

CHOOSE CO-OP TODAY

COOPERATIVE EDUCATION

Becoming an Employer Partner

WHAT IS COOPERATIVE EDUCATION (CO-OP)?

Cooperative Education is an academic class, commonly called Co-op, that 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. Co-op is similar to an internship and the term is used interchangeably at some schools.

Every semester, Central Piedmont Community College (CPCC) 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 co-op@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.
- Provides you with the opportunity to interview and select from pre-screened applicants.
- 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 the Cooperative Education office and completes a position request form.
- The Co-op Coordinator screens qualified candidates and submits résumés 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 a Co-op offer.
- The student completes necessary paperwork and will provide a job description obtained from the employer.
- The student and Co-op Coordinator review the Co-op workbook process and the student can register for the Co-op class.
- The CPCC Co-op Coordinator and/or Faculty Coordinator makes an initial visit to the work site, if necessary.
- The employer and student sign the Cooperative Education Agreement specifying the responsibilities of all parties.
- During the semester the Faculty Coordinator makes a site visit to evaluate the student's progress.

**For a complete list of employer responsibilities,
please refer to the Cooperative Education Agreement.**

www.cpcc.edu/cooperative_education • co-op@cpcc.edu • 704.330.6217