

# Co-op Earn while you learn

## Becoming an Employer Partner

### WHAT IS COOPERATIVE EDUCATION (CO-OP)

Cooperative Education is an academic class commonly called Co-op, which blends classroom learning with practical work experience. Instead of attending class in a traditional classroom, students work with an employer in a position directly related to their field of study.

Every semester, Central Piedmont Community College partners with hundreds of leaders in the business community to provide relevant, short-term work experience to qualified students. Employers gain access to potential employees with the guidance and support of a major educational institution. Students earn academic credit while gaining valuable work experience applying what they have learned in their studies.

Co-op positions may be listed as paid or unpaid. Course and GPA requirements ensure that students referred to employers have a strong academic record and knowledge base. Employers should be aware that paid positions typically illicit a greater response from students. For more information, contact 704-330-6217 or email [linda.moorer@cpcc.edu](mailto:linda.moorer@cpcc.edu).

### BENEFITS FOR EMPLOYER

- Allows you to introduce students to your company work ethic, requirements and operation.
- Gives you the chance to evaluate prospective employees before making a long-term commitment.
- Furnishes pre-screened and monitored candidates.
- Saves on personnel recruitment costs.
- Serves as a cost-effective strategy for long-term recruitment and retention.
- Affords you a competitive edge in the marketplace.
- Develops students who become ambassadors for your company.
- Presents the opportunity for industry to become a partner in the educational process.

### PROCESS

- The employer contacts Cooperative Education to become an employer partner.
- The employer completes a position request form.
- The Co-op coordinator screens qualified candidates and submits resumes to the employer for review prior to CPCC semesters.
- The employer directly contacts students to arrange an interview.
- The employer notifies the student and the CPCC Co-op coordinator of employment offers.
- The student completes the Co-op placed sheet and obtains a job description from the employer.
- The student meets with the Co-op coordinator to review paperwork and for approval to register.
- The CPCC Co-op office makes an initial visit to the work site, if it hasn't been visited in the last few years.
- The employer and student sign the Co-op agreement specifying the responsibilities of all parties.
- During the semester the faculty coordinator makes an on-site visit regarding the student's progress.

[www.cpcc.edu/cooperative\\_education](http://www.cpcc.edu/cooperative_education) • [co-op@cpcc.edu](mailto:co-op@cpcc.edu) • 704.330.6217



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