

# The Cooperative Education Program at UND

## Guide for Faculty

**Cooperative Education and Internships allow students to combine classroom learning with professional work experience in their chosen field of study.**

The program is based on the belief that learning extends beyond the classroom and that the combination of course learning and practical work experience provides an innovative and comprehensive education. Under the supervision of both a sponsoring employer and the appropriate academic department, participants secure paid, career-related work experience. They spend three to nine months on Cooperative Education (Co-op) assignments and earn from one to eight hours of credit per semester.

### *Advantages*

Cooperative Education pays off with experience and practical on-the-job training. When combined with academic work, this bridges the gap between classroom theory and its application in the work place while allowing the student to develop professional skills and contacts. It also pays off with academic credit and money, allowing students to earn while they learn. For those who are undecided about their career goals, the program provides career exploration and allows students to plan for the future. Students enrolled in the program are granted full-time student status by the University.

### *Requirements*

To participate in the program, students must complete 24 academic credit hours of study. They must also obtain permission from their academic department and maintain a G.P.A. of at least 2.0. (This may differ by academic department.) After receiving permission from the academic department, students enroll, develop their resumes, do job search activities, and schedule interviews all via an Internet-based system.

### *Options*

Four choices are available for Cooperative Education experiences:

#### *Parallel Schedule:*

- Work around school schedule
- Work 15-20 hours per week
- Attend school on a part-time basis

#### *Back-to-Back Schedule:*

- Work full-time for consecutive semesters
- Work 30-40 hours per week
- Provides the most continuity for employers

#### *Alternating Schedule:*

- Work full-time for one semester, attend the University full-time the next semester
- Work 30-40 hours per week
- Provides the broadest range of opportunities

#### *Summer Schedule:*

- Work full- or part-time
- Enroll as you would for summer school
- Provides meaningful summer employment

## ***Getting Started***

These are the steps a student needs to take to enroll in the Cooperative Education program:

- Attend a Co-op Orientation
- Obtain departmental approval
- Register on Career Connect at: [www.und.edu/careerservices](http://www.und.edu/careerservices)
- Create a resume
- Meet with a Career Services Co-op Coordinator to search for a job
- Attend a homework briefing session

## ***Cooperative Education and Career Connect Sessions***

Cooperative Education orientation sessions are held three times a week, every week, at the Career Services office in 280 McCannel Hall. There is no need to sign up for a session in advance.

Our Career Connect online service allows individual students or employers to register and access the following services 24 hours a day:

- On-campus interview sign-up
- Online resume posting
- Selection and review of resumes by employers
- Listing of local and national Co-op and full-time job openings

### **Session Times:**

**Tuesdays:** 10:00 - 10:45 am  
**Wednesdays:** 2:00 - 2:45 pm  
**Thursdays:** 2:30 - 3:15 pm

## **Academic Departments Offering Cooperative Education**

Mechanical Engineering	Atmospheric Sciences	English
Music	Aviation	Entrepreneurship
Nursing	Banking & Finance	Finance
Nutrition & Dietetics	Economics	Geography
Occupational Therapy	Biology	Geology
Physical Education	Business Economics	Geological Engineering
Political Science	Chemical Engineering	History
Psychology	Chemistry	Information Systems
Recreation & Tourism Studies	Civil Engineering	Languages
Social Work	Communications	Management
Sociology	Computer Science	Marketing
Technology	Criminal Justice	Mathematics
Theatre Accounting	Economics	MBA
Art	Electrical Engineering	Art

## **CAREER SERVICES/COOPERATIVE EDUCATION**

Phone: 701-777-4105

Web Site: [www.und.edu/careerservices](http://www.und.edu/careerservices)

E-mail: [jane.traub@email.und.edu](mailto:jane.traub@email.und.edu)

McCannel Hall, Room 280

2891 2nd Avenue North, MS 9014

Grand Forks, ND 58202-9014