



## Cooperative Education

### ENROLLING AND PARTICIPATING

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To participate in the Co-Op program, each student must first be accepted into the program. To do so, follow the steps below:

- (1) Meet all eligibility requirements for the program
  - a. be currently enrolled in an associate's degree program at Roane State
  - b. have completed at least 12 semester hours of coursework in the major/field in which you will be working
  - c. be in good academic standing
- (2) Meet with academic advisor to determine the appropriateness of a COE course in the chosen degree / major.
- (3) Submit completed *Application for Cooperative Education / Internship Application* to the Placement Coordinator at RSCC. Once reviewed, a faculty member will be identified as the instructor for the course.
- (4) Complete pre-acceptance interview with Placement Coordinator and/or faculty advisor.
- (5) Upon acceptance, enroll in the appropriate COE course.

Once enrolled into the appropriate COE course, the student will meet with the designated Co-Op instructor and together will do the following:

1. Develop specific *Student Learning Objectives* for the work experience. This should be done in partnership with the employer, student, and faculty member.
2. Review the *Time and Wage Report* to be maintained by student throughout the semester, signed by both student and employer, and submitted at the end of the term to the instructor.
3. Review each question on the *Final Work Experience Report*. At the end of the semester, the student will submit a formal report to the instructor responding to these questions and his/her work experiences.
4. Review *Student Rating of Employer form* which will be completed by the student at the end of the semester and submitted to the instructor.
5. Review *Employer Evaluation of Student* which will be completed by the employer and submitted directly to the instructor.