

Co-op Program

Rationale

The Co-op program serves a bridge between the intensely learning university experience and the practical, results-oriented, highly competitive professional world. The program is designed to give the student an opportunity to test and apply knowledge, skills and competences acquired in the classrooms and labs and to develop a clear perspective about the expectations of the real world and a sharper focus on career choices. It offers an opportunity for employers and educators to collaborate in mentoring prospective workforce to becoming productive and responsible citizens. The hope is that the student after completing the Co-op experience will develop a clear purpose, become more engaged during the last year of studies, and form a pragmatic perspective about their role in a changing world.

While the Co-op work experience mutually benefits the student, the university and the employer, it will help the student in:

- Clarifying career goals;
- Understanding of the workplace demands and constraints;
- Pursuing continuous learning and self-improvement undertakings;
- Cultivating self-reliance and self-confidence;
- Refining time management, interpersonal and communication skills;
- Building contacts with potential employers;
- Acquiring marketable skills that improve employability prospects;
- Experiencing practical aspects of the field of study.

Mission

Provide the student diversified choices of internship fields accompanied by career counseling and guidance to prepare the graduate to match the requirements of employment opportunities.

ELIGIBILITY CRITERIA

A Bachelor student is eligible to sign up for the Co-op program if the following eligibility criteria is met:

1. Completing ENGL 217 and the requisite number of credits with a GPA of at least 70;
2. Enrolling at the university during the training period.
3. Completing all college pre-training course requirements as stipulated in the table below.

Specific prerequisites to take up the Co-op experience are summarized in the table below		
College of	Credits	Prerequisite
Engineering	1	<ul style="list-style-type: none">• Passes ENGL 217• Completes at least 100 credits• Has a CGPA of 70 or higher

Business Administration	3	<ul style="list-style-type: none"> • Passes ENGL 217 • Completes at least 85 credits • Has a CGPA of 70 or higher
Information Systems and Science	1	<ul style="list-style-type: none"> • Passes ENGL 217 • Completes at least 85 credits • Has a CGPA of 70 or higher
Arts	3	<ul style="list-style-type: none"> • Passes ENGL 217 • Completes at least 80 credits • Has a CGPA of 70 or higher

DURATION

The Co-op program runs for a minimum of eight weeks, 8 hours per day and is normally completed during the summer term of the third year of studies. Students engage in a practical training experience mentored by professionals in the area related to their field of interest.

Policies & Procedures

Policies:

1. The logistical aspects of the Co-op program shall be managed by the Co-op Coordinator associated with in the Public Relations and Alumni Office (PRAO).
2. Training opportunities shall be approved and thereafter managed by the Co-op Coordinator in collaboration with the academic units and Community Outreach Coordinator.
3. A trainee must meet the eligibility criteria set forth in this policy to participate in the Co-op program.
4. A student may arrange for a training opportunity on his/her own or, alternatively, the Co-op coordinator shall assist the student in finding a suitable training venue.
5. A student may opt to complete the Co-op training at a reputable institution abroad, subject to pertinent approvals.
6. Each trainee shall be assigned a Co-op academic advisor to follow up on the trainee's work progress throughout the Co-op period and assess the overall training experience afterward.
7. A student must commit to the completing the training at the company mutually agreed to.
8. Students may register for one course during the Co-op period if it is the only course needed to graduate and the timing is approved in writing by the employer.
9. The Co-op coordinator completes the Co-op training offers in consultation with the employers and college deans and communicated to the student, the Co-op work supervisor and the college taking into consideration employer's needs, student's interest and eligibility, and date of student's application.
10. The trainee shall work for the employer a period equivalent to eight weeks, 8 hours per day, on mutually agreeable tasks related to the trainee's field of study.
11. Trainees must conform to the employer's work rules and standards and must execute his/her tasks professionally and ethically.
12. The student shall directly report and coordinate with the Co-op work supervisor on all tasks and activities.
13. The Co-op work supervisor cannot be a direct relative to the trainee;
14. The Trainee shall keep a daily record of tasks performed and lessons learned;
15. The trainee and the Co-op work supervisor shall submit the training assessment forms to the Co-op academic advisor one week after the training is completed.

16. The trainee shall submit to the Co-op academic advisor the daily tasks log, a report, a poster and a power point presentation immediately after the completion of the Co-op work.
17. The trainee must prepare and deliver a presentation about the training experience when requested.
18. Students are NOT allowed to withdraw the Co-op course without prior approval of the Co-op academic advisor and the Co-op coordinator.
19. Failing to comply with the Co-op rules and employer's work standards will result in a failing grade.
20. The Co-op office and the Co-op academic advisor are always available to support the student in attaining a rewarding Co-op experience.
21. The Chairperson of the academic department is responsible for implementing the provisions in this policy related to the academic advisor and student responsibilities.

Procedures:

1. The Co-op coordinator creates a co-op Moodle course for eligible students in each college and specify the community outreach coordinator, the co-op coordinator, and the academic advisors are instructors.
2. The Co-op coordinator prepares a database of prospective employers and posts job opportunities, brief description of job requirements and application deadlines on bulletin boards and communicates them to students via email;
3. The Co-op Coordinator prepares a list of eligible students with the help of the Registrar's Office (RO) and college deans;
4. Student may suggest an employer that is not in the posted list so long he/she gets a tentative approval from the employer and submits the **Training Opportunity Form** (Coop-2) to the Co-op Coordinator for approval. The form should be accompanied with a confirmation letter from the employer with the name and contact information of the work supervisor.
5. A trainee seeking to pursue a training opportunity abroad must complete the **Training Abroad Application Form** (Coop-12) and submits it to the Co-op coordinator for further consideration.
6. The Co-op coordinator communicates with prospective employers and provide them with necessary information about the potential trainees' profiles;
7. The Co-op Coordinator invites eligible students to attend the Co-op orientation seminar in early spring to explain co-op policies and procedures;
8. Each eligible student completes the **Co-op Application Form** (Coop-3) indicating three preferred Co-op venues ranked in order of priority and submits a CV (hard and soft copy) within the assigned deadlines;
9. The Co-op Coordinator in consultation with the community outreach coordinator and academic units shall attempt to match students' aspirations and field of study with employer's needs within two weeks of the submitted applications. In case may multiple trainees compete for a specific training opportunity, students who apply first and meet the eligibility criteria shall be given the priority.
10. The Co-op coordinator completes the **Co-op Training Offer Form** (Coop-4) for each trainee and copies are dispatched to the pertinent academic unit and work supervisor.
11. The Co-op assignments and all related information are posted on the Co-op Moodle course page;
12. Each academic unit informs the students of the Co-op assignment via email, social media and bulletin boards. The student must be aware that the employer may contact him/her for an interview before committing to the assignment;
13. The academic advisor bears the responsibility to: make at least one field visit and completes the visit assessment form; continuously follow up with the trainee and the work supervisor during the training period; collects the trainee's performance assessment forms from the trainee and the work supervisor; guides the

student in preparing the training report, poster and presentation and assess the submitted material; and submits a final report to the Co-op Coordinator.

Forms