



**EASTERN
CONNECTICUT
STATE UNIVERSITY**

Office of Career Services

(860) 456-4559

Guide to Cooperative Education

Office of Career Services
Division of Student Affairs
83 Windham Street
Willimantic, CT 06226

Telephone: 860.465.4559

Fax: 860.465.4440

www.easternct.edu/depts/career

WHAT IS COOPERATIVE EDUCATION?

Cooperative Education (CO-OP) is ‘Learning by Doing’. CO-OP gives students the opportunity to explore career possibilities by combining academic study with practical “hands-on”, PAID work experience related to your academic major. CO-OP takes you out of the classroom, and into the world of work, to bridge the gap between college and employer. CO-OP helps you prepare for entry into the job market.

The Office of Career Services provides a structured but flexible program that unites students, employers and the University in a mutually beneficial arrangement. We will help you with preparing a resume, obtaining and enhancing job search skills, and acquiring a suitable CO-OP job opportunity in the local or regional geographic area, related to your academic major and career goals.

If you are a registered undergraduate student, (full or part-time student), have completed at least 30 credits (15 credits as a transfer student at Eastern), AND are in good academic standing (2.0 or higher GPA), as well as willing and motivated to gain valuable skills and experience, then CO-OP can offer you a marketable advantage for your future.

Obtaining a CO-OP requires careful preparation and thoroughness. You’ll work for an employer full-time (usually 30-40 hrs/week) for a semester (or longer). If CO-OP is executed during the fall or spring semester, you must be willing to take some time off from academic classroom study and possibly delay graduation.

While job placement cannot be guaranteed, the Office of Career Services staff will assist you in finding potential CO-OP positions. All students are encouraged to search for CO-OP opportunities on their own (you must register on eRecruiting, set up a profile and add your resume). If you are well prepared and have completed the necessary requirements, you will have a considerable advantage in obtaining the best possible placement. What you will gain from the CO-OP program are many exciting benefits that will significantly impact your future career success!

THE BENEFITS OF CO-OP

- ◆ GAIN RESUME BUILDING, WORK EXPERIENCE IN FIELD
- ◆ TEST CAREER CHOICES; MAKE MORE INFORMED CAREER DECISIONS
- ◆ EARN A GREAT SALARY --- \$\$ INCOME \$\$
- ◆ LEARN/ ENHANCE JOB SKILLS; TEAMWORK, LEADERSHIP, COMPUTER SKILLS, COMMUNICATION SKILLS
- ◆ DEVELOP SELF-CONFIDENCE AND A PROFESSIONAL ATTITUDE
- ◆ LEARN TO MEET DEADLINES AND HANDLE MULTIPLE PRIORITIES
- ◆ MAKE BUSINESS CONTACTS/ NETWORKING OPPORTUNITIES
- ◆ GET A HEAD START ON YOUR CAREER
- ◆ LAND A JOB AFTER GRADUATION – POTENTIAL PERMANENT EMPLOYMENT OFFER FROM CO-OP EMPLOYER

THE CO-OP PROCESS: AN OVERVIEW

I want to do a...

FALL CO-OP

START PROCESS-

At the end of the Spring Semester (prior to the Fall Semester when you want to do a co-op) or EARLIER!

- Attend a CO-OP Informational Session
- Register on eRecruiting!
- Make an appointment with Career Services and fill out CO-OP Application
- Create/Update your resume and create a cover letter draft
- Follow up with Career Services to have your resume and cover letter draft reviewed.
- Research CO-OP positions on eRecruiting, via networking and employer research and through the Career Services office.
- Start applying for CO-OP positions (aim for at least 10 positions)
- Practice interviewing skills – check out our interviewing guide and schedule a Mock Interview
- Send a Thank You letter for interviews
- **Accept a CO-OP position!**
- **Register CO-OP by ADD/DROP date for FALL Semester** (or EARLIER!)

SPRING CO-OP

START PROCESS-

At the beginning of the Fall Semester (prior to the Spring semester when you want to do a co-op) or EARLIER!

- Attend a CO-OP Informational Session
- Register on eRecruiting!
- Make an appointment with Career Services and fill out CO-OP Application
- Create/Update your resume and create a cover letter draft
- Follow up with Career Services to have your resume and cover letter draft reviewed.
- Research CO-OP positions on eRecruiting, via networking and employer research and through the Career Services office.
- Start applying for CO-OP positions (aim for at least 10 positions)
- Practice interviewing skills – check out our interviewing guide and schedule a Mock Interview
- Send a Thank You letter for interviews
- **Accept a CO-OP position!**
- **Register CO-OP by ADD/DROP date for SPRING Semester** (or EARLIER!)

SUMMER CO-OP

START PROCESS-

At the beginning of the Spring Semester (prior to the Summer when you want to do a co-op) or EARLIER!

- Attend a CO-OP Informational Session
- Register on eRecruiting!
- Make an appointment with Career Services and fill out CO-OP Application
- Create/Update your resume and create a cover letter draft
- Follow up with Career Services to have your resume and cover letter draft reviewed.
- Research CO-OP positions on eRecruiting, via networking and employer research and through the Career Services office.
- Start applying for CO-OP positions (aim for at least 10 positions)
- Practice interviewing skills – check out our interviewing guide and schedule a Mock Interview
- Send a Thank You letter for interviews
- **Accept a CO-OP position!**
- **Register CO-OP by the end of the SPRING semester before the SUMMER**(or EARLIER!)

HOW CAN I BECOME A CO-OP STUDENT?

The Office of Career Services assists students with their efforts to locate and acquire the best CO-OP job opportunity that relates to your own individual career goals. The important thing to keep in mind is that you must allow enough time (approximately one semester) to secure an appropriate CO-OP job. CO-OP jobs are located throughout the state, but predominately in the regional geographic area. If you prefer a CO-OP job out of state, the professional staff can assist you.

If you meet all the requirements to be a CO-OP candidate as previously listed, then this is the right opportunity to jump start your career!

Here is a step-by-step process to become an outstanding CO-OP candidate:

1. ATTEND A CO-OP INFORMATION SESSION

It is strongly recommended that you attend the information session offered several times at the start of each semester. You will receive a thorough description of the CO-OP program and learn about all the benefits and opportunities afforded to you as a CO-OP student.

2. COMPLETE A CO-OP APPLICATION FORM

You can pick up a CO-OP application form at the Office of Career Services located on the second floor of the Alvin B. Wood Building. Telephone 465-4559.

3. PREPARE YOUR RESUME

A resume is required for all CO-OP candidates! Your resume is required in order to be officially enrolled in the CO-OP program. Resume workshops and resume review service are offered by the Career Services staff throughout the year. Handouts in both paper and electronic form, are also available to help you get started. When your resume is complete, post it to eRecruiting.

4. SCHEDULE A CO-OP APPOINTMENT

After you have completed the CO-OP application and resume, you need to make an appointment with a Career Counselor to officially enroll in the program. Bring your resume and application to this appointment!

5. CONSULT THE CO-OP JOB LISTINGS

An updated list of CO-OP jobs can be accessed through eRecruiting found on the Career Services website: <http://eastern.erecruiting.com>. You are responsible for applying to CO-OP job opportunities for which you are qualified. The Office will then forward your resume to the employer(s) listed on your CO-OP Submission Form. The majority of jobs on eRecruiting are established through the outreach efforts of the Career Services staff. Employers who call the Office of Career Services to list job opportunities are also encouraged to participate in the CO-OP program. Employers are asked to provide a specific job description, skills and special knowledge and experience needed, rate of pay, hours, etc. Remember, the CO-OP job search is competitive! The decision to hire a CO-OP applicant is determined on the basis of an interview with employers.

6. SUBMIT YOUR RESUME FOR ALL CO-OP JOBS

Submit multiple copies of your resume for any and all CO-OP jobs you wish to apply and note deadlines for application. Many employers make decisions months in advance to allow ample time to interview students. You should check your e-mail on a daily basis during peak recruiting periods

(October/November, March/April) as this will be often an employers primary method of communication. Employers will often leave word with the Office of Career Services if they cannot reach you directly!

7. SCHEDULE A MOCK INTERVIEW

The way to impress an employer is to be prepared! Good interviewing skills get the job! CO-OP candidates are strongly encouraged to schedule a mock interview through the Office of Career Services.

8. RESEARCH EMPLOYERS

Prior to a job interview, prepare yourself by researching the company or organization well in advance. Self-knowledge is also important – so be prepared to talk about you and your school and career interests during an interview. Interviewing tips and interactive InterviewStream technology are offered in the Office of Career Services.

9. THE CO-OP JOB HUNT

Employers will review resumes and make their decisions as to who to call for an interview, based on the student's qualifications and skills for the job. Employers will usually contact you directly for an interview at their site. During this peak job search time, **PLEASE READ YOUR E-MAIL ON A DAILY BASIS** for messages related to your CO-OP job search. Share any news about job interviews with the Office of Career Services staff as well!

10. THE CO-OP JOB OFFER

Tell the Career Services staff of any CO-OP job offers accepted! Once an offer is accepted, schedule an appointment with the Career Services staff to complete the ***required CO-OP registration forms to officially register your CO-OP job through the University***. The CO-OP Registration Form is necessary to keep you enrolled for the time period you are out on a CO-OP assignment. Certain student fees will continue to be charged to your semester ECSU fee bill; complete information about student fees, campus housing, sickness insurance and general financial aid information will be provided at this time. You will also receive information about: how your performance will be evaluated, site visits conducted by the Career Services staff, the role/responsibility of the CO-OP employer and job supervisor, and other job related issues.

11. CONGRATULATIONS – GOAL ACHIEVED!

The CO-OP experience will give you a substantial head start towards your career goals. Contact the Office of Career Services for assistance at any point during the CO-OP process.

PARTIAL LIST OF CO-OP EMPLOYERS

A.M.S. Service Inc.	Lexmark International Inc.	The Gap, Inc.
Advest, Inc.	Little Brown & Co., Inc.	The Glenholme School
Aetna Life & Casualty	Loctite Corporation	The Hartford
Aetna Retirement Services	Mass Mutual	The Hartford Financial Serv.
Aetna/US Healthcare	McDonald's Corporation	The Hartford Life Insurance
Aldin Associates	Metropolitan Life Insurance	The Hartford Steam Boiler
American Express Financial	Micro Warehouse, Inc.	The Marmax Group
American Skandia	Minolta Business Systems	The Torrington Company
Bayer, Pharmaceutical	Mitz & Hoke	Tournament Players Club
Bell Atlantic	Mortgage Lenders Network	Travelers Indemnity Company
BIC Corporation	Mycoscience	Travlers Property Casualty
BJ's Wholesale Club	New York Life Insurance	TRC Environmental
Blue Cross & Blue Shield	Northeast Utilities	U.S. Environmental Prot.
Blum Shapiro	Norwich Bulletin	U.S. Fish & Wildlife Service
Bristol Meyers Squibb Company	Open Solutions	U.S. Surgical Corp.
C & M Corporation	Olympia Sports	UC Lending
Charter Communications	Orion Capital Companies	Unilever
Connecticut Women's	Otis Elevator	VH-1
Education and League Fund	People's Bank	Walgreens
CIGNA Corp.	Pepe & Hazard	Walt Disney World
Computer Sciences Corporation	Pfizer Central Research	Webster Financial
State of CT, Public Auditors	Phoenix Home Life	Xsellense, Inc
CVS	Pitney Bowes	
Deloitte & Touche	Pratt & Whitney	
DiSanto, Bertoline and Co.	Premier Laboratory	
Electronic Data Systems	Price Waterhouse Coopers	
EMC ²	Prolink Software	
Enterprise Rent-a-Car	Radio Shack	
Ernst & Young, LLP	Red Bull N. America	
ESPN, Inc.	SAI Systems	
Fastenal Company	Savings Bank of Manchester	
Fidelity Investments	Scan-Optics	
Fitlinxx	Seamen's	
Fleet Bank	Sears	
Frito-Lay, Inc.	Seton Identification Products	
General Electric Company	Sherwin Williams	
Hallmark Cards	Shire Corporation	
Hamilton Sundstrand	Sikorsky Aircraft Corporation	
Healthtrax International	Six Flags	
IBM	Smith Kline Beecham	
IKON Office Solutions	SNET	
John Hancock	Soil & Environmental Serv.	
Johnson & Johnson	Sprint PCS	
Keane, Inc.	Stanley Access Technologies	
KPMG Peat Marwick	Stanley Works	
Lego Systems, Inc.	State Farm Insurance	
	Stop & Shop	
	The Day	

