

STEPS TO PARTICIPATING IN COOPERATIVE EDUCATION

- ✓ Complete prerequisites for department internship / field experience course.
- ✓ Obtain Co-op faculty member approval to register for internship course.
- ✓ Pre-register for internship course (one semester prior)
- ✓ 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.

CONTACT US!

Co-op Staff

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HOSTOS CAREER SERVICES



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COOPERATIVE EDUCATION PROGRAM

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WHAT IS COOPERATIVE EDUCATION?

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

COOPERATIVE EDUCATION PROGRAM PARTICIPATING MAJORS AT HCC

- Microcomputers for Business
- Accounting
- Office Administration
- Public Administration



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

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 prior to 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.

