

UNIVERSITY OF ALABAMA IN HUNTSVILLE

COOPERATIVE EDUCATION APPLICATION

Welcome to the UAH Cooperative Education Program. Follow these directions to begin the application process. Check the boxes as you complete each step.

- Schedule an orientation session to submit application materials. Orientation attendance is mandatory for all students.

 - Complete Application – this includes a cover letter, resume, application and List of Remaining Classes. These documents are required at the orientation.
Reschedule your appointment if you do not have the paperwork prepared.

 - Attend Co-op Orientation. Submit completed application materials at this time. We will provide a brief overview of the Co-op Program, review academic and administrative requirements, and discuss the interview process. Eligibility will be determined after this meeting.

 - Receive Eligibility Status. On the date specified in the orientation, return to the Co-op office to pick up your application materials. Eligibility status will be provided along with critiqued drafts of the cover letter and resume. If you are currently eligible, directions will be provided to complete the application process. If you are currently ineligible, we will advise you of the steps necessary to meet the program standards (i.e. grade/hour/class requirements, etc.)

 - Submit Final Application Packets. Use the 'Completing the Co-op Application Process' directions included with the critiqued drafts. Follow all directions.

 - Prepare for Interviews. Use 'Preparing for the Co-op Interview' – provided at orientation – to review the interview process. If you want more information on interviewing skills, feel free to schedule an appointment with a Co-op advisor.
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COOPERATIVE EDUCATION
117 ENGINEERING BUILDING HUNTSVILLE, ALABAMA 35899
P: (256) 824-6741 / F: (256) 824-6039
coop@email.uah.edu / www.uah.edu/coop

Orientation Date_____ Time_____

COOPERATIVE EDUCATION TUTORIAL

CO-OP CHARACTERISTICS

- Co-op is a **formal academic program**, with many rewards and benefits. Students must be willing to meet all **responsibilities and commitments**.
- **Dr. Herman Schneider developed the first Cooperative Education Program at the University of Cincinnati in 1906.** The purpose – now and then – is to supplement college education with hands-on experience. Cooperative Education programs exist in more than 460 schools across the country.
- All Co-op jobs are **directly related to a specific major**, and are **supervised by professionals** in the field. Work assignments are progressive.
- **Students earn an equitable hourly wage.** Most Co-ops currently earn \$6,000 - \$13,000 per year.
- Students make a **long-term commitment** when they accept Co-op employment. The Co-op Office – as well as our employers – expects students to remain employed until graduation. All undergraduate students are required to work a minimum of three terms with the same employer. Graduate students must complete at least two full-time work terms.

UAH CO-OP

- The University of Alabama in Huntsville Cooperative Education Program is accredited by the Accreditation Review Board of the Accreditation Council for Cooperative Education, and is listed in the Directory of Accredited Programs in conformity with Attributes of Cooperative Education Programs.
- As an **academic** program, Co-op adheres to the following guidelines:
 - The primary purpose is to educate students about professional employment and business practices.
 - The Co-op Program is structured to follow the same administrative guidelines as all UAH academic programs.
 - Co-op **does not** have the same structure as assistantships, internships, summer employment, or part-time work. The Co-op Office must approve all work assignments.
- Approximately **275 students** Co-op each term.
- The program is **open to all majors**, both **undergraduate and graduate**.

- **Numerous area employers** participate in the program. They represent a diverse cross-section of industry – government, defense, manufacturing, service, and retail. Most of our companies range in size from 5 employees to several thousand, and are located in the Huntsville area.
- Most Co-ops work with local companies and **stay involved in campus activities**, including student government, fraternities and sororities, honorary and social clubs, and the student newspaper. Co-op students can also continue to live in the residence halls on work terms.

ADVANTAGES FOR STUDENTS

- Students receive **educational benefits** through Co-op by applying classroom theories to projects in an actual work environment, not just the school laboratory. Co-op shows students what type of knowledge is required to be successful on the job. Because Co-op provides motivation by illustrating the relationship between work and school, student grades usually improve after beginning the program.
- Co-op students reap **personal benefits**:
 - Define career goals
 - Gain maturity and confidence in skills and education
 - Increase marketability after graduation
 - Learn how to act and what to expect in the corporate environment
 - Work alongside experts in the field
- Co-ops receive **competitive wages**. Co-op employment can offset a large portion of tuition costs. Benefits are offered at the discretion of the employer, but most are minimal.
- Between 60-80% of Co-ops receive job offers from their employers at graduation. Co-ops are also more likely to receive more job offers at higher levels of pay than students who do not have Co-op experience. The UAH Co-op Office places students under no obligation to work for an employer after graduation. Students must agree to meet any work commitments set by the employer.

ADVANTAGES FOR EMPLOYERS

- Employers hire Co-ops because **students are capable of performing professional work**.
 - Students don't have to be experts – they're trained while on-the-job.
 - Co-ops provide **fresh ideas, new perspectives, and enthusiasm**.
 - Co-op students support higher-level professionals and **increase company productivity**.

- Employers use Co-op as a way to **evaluate students at graduation** who are fully trained and familiar with the company. Co-op graduates know the industry and they have practical experience to supplement their academic knowledge.

REQUIREMENTS TO BE A CO-OP

- To be eligible for the Co-op Program, students must meet the following requirements:
 - Be **degree seeking**, pursuing an undergraduate or graduate degree
 - Show **evidence of academic success at UAH**. Generally, new freshmen will complete 24 semester hours of credit at UAH, transfer students will complete 12 hours of coursework at UAH, and graduate students must complete 6 hours in their graduate program at UAH before beginning a Co-op job.
 - To qualify for the Co-op program, students must maintain a **cumulative GPA of 2.5 or higher on coursework at UAH**. GPA for recent semesters must be 2.5 and free of Ds or Fs. Other factors considered include: grades in major coursework; number of course withdrawals; number of repeated classes; number of "nc" grades; etc. Other activities that require a substantial time commitment, such as varsity athletics or part-time employment, are also considered. A 3.0 GPA is recommended to be competitive.
- **All engineering and other technical majors** are encouraged to complete Calculus and a technical programming class. **All other majors** should complete entry-level courses in their major or degree program.
- All students must have **at least one year of coursework remaining** to be eligible. A Co-op assignment is at least one calendar year in duration. Undergraduate students should apply early to have enough coursework left to complete three work terms. Graduate students must have enough coursework left to complete two work terms. Most UAH Co-ops work two-three years.
- The three-term requirement for undergraduate students (two for graduate students) is the minimum amount a student can work; the expectation is that once students begin a Co-op job, **they will Co-op until graduation**. Co-ops stay with the same employer throughout the program. Co-op is not just summer work. Co-op may delay graduation, generally one – two terms. The length of delay depends on when the job begins, class sequence requirements, and how many hours are taken each semester. Because most Co-op jobs are in the local area, many students choose to take one evening class during work terms to forestall a long delay.
- **The Co-op counselor determines eligibility** after all application materials are submitted. Students who are not eligible at that point are given instructions on what they need to do to become eligible.

- **The final authority and discretion to determine eligibility status rests solely with the Co-op Office.** Transcripts are reviewed and eligibility is re-evaluated each semester. If any semester and/or overall grade point average falls below the minimum standards, the student file is deactivated. Students can reapply when they achieve the academic requirements for Co-op.

APPLICATION MATERIALS AND PROCEDURES

- Paperwork
 - This packet includes detailed directions to begin the Co-op application process. Read all information, complete the forms and prepare a draft of the Co-op cover letter and resume.
 - Be sure to follow the directions carefully before completing the cover letter and resume. All completed forms and one draft of the letter and resume are required at orientation.
 - On the **List of Remaining Classes** form, list every class left to complete in the major, minor and general education requirements. This information is available from your department, your advisor, or the catalog.
 - Graduate students must provide one copy of their **Graduate Admit Form** and a signed **Program of Study**. Undergraduate transcripts may also be required.
- Co-op Orientation Appointment
 - All students are required to attend a **Co-op Orientation**. Completed application materials are submitted at this time. This meeting also covers the application/interview process and provides a question-answer session.
- After the Orientation Meeting
 - The Co-op counselor will **review the paperwork** and provide suggestions to improve content of the documents. ***Final responsibility for the quality and accuracy of application materials – including spelling, punctuation, and proper writing style – lies with students.***
 - The counselor will **review eligibility**, using a copy of UAH transcripts. We work with ineligible students to plan appropriate course loads.
 - Generally, once a student qualifies, **application materials are sent to all employer vacancies for which he/she meets the company criteria.** We notify nominated students by email each time applications are sent. How long it takes to receive a job depends on the job market and the quality of student materials and grades. . Not all students who join the Co-op program are placed in work assignments.
 - **Employers decide which students are offered positions.** Students are selected based on how closely they match the job criteria and how well they interview. Co-op interviews are professional meetings, usually held at the job site. We will provide information to prepare for the interview process. Students are required to interview with interested companies.
 - **All official offers for Co-op employment must come through the Co-op Office.** Any student receiving a job offer, either verbally or written,

must inform the Co-op Office immediately so the job can be verified. The Co-op Office and Co-op employers are obligated to adhere to fair and legal employment practices. The UAH Co-op Office determines final approval for all job openings.

- **Register for classes.** No guarantee is given for when a Co-op job will be offered. We recommend that all students pre-register for classes. If a Co-op job is received, we will assist with dropping/adding classes.

BECOMING A CO-OP

- **Work assignments start at the beginning of each term**, so you may interview days, weeks, or months before you actually start working as a Co-op employee.
- Students **work with the same company until graduation**, so evaluate each company during the interview process to make sure it is a good match. Students report directly to an assigned work supervisor. The Co-op staff, the supervisor and the student work together to address and solve any problems or issues that may arise during the work assignment.
- Co-op students placed in a work assignment are required to:
 - Perform long-term planning of class schedules/programs of study
 - Pre-register each term, including the Co-op class, until graduation. Co-op is a non-credit class that allows the university to recognize Co-ops as full-time students even when on work terms. Co-op grades appear on permanent transcripts to show official participation in the program.
 - Pay the appropriate co-op fee each term.
 - Submit a **work report** each work term to document and monitor work progression. Co-ops are evaluated each semester by their supervisor.
 - Attend meetings as scheduled by the Co-op Office.
 - Any changes to the Co-op work assignment must be pre-approved by the Co-op Office and the employer.

THE RIGHT FIT

The **Career Services Office** provides a listing of on campus and off campus jobs that include part-time and full-time positions. All currently enrolled students are eligible to use this service.

The **Financial Aid Office** can help you identify potential financial aid packages or programs you may qualify for. They also coordinate the work study program along with scholarships.

TUTORIAL TESTING

Name _____

Student # _____ Major _____

Answer the following questions about the Co-op program. This ensures that you have read the tutorial information and have a basic understanding of the program.

1. What type of program is Co-op? _____
2. How many semesters of school must an undergraduate have left in order to be eligible to participate? _____
3. How many employees must a company have in order to hire Co-ops? _____
4. Co-op is available to students in which majors?

5. With how many companies does a student work during the program? _____
6. What are you obligated to do if an employer wishes to interview you?

7. List 3 reasons employers hire Co-op students

8. Who supervises Co-ops at work? _____
9. What is the name of the document students write each work term?

10. List one potential disadvantage that a student may face by Co-oping?

11. How long must you stay at a company after graduation to fulfill your Co-op obligation? _____

12. How many hours must transfer students complete at UAH before they are eligible to begin looking for a Co-op position? _____
Freshmen? _____ Graduate students? _____
13. What GPA must a student maintain to be eligible? _____

14. What paperwork must you complete prior to the orientation?

15. Who is responsible for ensuring the accuracy and quality of your application materials?

16. As a Co-op candidate, when do you stop pre-registering for classes?

17. What GPA do most employers consider competitive? _____

18. What office coordinates part-time employment? _____

GOALS

1. What are your academic goals? (be specific) _____

2. What are your professional goals?(be specific) _____

The Co-op Office reserves the right to modify any policy or procedure set forth in this tutorial as deemed necessary and appropriate. Every effort will be made to notify students of changes.

Cooperative Education
The University of Alabama in Huntsville
Engineering Building 117
Huntsville, Alabama 35899
P: (256)824-6741 / F: (256)824-6039
coop@email.uah.edu / www.uah.edu/coop

The Co-op Cover Letter

The employment cover letter is a powerful part of the application process. The cover letter communicates a specific message to potential employers, and should answer the most fundamental employment question of all: *Why should I hire you?* Use the letter to highlight what sets you apart from other candidates. Any unique characteristics that will positively influence an employer should be addressed in this letter.

Co-op cover letters should include these points:

- Academic history and interests
- Why you chose to pursue your current major
- Why you are interested in the Co-op Program
- Traits and characteristics developed through employment and educational experience that prepared you for Co-op employment. Include specific examples or refer to examples in your resume
- Explain special skills that make you a strong candidate
- Request an interview with the employer

Remember the following points when developing your Co-op cover letter:

- ❖ Address the letter to "Dear Co-op Employer"
- ❖ **Do not include your contact information or the date**
- ❖ Include a block for your signature and sign each copy
- ❖ Provide a clear, concise letter of approximately three to five paragraphs
- ❖ Do not go over one page in length
- ❖ Use the same font/size/style/etc. as the resume

Employers are interested in students who can communicate well and pay attention to detail. The cover letter is your first chance to display these abilities. The following are some additional tips to help you prepare your letter:

- Organize your thoughts before writing. An outline will help avoid "rambling."
- Use active verbs liberally.
- Show a broad range of writing abilities by varying the length and style of your sentences. A combination of short declarative sentences and longer complex sentences creates a dynamic and easy-to-read letter.
- Avoid negative phrases and words such as "feel", "believe", and "if possible."
- Have someone who writes and speaks English well carefully proofread for spelling and grammatical errors. Errors **will** negatively influence an employer's decision to hire you.
- The Co-op Office will review your documents and suggest content changes. After making suggested changes, make sure to review the final documents before submitting them to our office. ***You are responsible for the final quality of the materials we send to employers.***

The Co-op Resume

Resume Format

Your resume **must be** one page, typed. Use white or off-white bond paper. See the attached samples for Co-op resume layout.

Your resume should contain the following elements:

- **Biographical Information**
 - List your full name at the top of the page. Do **NOT** include your address, telephone number or email address as you normally would on a resume.
- **Co-op Objective**
 - Describe your objective for securing a co-op job. If you know the specific type of work in which you are interested, include that. Do not limit your chances for getting a co-op job by being too specific.
- **Education**
 - List your education in reverse chronological order. Include the degree/s earned (or currently being pursued), major/s, date of graduation (or current class standing) and name, city, and state of the school. While there are no definitive rules, a 3.0 GPA and above is notable and should be mentioned in this section. Do not include a GPA below 3.0. A copy of your transcript is sent with your application. If you include a GPA, update it each term and submit new copies of your resume.
- **Employment Experience**
 - List your employment history in reverse chronological order. Include the company name, dates of employment, job title, and a brief description of your duties. Use specifics wherever possible, such as quantities, amounts and dollar values. (“Supervised 10 people”, “Trained 20 new employees”, “Increased monthly sales by 40 percent”, etc.) Do not worry if previous jobs are unrelated to your major. Remember, that’s the point of Co-op.
- **Honors and Activities**
 - Include academic honors — Dean’s List, honor societies, scholarships, etc. Organizational memberships, elected offices, and pertinent campus and/or community activities should be included in this section. Only include organizational memberships if you are an active member.
- **Special Skills and Accomplishments**
 - Highlight important strengths and accomplishments that you wish to bring to an interviewer’s attention, such as computer skills, proficiency in foreign languages, and other major-related capabilities.

Ken B. Hired

CO-OP OBJECTIVE

To obtain a Co-op job that will allow me to work in space research and development.

EDUCATION

The University of Alabama in Huntsville

Working towards bachelor's degree in Management Information Systems

August 2005 - present

GPA 3.25/4.0

Homewood High School, Honors Diploma

Homewood, Alabama

2005 Graduating Class

Ranked 3 of 247

EMPLOYMENT EXPERIENCE

Assistant Manager

Vincent's Market, Homewood, Alabama

May 2005 – Present

Supervise five employees, closed market, and developed computer-generated customer mailing list. Managed cash drawer and inventory.

Stockboy

Winn Dixie, Homewood, Alabama

April 2004 – May 2005

Recorded inventory and displayed sales merchandise.

HONORS AND ACTIVITIES

Alpha Tau Omega Fraternity, Treasurer

UAH Lancer

Gamma Beta Phi service honorary

Hugh O'Brien Youth Leadership Foundation Ambassador

High School Debate Team, four years

SPECIAL SKILLS AND ACHIEVEMENTS

Seven years experience with MacIntosh and IBM personal computers

C++ programming experience

Computer Aided Drafting and Image Analysis experience

Proficient in speaking and writing Spanish and German

ALBIE WURKIN

CO-OP OBJECTIVE	To obtain work experience relevant to electrical engineering in an entrepreneurial environment.
EDUCATION	<p>University of Alabama in Huntsville, Huntsville, Alabama Bachelor of Science degree in Electrical Engineering January 2006 - present Anticipated Graduation, May 2010</p> <p>Auburn University, Auburn, Alabama Bachelor of Science in Business Administration, May 2004 GPA 3.85/4.0</p> <p><u>Related Course Work:</u> Physics I, II, III Calculus I, II, III, IV Differential Equations C++ Programming Logic Design Probability and Statistics</p>
EMPLOYMENT EXPERIENCE	<p>Merrill Lynch Consumer Products, Inc. New York, NY June 2003 to December 2003 Financial Consultant: Prospected and maintained clientele, including brokerage of stocks, bonds, mutual funds, CDs, and insurance. Provided financial planning to consumers and corporations.</p> <p>Bank of Boston, Boston, Massachusetts May 2002 to June 2002 Loan Officer Training Program: Learned bank rules and regulations regarding consumer and business loans. Assisted bank officers in processing customer loans.</p>
HONORS AND ACTIVITIES	School of Engineering Dean's List, January 2005 - Present Phi Eta Sigma Scholastic Honor Society, 2004 Auburn University Curling Team Captain, 2003-2004 Beta Theta Pi Fraternity, Auburn University, 2003-2004
SPECIAL SKILLS	Macintosh/ PC experience. Microsoft Office, Adobe Pagemaker, Quicken, AutoCad and MatLab Programming skills: C#, JAVA and Visual Basic

List of Remaining Classes

Name _____ Student # _____ Major _____

Current Schedule: ___ Spring ___ Summer ___ Fall 20___

Example: CPE 112 3

Course	Hours	Course	Hours

Total (including current term): _____

Co-op Application

The University of Alabama in Huntsville
117 Engineering Building Huntsville, Alabama 35899
Phone: (256)824-6741 / Fax: (256)824-6039
www.uah.edu/coop / coop@uah.edu

Last Name _____	First Name _____	MI _____
Major _____	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate
Citizenship Status:		
	<input type="radio"/> U.S. Citizen	
	<input type="radio"/> U.S. Perm. Resident	
	<input type="radio"/> F1 VISA	
	<input type="radio"/> Other _____	

Computer Skills		
Mark the items you are familiar with operating		
Computer Languages	Operating Systems	Software Packages
<input type="checkbox"/> C/C++/C#	<input type="checkbox"/> UNIX	<input type="checkbox"/> Microsoft Office
<input type="checkbox"/> FORTRAN	<input type="checkbox"/> LINUX	<input type="checkbox"/> Quicken
<input type="checkbox"/> COBOL	<input type="checkbox"/> Windows _____ version _____	<input type="checkbox"/> Peachtree
<input type="checkbox"/> VISUAL BASIC	<input type="checkbox"/> Other _____	<input type="checkbox"/> Access
<input type="checkbox"/> Ada		<input type="checkbox"/> Pagemaker
<input type="checkbox"/> JAVA	Hardware	<input type="checkbox"/> AutoCad
<input type="checkbox"/> HTML	<input type="checkbox"/> PC	<input type="checkbox"/> MatLab
<input type="checkbox"/> Other _____	<input type="checkbox"/> Macintosh	<input type="checkbox"/> Other _____

I understand that accepting employment through the Co-op program obligates me to the University and my employer to complete the program without interruption in work and/or school assignments. I also understand that, when placed in a Co-op work experience, I am responsible to the University for maintaining the standards of academic excellence and professional ethics which are the hallmark of UAH Cooperative Education students.

I authorize the Co-op Office to obtain and release my transcripts and/or grade reports to employers as necessary. I certify that to the best of my knowledge all information in the application materials is true and accurate.

Signature _____ Date _____

Student # _____ : Phone: Home _____
 SS# _____ : Work _____
 Name _____ : Cell _____
 Address _____ : Email: Primary _____
 _____ : Alternate _____
 _____ : DOB _____

EDUCATION

University/College _____ Grad. Date _____
 Degree Awarded _____
 High School _____ Grad. Date _____
 City, State _____

Geographic Preference

Your application will be sent to all positions in North Alabama. Check here for nationwide opportunities:

TERMS AND CONDITIONS OF CO-OP EMPLOYMENT

Carefully read the following statements. You are obligated to follow all terms and conditions outlined below.

GENERAL

- The Co-op student serves as an ambassador of the University, and is required to maintain the standards of academic excellence and exemplary conduct found in the UAH Student Handbook.
- The Co-op student will notify the UAH Co-op Office and Records Office of any change in name, phone number, mailing and/or email address.
- **The Co-op student will abide by ALL policies and procedures of the UAH Co-op Program.**

COMMITMENT

- The Co-op student is required to work for the same employer until graduation. Exceptional conditions, such as change of major, relocation, or illness, may cause a student to resign. Resigning for other reasons, such as accepting full time or part time work, is **NOT** allowed.
- The Co-op student must have enough credit hours remaining towards the degree to work at least one calendar year (three complete work terms) to meet the minimum obligations of the program.
- The co-op student will abide by the appropriate work/school schedule set prior to the first work term.
- Any changes to the schedule must receive prior approval from the Co-op Office and the employer.

RESPONSIBILITIES

- The Co-op student will pay any university fees, including the Co-op fee, to maintain student status each term.
- The Co-op student will meet work/school requirements as outlined in the Co-op Student Handbook.
- The Co-op student will submit all required documents.
 - o Each document is required to be original. Copying previous documents is strictly prohibited.
 - o Submit all documents by assigned due dates. Late documents may affect the student's continued Co-op status.
- The Co-op student will carry the appropriate academic load each term and maintain the academic requirements of the program. These include, but are not limited to, earning a term grade point average of at least 2.5 with no grade below "C". Grades are sent to the employer each term.
- The Co-op student will pre-register for the appropriate Co-op section each term, including school-full-time.
- **Do not** pursue or accept part- or full-time employment prior to graduation.
- **Any changes affecting the job assignment must be approved by the UAH Co-op Office PRIOR to implementation.**

The Co-op student receives a grade of Satisfactory, Unsatisfactory or Incomplete each term. Grades follow:

Unsatisfactory "U"

- Failure to meet the company's minimum performance standards
- Resigning from the Co-op Program to begin full-time or part-time employment before graduation, or failure to complete the commitment to the program
- Failure to maintain academic standards of the program
- Failure to submit all required documentation by the assigned due dates

Incomplete "I"

- Failure to follow administrative procedures, including registering for appropriate Co-op sections, each term

Satisfactory "S"

- Satisfactory performance at work and school
- Satisfactory academic performance
- Register for the appropriate Co-op section during the first week of registration
- Maintain the appropriate course load each term
- Adherence to UAH Co-op administrative policies
- Submit all required documents by assigned due dates

Repeated failure to meet any of these terms and conditions may result in dismissal from the program.

I have read and agree to these conditions of my employment as a Co-op.

Signature _____ Date _____