



## COOPERATIVE EDUCATION STUDENT GUIDE

Career Services  
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Bronx, NY 10451  
Phone: 718-518-4468/4471  
Website: [www.hostos.cuny.edu/cso](http://www.hostos.cuny.edu/cso)

### **WHAT IS COOPERATIVE EDUCATION?**

Cooperative Education is a structured academic program designed to provide students with an opportunity to apply classroom studies to paid\* work experience related to major or career goals.

\*Some positions may be unpaid.

### **COOPERATIVE EDUCATION PARTICIPATING MAJORS AT HCC**

- Microcomputers for Business
- Accounting
- Office Administration
- Public Administration
- Business Management/Administration
- Liberal Arts

### **WHO IS ELIGIBLE FOR COOPERATIVE EDUCATION?**

Cooperative Education is available to matriculated students in participating majors who are in good academic standing and meet all eligibility requirements to enroll in internship or practicum course.

### **BENEFITS OF COOPERATIVE EDUCATION**

- Earn academic credit and gain relevant experience.
- Enhance resume and career portfolio.
- Improve understanding of academic material.
- Potential long-range employment offers.
- Competitive edge in job market.
- Sharpen skills.
- Network with experienced professionals.



## **COOPERATIVE EDUCATION SUPPORT SERVICES**

- **Co-op Placement:** Prepare for co-op opportunity search, create a professional portfolio, and receive instruction on how to successfully work in program.
- **Interview Preparation:** Mock interview assistance before conducting interviews with co-op employers.
- **Career Resource Lab:** Access multi-media career software and exploration materials.
- **Co-op seminars:** Specialized presentations to orient students to cooperative education.
- **Dressed for Success Clothes Closet:** Access to appropriate interview attire and professional clothing at no cost.
- **Post co-op employment search assistance:** Invitations to annually scheduled Career/Job Fairs and individualized assistance with job placement.

## **STEPS TO PARTICIPATING IN COOPERATIVE EDUCATION**

- Complete prerequisites for department internship course.
- Obtain Co-op faculty member approval to register for internship course.
- Pre-register for internship course.
- Attend scheduled cooperative education orientation seminar/workshops.
- Schedule an appointment with Career Opportunity Developer to apply to co-op positions.
- Contact Career Services after accepting a co-op offer.



## **WHAT'S NEXT?**

### **CONTACT US**

#### **Co-op Staff**

Cooperative Education Coordinator

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