-op course you must complete at least 24 credit hours per academic year

International Students: Must complete an [Eligibility Clearance Form](#) which must be taken to the International Student Scholar Services Office to be signed for approval to participate in the Co-op course (PLEASE PRINT THIS FORM NOW!). Once completed, this form should be dropped off at the Career Center front desk.

Eligibility: Graduate Students

YOU MUST...

- Be admitted to USF as a degree-seeking student by an academic department and have a career goal for which you wish to obtain career-related experience
- Have a minimum overall graduate GPA of 3.0 and be in good academic standing
- Be enrolled in at least one non-thesis or dissertation class required for your degree and still have coursework remaining to complete your degree requirements
 - **International Students** who have only thesis or dissertation hours remaining should speak with the ISSS Office to discuss alternative options for CPT
- Your first semester of Co-op cannot be the semester in which you graduate
- You must maintain academic progress toward graduation

International Students: Must complete an [Eligibility Clearance Form](#) which must be taken to the International Student Scholar Services Office to be signed for approval to participate in the Co-op Course (PLEASE PRINT THIS FORM OUT NOW!). Once completed, this form should be dropped off at the Career Center front desk.

Application and Course Prerequisites

APPLICATION

- **STEP 1:** Self-determine your eligibility based on this PowerPoint presentation
- **STEP 2:** If qualified, submit the application at the end of this PowerPoint

THE COURSE PREREQUISITES

- **STEP 1: Complete the Job Search Knowledge Scale (JSKS)**
 - On-line access to the JSKS will be e-mailed to you by JIST with the Subject line reading: JIST On-line Career Assessments Test Registration
 - The JSKS must be completed within 24 hours of receipt or your access will be timed out
 - Once the JSKS is completed and returned, you will receive an e-mail with detailed instructions for completing steps 2 and 3 of the course prerequisites
- **STEP 2: Career Connections**
- **STEP 3: Resume Approval**

*** This is a Time-Sensitive Process ***

**The application and course prerequisites
take 1 – 2 weeks to complete**

- AND -

**all steps for the course prerequisites
must be completed by:**

Spring 2010 Co-op

November 25, 2009

Step 1: Submit Application

- At the end of this PowerPoint, you will be asked if you will abide by the Co-op guidelines. If you click on Yes, you will fill out a short Co-op Application Form and click Submit. Your Co-op Application Form is sent to the Career Center.
- Instructions to complete the Job Search Knowledge Scale (JSKS) prerequisite will be e-mailed to you from JIST once your application has been reviewed and approved. You must complete the JSKS within 24 hours of receipt or your access will be timed out. Once you have completed the JSKS, you will be e-mailed detailed instructions for completing steps 2 and 3 of the course prerequisites.
- International Students must have their completed (signed and dated) Eligibility Clearance Form delivered to the Career Center before continuing with the course prerequisites.

Co-op Training Dates

Those students who complete this process and register for the Co-op Course would be expected to complete the training dates listed below:

Report to training site between:

Spring 2010	January 4 - 13, 2010
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While you are training, you will complete three Co-op assignments listed in Blackboard, as well as an employer evaluation by the assigned deadlines.

The last day of training is:

Spring 2010	May 7, 2010
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If you still have questions...

If you still have questions about the Co-op Course or prerequisites after viewing the Career Center's Co-op web page, FAQ's or this PowerPoint, please attend one of our weekly Co-op Meetings.

Wednesdays

3:30 PM (begins promptly)

Career Center, SVC 2088

Would You Like To Apply?

YES

NO