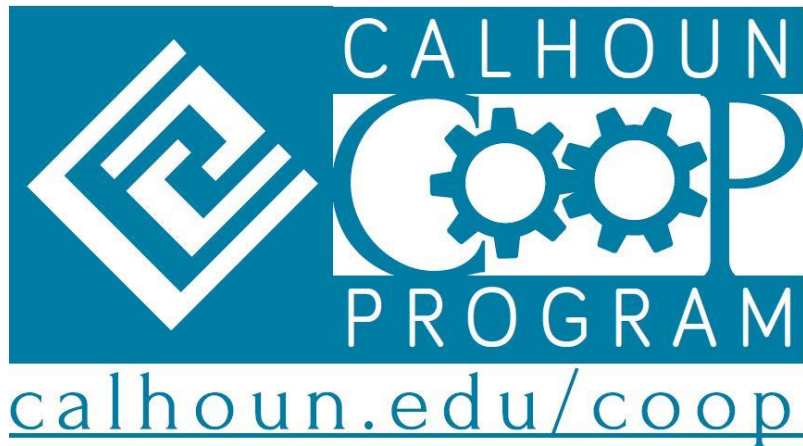


Calhoun Community College



Cooperative Learning Guidelines

A. OVERVIEW:

Cooperative Learning is a structured educational strategy combining classroom studies with learning through productive work experiences in a field related to a student's academic or career goals. It provides progressive experiences in integrating theory and practice. Co-Op is a partnership among students, educational institutions, and employers with specified responsibilities for each party.

Calhoun Community College's Cooperative Learning Program offers students the opportunity to acquire on-the-job experience before graduation by combining studies at Calhoun with related work experience. This program allows the student to work on a part-time basis (a minimum of 20 hours per week) in a job directly related to his/her academic major while attending school on a full or part-time basis.

Completing the Co-Op application does not guarantee that you will be placed into a Co-Op. There are many factors that influence placement, which vary based on the hiring company and Co-Op position.

B. ELIGIBILITY REQUIREMENTS:

1. **Must currently have and maintain a 2.5 GPA or higher**
2. **Be at least 18 years of age** **Some exceptions can be made*
3. **Currently enrolled in a degree-seeking program at Calhoun Community College**
4. **Completed 12 credit hours at Calhoun Community College**
5. **Be eligible for employment in the United States**
6. **Enroll in and complete the appropriate Co-Op course upon employment**
7. **Have completed required coursework outlined in Co-Op guidelines (below)**

Major	Required Coursework
Technology Programs	ADM 111 Industrial Safety ADM 101 Precision Measurement – OR – ADM 106 Quality Control Concepts
Automotive	12 semester hours in ASE
Pre-Engineering	MTH 126 Calculus II PHY 213 General Physics with Calculus I
Accounting/Business	BUS 215 Business Communications- OR - ENG 101 English Composition I BUS 241 Principles of Accounting I CIS 146 Microcomputer Applications – OR – CIS 134 IT Fundamentals
Paralegal	PRL 101 Introduction to Paralegal Studies PRL 102 Basic Research & Writing
Computer Information Systems	6 semester hours within your program of study (Programming, Systems Engineering Technology, or Cybersecurity) <i>*If applicant does not meet GPA qualification, an instructor recommendation is required.</i>
Computer Science	CIS 201 C++ Programming – AND/OR – CIS 202 Python Programming CIS 251 C++ OR currently enrolled
Criminal Justice	CRJ 100 Introduction to Criminal Justice

Visual Communications	<p>Graphic Design: VCM 180 Introduction to Graphic Design ART 253 Graphic Design I – OR – ART 254 Graphic Design II ART 221 Computer Graphics I VCM 150 Typography</p> <p>Digital Publishing: ART 221 Computer Graphics I VCM 281 Digital Design VCM 180 Introduction to Graphic Design VCM 232 Advanced Computer Graphics</p> <p>3D Modeling and Animation: ART 113 Drawing I CAT 283 3D Graphics & Animations VCM 232 Advanced Computer Graphics</p> <p>Multimedia Production Technology: VCM 145 Introduction to Digital Photography RTV 153 (Instructor Permission) Practicum in Television RTV 119 Video Production I VCM 232 Advanced Computer Graphics</p>
Music Technology	MIC 153 Audio Engineering Fundamentals MIC 253 Digital Audio Workstation Fundamentals
Child Development	CHD 100 Introduction of Early Care and Education of Children
General Studies	Minimum of 12 hours within your program of study *Additional prerequisite coursework may be required based on concentration.

** Transient/visiting students are not eligible for co-op due to the eligibility requirements listed above.*

***Students who are dismissed for any reason from a collaborative program at Calhoun Community College, such as FAME, EPIC, or AMP, are eligible for the traditional Co-Op program after completing a one-semester or 6 credit hour probationary period, as long as they meet the standard Co-Op requirements for their program and provide a positive instructor or supervisor recommendation.*

C. SELECTION PROCESS:

The following procedure will be followed in selecting successful recipients:

1. Calhoun's Career Services will receive submitted online documents, verify applicant meets all requirements and then will schedule to meet with applicant to review resume and to discuss next steps. Co-Op inquiry appointments can be made at www.calhoun.edu/careerappt.
2. As Co-Op opportunities are received, the Work-Based Learning Coordinator will contact the eligible applicant with information regarding the opportunity. Students must contact Career Services and confirm their interest in having their application submitted to the company for consideration.
3. Once confirmed, Calhoun's Career Services will submit the applicant's documentation for the company to review.

4. Individual companies will make interview selections, interview, make employment selections, and provide job offers contingent upon individual company hiring practices, including drug screening and background check results.

D. EXTENSION:

The Co-Op opportunity may be extended or terminated at any time. Co-Op students will be evaluated and reviewed by supervisors each semester. Each opportunity will be reviewed for consideration for the following semester. Students who are currently in a Co-Op are not eligible to be in the Co-Op applicant pool until completing the semester and are not allowed to transfer employers prior to the end of the semester. Students must continue to meet Co-Op program requirements and be enrolled in a class at Calhoun to remain active. Co-Op students who continue in a Co-Op position will remain in the Co-Op course until graduation even if offered full-time employment.