

THE ORIGIN

AN EMPLOYER'S GUIDE TO CO-OP



The UAH Cooperative Education Program is fully accredited by the Accreditation Council for Cooperative Education. The accreditation process is rigorous and comprehensive, and the program meets the academic and administrative goals of the accrediting organization. One of only twelve accredited universities in the nation, the UAH Co-op Program is recognized as a premier Co-op institution.

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The University: Where It All Begins

The University of Alabama in Huntsville (UAH) has established itself as one of the elite universities in the South. As a teaching and research institution, UAH is dedicated to excellence in the intellectual, technological, and economic enhancement of the region, state, and nation.

In the early 1960's,

Co-op: A Partnership that Works

Co-op is a partnership. It allows professional relationships to develop between students, employers and the university. All three work together to achieve mutually beneficial goals.

Here's how:

The Co-op Program allows qualified students to gain work experience and money by alternating terms of university enrollment with terms of full-time

Visionaries in North Alabama and at NASA's Marshall Space Flight Center, led by the rocket scientist Wernher von Braun, planned



employment in a field related to their major. They are able to verify career interests and begin their profession earlier than non-co-ops.

Employers also win in this relationship. Co-ops provide quality work to meet employers' immedi-

flights to the moon and beyond. Their dream included a special university, where there would be a balance between teaching and

ate and long-term needs. Employers can more readily recruit and train qualified workers through the Co-op Program. Co-ops are capable of handling a variety of projects and work assignments.

Through Co-op, the University stays abreast of quickly changing technology and business activities. This allows the University to ensure that curricula are in place to better prepare students for the

research, between science, engineering and the arts; a place where the next generation of leaders in many fields could work and learn.

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"UAH students and faculty are continually defining and building the future. Through co-op, students enter the workplace with more than textbook theory."

Quick Facts

UAH occupies a 350-acre suburban campus in North Alabama.

Current enrollment exceeds 6,000.

Student to faculty ratio is 12:1.

Many Co-ops serve in the SGA and/or hold leadership roles in campus, professional and social organizations.

The Co-op Program adheres to standards set by the Accreditation Board for Engineering & Technology.

All Co-op jobs are

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alongside some of the nation's top scientists and scholars. Their dream has become The University of Alabama in Huntsville.

UAH students and faculty are continually defining and building the future. We take research into the classroom, and students into the laboratory. Students are involved in research

projects in all departments across campus.

Through co-op, students enter the work-



Administrative Science Building

place with more than textbook theory. Our location in one of the richest technological communities in the nation gives our students a unique opportunity to see first-hand the research and applications being performed in some of the country's most select organizations.

Why Choose Cooperative Education?

Co-op provides a great return on your investment. Employers find that investing in co-ops is justified by the contributions of these individuals.

Program Description

Co-op jobs are directly related to the student's major in order to provide career-related experience.

Students alternate terms of full-time work with full-time school.

On work terms, students work 40 hours/week and are not required to take classes.

On school terms,

students complete at least 12 credit hours, and do not work for their Co-op employer.

Employer Advantage

Since co-op is voluntary for students, companies have the advantage of hiring students who have a genuine interest and desire to participate.

Co-op provides motivated, talented employees with fresh ideas that contribute to an innovative work environment.

Co-op allows higher-paid personnel

to engage in more challenging and cost-effective activities. Meanwhile, the co-op student acquires essential skills which prepare them for more ambitious projects.

A cost-effective way to recruit and train, co-op permits evaluation of prospective full-time employees before long-term commitments are made.

Co-ops hired after graduation effect lower training costs while being more productive than other new hires. Lower turnover and transfer rates are experienced

Professional Code of Ethics

The vital relationships between employer, college, and student demand the highest levels of professionalism. The Cooperative Education Code of Ethics serves as a guide for such professional conduct.

Students

- ▶ Honor policies and procedures of UAH and the Cooperative Education Office
- ▶ Honor the personnel/ethics policies of employers
- ▶ Present qualifications as accurately as possible when interviewing for co-op positions
- ▶ Interview with an employer only if

there is genuine intent to accept offers of employment

- ▶ Notify employers of acceptance or rejection of employment offers within 48 hours
- ▶ After accepting an offer, notify the university and other employers with whom offers may be pending

Employers/Co-op Professionals

- ▶ Responsible for the ethical and legal conduct of their employees throughout the Co-op process
- ▶ Respect the legal obligations of Co-op professionals and request only those services or information that can legally

be provided

- ▶ Honor the policies and procedures of UAH and the Cooperative Education Program
- ▶ Do not ask students to participate in or have knowledge of unethical or illegal activities
- ▶ Consider long-range plans of individual student instead of immediate needs of the agency or company before offering full-time employment to the student before he/she has completed degree requirements
- ▶ Make every effort to honor offers of Co-op employment once they have been formally extended and ac-

cepted by a student University Co-op Professionals

- ▶ Establish and monitor practices that ensure fair and accurate representation of students and Co-op to employers
- ▶ Respect student rights covered by state and federal privacy laws
- ▶ Promote and follow non-discriminatory practices
- ▶ Promote the general concepts and mission of Cooperative Education as well as the UAH Co-op Program
- ▶ Strive to develop new career-related work opportunities for students rather than pursue co-op



The Big Payoff

As part of the accredited UAH Co-op program, all students must be paid an equitable wage.

The Co-op pay rate is usually

60-70 percent of an entry-level, full-time position for a sophomore, 70-80 percent for a junior, and 80-90 percent for a senior.

A typical co-op earns more than a student who has a part-time job. But, the employer wins too, because money is saved now, at

How to Hire a Co-op

Hiring a co-op couldn't be easier. Just follow the steps below, and soon you could have a co-op working for your company.

1. Make a request to the UAH Co-op Office

You can complete the hiring process online. Go to www.uah.edu/coop, click the Employers link and follow the on-screen instructions. Or, call and tell us what you seek in a potential co-op. All requests should include the following:

- description of job or typical work assignments
- type of majors needed
- citizenship, academic, or additional requirements
- number of students needed

2. Receive student paperwork

The Co-op Office will send you the co-op application, resume, cover letter, and transcripts for each student who meets the requirements of the position and our program. Please be sure to read the Cooperative Education Work Agreement, as it includes student and employer requirements.

3. Co-op candidates are interviewed

When you have selected candidates to interview, call the Co-op Office to schedule interviews. Interviews are usually conducted

at the work site; however, you can arrange to meet students on campus if you prefer.

4. Employer makes hiring decision(s)

When you complete the interview process, contact our office and indicate which candidate(s) will be extended an offer. Please provide salary, report-to-work date and a general job description. We will notify students of job offers. They have two business days to accept or decline. If the student accepts, we will notify you and set a report-to-work date. We will schedule a Pre-Employment Orientation with the student.

How Students Become Co-ops

To be considered eligible for Co-op placement, students must meet certain academic criteria. Each student is evaluated for Co-op eligibility based on current and cumulative grades, number of credit hours completed and the ability to satisfactorily incorporate work and school into a manageable schedule.

The minimum grade point average necessary to qualify for entry into the program is 2.5 on UAH coursework. We also require students to complete entry-level classes in their majors, and complete at least one semester at UAH before placement.

Several other factors, including course repeats, recent semester grades and non-academic factors impact eligibility. The UAH Co-op staff has final determination in declaring a student's eligibility status.

Employers can be confident that a student who is referred by the Co-op office has been through a meticulous approval process.

Cooperative Education

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