



## Cooperative Work Experience at Collin College

### *What is Co-op?*

Co-op is an educational program providing you, the employer, with \*qualified students to meet your workplace needs. The students will be under your supervision and expected to meet your performance standards. Co-op is made possible by a strong partnership between employers, students and Collin College.

### *How will Co-op benefit our company?*

- Offers a valued resource for qualified job candidates.
- Reduces recruitment and training costs; enhances retention for both employers and students.
- Utilizes actual on the job performance as a basis for possible hiring decisions.
- Provides flexible solutions to workforce challenges.

### *What are my responsibilities as a Co-op Employer?*

- Employer will provide a minimum of 320 work hours during the 16 week class –this averages to about 20 hrs/wk (summer schedule will vary).
- Provide a supervisor willing to be a “trainer/mentor” for the student.
- Assist the work supervisor with knowledge of the Co-op process of completion.
- Help students identify job-related goals; sign monthly Co-op time cards; provide a performance evaluation at the conclusion of this course.
- Meet with Faculty Coordinator twice at work-site (5<sup>th</sup> and 14<sup>th</sup> week) for a brief pre-arranged visit. (Summer schedule will vary).
- Enjoy having an enthusiastic, capable student with fresh ideas and leading edge training.

### *How can I become a Co-op Employer?*

Complete and send the *Request for Co-op Student* form and the *Employer Statement of Commitment* form to [coop@collin.edu](mailto:coop@collin.edu). Also, please let us know when you hire our students and the date they will begin their employment with your company.

Thank you for your support of Collin College and our students! If you have any questions, please contact us at [coop@collin.edu](mailto:coop@collin.edu) or call our department at 972.377.1501.

\*There is no guarantee of finding/placing a student for your job/position. Students may or may not be available and are solely responsible to contact the company to make application for any job, internship or co-op available.