



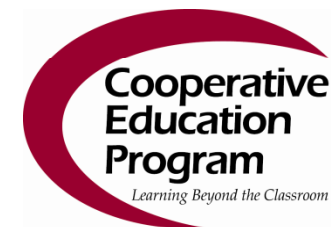
Employer's Guide to Cooperative Education



What is Cooperative Education?

Cooperative Education is an academic program that allows qualified students the opportunity to participate in work-integrated learning.

- **Students** gain relevant work experience, academic credit, and great pay!
- **Employers** gain valuable employees who are enthusiastic about contributing their skills!



How Can This Benefit Me?

- Employers have access to **well-trained, highly motivated** students.
- Co-op is an **HR tool** that can result in cost-effective recruiting.
- Employers can evaluate **potential full-time hires** without long-term commitment.
- You can **contribute to the success** of a student's college education!



Who Can Earn College Credit?

- **Juniors, Seniors and Graduate** level students that have a declared major of study and completed coursework toward that major.
- Students with declared **Majors** that participate and offer **courses** in Cooperative Education.
- Students with a minimum **2.50 GPA** and meet the **academic requirements** approved by faculty.



What if a Student is Not Eligible to Earn Credit?

- An **Internship Track** may be available to students who do not meet the program requirements to register for a co-op course.
- **Special Exceptions** may include:
 - Sophomores with a minimum of 30 completed course hours
 - Students with declared non-participating majors
 - Co-op eligible students that do not meet departmental requirements



What Do I Have to Do?

- Provide a detailed **Job Description** to include:
 - Specific job duties, responsibilities and/or special projects
 - Preferred minimum qualifications
 - Tentative work schedule
 - Rate of pay (*required prior to co-op approval*)
- Students must work a minimum of **200 clock hours** per semester.
- Participate in a **site visit** and complete a **pre-** and **post assessment** of the student's performance.



How Do I Get Started?

- Go to www.ualr.edu/co-op
- Submit your job description to Michelle Goza, Job Development Specialist or via e-mail to mdgoza@ualr.edu.
- Once approved, we will send you resumes of qualified students.
- To schedule an interview, you may contact the student(s) directly or we can schedule an on-campus interview for you.
- Inform us within 48 hours when a UALR student is hired.



Contact Us

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