

student for appropriate CEP course and credits. Students will be notified of the same. Any co-op work-related problems must be reported to the director of Cooperative Education and the student's faculty coordinator immediately. Students may not terminate placements. The employer determines salary. Not all positions are salaried.

## Learning Objectives/On the Job

Work supervisors meet with co-op students to explain job requirements and orient them to their work environment. Students are assigned a faculty coordinator who helps them develop individualized learning objectives. The faculty coordinator also evaluates the academic component of the co-op experience, guides learning in a specific direction and monitors student growth. Learning objectives are the student's learning contract. Students have two weeks from the start of work to develop learning objectives. The objectives, which are the student's learning contract, must be approved by the work supervisor, faculty coordinator and student. The co-op director keeps the original contract. It is the student's responsibility to provide copies to their faculty coordinator and work supervisor. In order for academic credit to be earned, objectives and required number of hours worked must be met by the end of the semester.

A brief on-site visit is scheduled mid-semester. During this time a co-op staff member, work supervisor and student meet to review the student's work and progress. Final paperwork is distributed to the student and the employer. This includes: Student Objective Achievement Report, Student Evaluation and Employer Evaluation form. Forms are available on [cabrini.edu/co-op](http://cabrini.edu/co-op) and must be completed and returned to the director of Cooperative Education two weeks prior to the last day of classes in a given semester.

Attendance and punctuality are essential for a successful co-op/internship. Students must abide by the employer's working hours, rules and regulations. The employer, not the College, determines holidays.

Students should not hesitate to ask questions if anything is unclear at the workplace, and if they make a mistake, they should admit it and learn from their error. Students should consult with their supervisor, faculty coordinator or the director of co-op regarding any concerns.

In the case of layoff, strike or termination, the student must immediately notify the co-op office, and explain the circumstances. Failure to do so may result in no academic credit being awarded. If a student is terminated, that individual will not be permitted to pursue another co-op experience.

## Credit/Grading

Students may earn 2-6 credits in a given semester. A total of 12 co-op credits may be earned during one's undergraduate experience. Co-op credits are used to fill general elective requirements. Credit hours/hours worked per semester:

- 2-credit hours – 150 hours
- 3-credit hours – 225 hours
- 4-credit hours – 300 hours
- 5-credit hours – 375 hours
- 6-credit hours – 450 hours

Letter grades are awarded to Communication majors only, and those needing a letter grade for tuition reimbursement. All others receive Pass/NC grades.

Grades are credit based upon the employer evaluation, working the predetermined number of required hours, completing work assigned by the faculty coordinator, and submitting required reports and forms when due.

## For more information, contact:

**The Office of Cooperative Education  
and Career Services**

**610 King of Prussia Road  
Radnor, PA 19087-3698**

**610-902-8304 / 610-902-8305  
610-902-8306 / 610-902-8340**

**[www.cabrini.edu/co-op](http://www.cabrini.edu/co-op)**

*Cabrini College is committed to a policy of equal opportunity for all in every aspect of its operations. The College has pledged not to discriminate on the bases of race, color, sex, age, religion, national origin, sexual orientation, marital status or disability. This policy extends to all educational, service and employment programs of the College.*

# CABRINI COLLEGE

## Cooperative Education/ Internships for Students



## The Office of Cooperative Education and Career Services



## The Co-op/Internship Advantage

Cooperative Education (Co-op)/Internships are structured educational strategies that enable undergraduate students to balance classroom theory with professional hands-on work experience prior to graduation. Co-op is a partnership among students, educational institutions and employers. Students work in industry, private business, government, educational institutions, and non-profit organizations.

Cabrini College's Co-op/Internship Program provides an avenue to intellectual and personal growth: adding depth to classroom studies, providing exposure to career paths and opportunities, and developing in students a deeper understanding that leads to success in the global economy.

Placements are based on students' qualifications and job availability, and are not guaranteed.

### Benefits

- Explore career options
- Earn 2-6 college credits per semester (up to a total of 12 general elective credits)
- Gain professional experience to enhance marketability upon graduation
- Generate professional contacts and networking opportunities

- Enhance quantitative and technical abilities
- Improve leadership and communication skills
- Realize the capacity to respond to change
- Develop the ability to work in diverse teams
- Earn income (most co-ops/internships are salaried)

### To be eligible for a Cabrini co-op/internship, students must meet the following requirements:

- Be matriculated in an undergraduate degree program at Cabrini College
- Successfully completed 45 college credits, 15 of which are Cabrini College credits
- Have a 2.0 GPA or higher
- Complete a co-op application, to be signed by their advisor and department chair
- Submit an approved resume

*International students (F-1 status) are eligible to pursue co-ops/internships, but must consult with the International Student Advisor before attempting any work experience.*

### Co-op Cycles

Students in all majors are eligible to participate in the co-op/internship program. Placements are offered fall, spring and summer semesters. A parallel arrangement (students work part or full time at an organization while attending classes, with the exception of summer) is standard. Students meet with a co-op staff member one semester prior to considering a co-op experience.

## The Co-op/Internship Process

### Job Search

Students meet with a co-op staff member to clarify their goals and review procedures. They post their resumes on the co-op/internship database. Upon receipt of the co-op application and resume approval, students are eligible to apply for co-op jobs electronically. Students also may secure a co-op utilizing their own networks, upon staff approval. These opportunities must be "quality learning experiences" worthy of academic credit. If a student is petitioning an already existing job for co-op credit, it must be determined that new learning will be occurring in order for credit to be awarded.

Students should research the organizations to which they are applying. Resources include company websites, hoovers.com, and First Place. The employment process is competitive and academic performance, skills, motivation, maturity, attitude, and employment potential will be determining factors.

Students are required to maintain weekly contact with co-op staff members during the job search process.

### Interviews

The co-op staff will assist students with interview preparation. Employers will contact students directly for interviews after resumes are referred to selected employers. Students must notify the co-op office within five business days about their interview status. Staff will contact employers who have not communicated with applicants. Students are required to attend scheduled interviews. In the event a student is unable to keep an appointment due to a family or medical emergency, the student is required to notify the employer and a co-op staff member immediately. Students are not permitted to miss classes for interviews. Students may interview for multiple jobs, but upon accepting a job offer, students are not permitted additional interviews.

### Hiring

Students will work co-op assignments for a 15-week semester. Staff will confirm a student's placement and work responsibilities, assign a faculty coordinator, and register the

