

CONNECT WITH CO-OP

CAREER & EXPERIENTIAL EDUCATION CENTER



MOUNT ST. JOSEPH
UNIVERSITY

WELCOME TO MOUNT ST. JOSEPH UNIVERSITY

Mount St. Joseph University delivers high-quality academics, hands-on experiential learning and personalized attention from dedicated faculty and staff. We consistently live a culture of ethics and service in everything we do.

A Mount education is based on an interdisciplinary liberal arts and professional curricula emphasizing values, integrity and social responsibility.

The Mount prepares students to be critical thinkers, skilled communicators and effective professionals, and yet we've long recognized that there's more to life than career. It's also about being productive citizens and ethical leaders ready, willing and able to contribute to the greater good.

Inspiring students to lead meaningful lives; that's what we mean when we say, it's about something much bigger than any of us.

MISSION: Mount St. Joseph University is a Catholic academic community grounded in the spiritual values and vision of its founders, the Sisters of Charity. The University educates its students through interdisciplinary liberal arts and professional curricula emphasizing values, integrity and social responsibility.

MEMBERS OF THE MOUNT COMMUNITY EMBRACE:

- « Excellence in academic endeavors
- « The integration of life and learning
- « Respect and concern for all persons
- « Diversity of cultures and beliefs
- « Service to others





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CAREER & EXPERIENTIAL EDUCATION CENTER

As a partner to students, alumni and the community, the Career & Experiential Education Center (CEEC) provides breadth and depth to the learning experiences available at the Mount. The CEEC provides career preparation, professional development, personal growth, and service to the community with experiential learning as the key component. Students are

encouraged to integrate learning outcomes with experiences through cooperative education and service learning. CEEC offers a variety of resources and opportunities for students in the areas of Career Development, Cooperative Education, Service Learning, the Talent Opportunity Program, and Prior Learning Assessment.

CEEC MISSION: At the Career & Experiential Education Center, we empower and educate students and alumni to achieve fulfilling lives and successful careers through career development and experiential opportunities.

VISION:

The Career & Experiential Education Center envisions all students graduating career ready with an instilled sense of community.

CORE VALUES:

The Career & Experiential Education Center values:

- « Integration of life and learning
- « Career readiness
- « Service and community engagement
- « Reflection and self-awareness
- « Collaborative and transformative partnerships
- « Diversity and inclusion



COOPERATIVE EDUCATION

WHAT IS CO-OP?

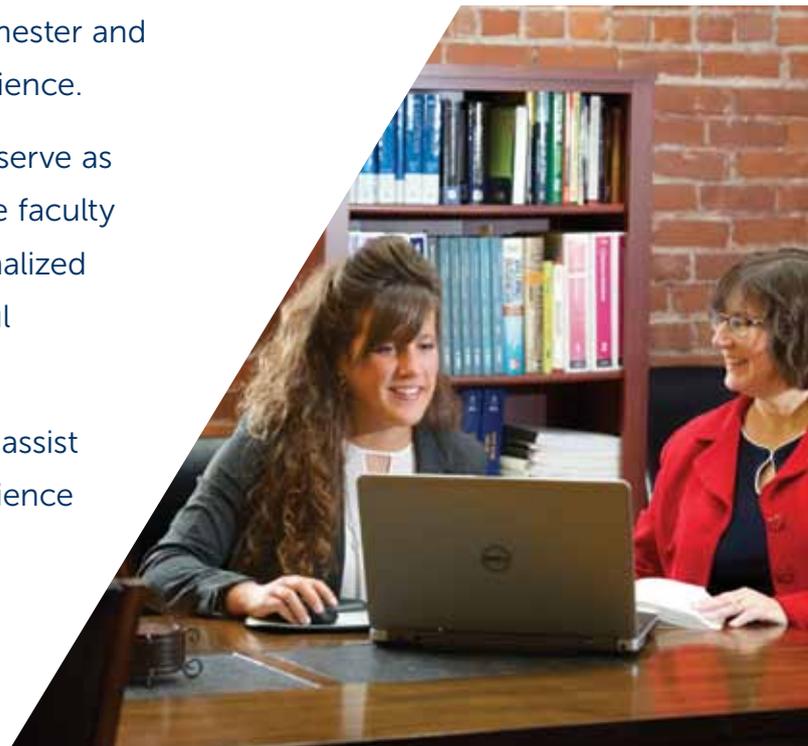
Cooperative education (co-op) is a professional work experience designed to complement the student's major or career path.

THE MOUNT CO-OP PROGRAM

With over 30 years of experience in co-op, we have the expertise to connect employers with our talented students.

WHAT MAKES THE MOUNT'S CO-OP PROGRAM UNIQUE?

- « Co-op is available to undergraduate students from all majors.
- « Students may co-op with an employer one semester or multiple semesters, depending on employer need and student availability.
- « Students are available to work in a part-time or full-time position. Typically, students work part time during the fall and spring semesters and full time during the summer semester. This allows students to still graduate in four years.
- « Students are required to register for co-op each semester and receive zero to three academic credits for the experience.
- « A co-op coordinator is assigned to each student to serve as a liaison between the employer, the student, and the faculty coordinator. The co-op coordinator provides personalized assistance to each constituent to ensure a successful co-op experience.
- « A faculty coordinator is assigned to each student to assist in connecting classroom learning to the work experience and to complete a co-op site visit.



"We have been very impressed with how the co-op process at the Mount has met our hiring needs. The students have exhibited a strong work ethic and are eager to learn."

- Diana Veid, CPA/ABV, CVA, Veid & Veid, Owner



CO-OP HIRING PROCESS

GETTING STARTED

As a co-op employer, you will work directly with a co-op coordinator to receive individualized and prompt attention. Employers are encouraged to contact the Career & Experiential Education Center to meet in person to discuss the Mount Co-op Program and hiring needs. We will help you develop your recruitment strategy, connect you with students, and market your positions.

POST YOUR EMPLOYMENT OPPORTUNITIES ELECTRONICALLY

What is MountConnect?

MountConnect is the Career & Experiential Education Center's online career database, which connects students and alumni to employers. Through MountConnect, students and alumni can post their resumes for employers to review and search for available positions posted by employers. MountConnect is a great tool to stay connected with the Career & Experiential Education Center. For additional information, please review the MountConnect Employer Guide, located in the back pocket.

SELECTING A CANDIDATE

Selecting a candidate should occur as if you were hiring a full-time/part-time employee. This process should not be any different than a normal hiring process for your organization. Students should be contacted directly to schedule an interview time. If an employer has several students to interview, the opportunity to interview on-campus can be arranged.

The employer should:

- « Review resumes of eligible students
- « Conduct interviews of qualified candidates
- « Extend an offer
- « Hire a co-op

THE HIRING DECISION

After you have interviewed the candidates, an offer is extended to the chosen candidate. It is important that the employer informs the co-op coordinator of the hiring decision and details of the position.



“My co-op experience has enabled me to gain a lot of knowledge and experience in the clinical setting. I have learned so much about teamwork and collaboration in order to provide quality patient-centered care on my unit. It has enabled me to put my values of service, compassion, and excellence to use. This experience has made me realize that this is truly the field I belong in.”

Carly Ruwan, Nursing Co-op

CO-OP ON-BOARDING

Students need to be introduced to the position and the organization on the first day of the job. The following on-boarding checklist is intended to assist you in familiarizing the co-op to your organization.

ON-BOARDING CHECKLIST

PRE-ARRIVAL

- Establish student communication procedures
- Confirm start date of employment
- Provide hiring documents required from the co-op
- Define parking information
- Communicate dress code policies
- Confirm work schedule
- Explain lunch/break policies and facilities

INTERNAL PROCESS

- Add the co-op to the payroll
- Assign supervisor/mentor
- Determine the organization's co-op program goals
- Define and discuss tasks, responsibilities and learning objectives of the co-op
- Set up access to building/department
- Prepare work station with necessary equipment
- Set up email, computer passwords, and permissions
- Announce to the organization the hiring and start date of the new co-op student

ACCLIMATION TO THE ORGANIZATION

- Welcome and staff introductions
- Tour the facilities
- Present an overview of the job and initial assignments
- Reiterate work schedule and expectations
- Schedule regular meetings between student and supervisor/mentor to discuss job performance, new initiatives, expectations and challenges
- Review policies and procedures
- Discuss payroll procedures
- Discuss tardiness and absence implications
- Communicate email/texting/telephone/internet policies
- Explain holidays/vacations/inclement weather and emergency policies
- Provide employee handbook



BEST PRACTICES FOR CO-OP SUPERVISION

Each co-op should have a designated supervisor/mentor who oversees the student's performance and progress. Utilizing the following best practices ensures quality work performance and productivity in order for the student to successfully contribute to the organization.

Communicate with co-op regularly – Formal feedback is best achieved through weekly one-on-one check-in meetings. Frequent communication and collaboration on learning objectives and work assignments is essential to enhance professional growth and responsibility.

Collaborate with student to establish work-related learning objectives – Arrange an on-boarding meeting. Establish expectations and role responsibilities, so everyone is on the same page. Providing a student with an employee handbook can help the student understand the policies, procedures and culture of the organization.

Be accessible for questions and guidance – Assist co-op with any questions or concerns. If the supervisor is absent or unavailable, it is important that an alternate staff member be designated for the co-op to contact.

Establish and assess work responsibilities – Co-ops should be assigned tasks and projects related to their major, which are challenging and valuable to the department/organization. These responsibilities and assignments should be clearly defined prior to the start of the co-op assignment. Work responsibilities should be assessed regularly and adjusted when appropriate.

Encourage team involvement – Allow time for co-op to network with other employees in the organization and attend professional development events or company volunteer activities.

STUDENT ASSIGNMENTS

Co-op students are required to complete the following assignments to earn a passing grade for the co-op course:

Co-op Confirmation – The student develops learning objectives related to the relevance of the co-op experience to their academic major and future career goals.

Pre Co-op Assessment – The student completes an initial skills assessment to establish a baseline prior to their co-op semester.

Post Co-op Assessment – The student completes a post skills assessment to reflect and assess their progress and determine the outcomes of their co-op experience.

Site Visit – The student coordinates a 20-30 minute meeting between the student, supervisor and faculty coordinator to discuss the student's performance. This meeting takes place at the work site.





SUPERVISOR RESPONSIBILITIES

Co-op supervisors provide coaching and mentorship to the co-op, assisting in the professional development and learning process.

Supervisors are responsible for the following:

Approve student's "Co-op Confirmation" – The "Co-op Confirmation" is sent electronically to the supervisor. The employer reviews and approves the student's learning objectives.

Complete a performance evaluation – The co-op employee evaluation is emailed to the supervisor. This evaluation enables the supervisor to assess the student's performance and provide feedback to the student. The supervisor is encouraged to discuss the evaluation and the student's strengths and areas of improvement.

Participate in a faculty site visit – The student coordinates a 20-30 minute meeting with the supervisor and the assigned faculty coordinator. This meeting is an opportunity for all parties to discuss the student's co-op experience, progress made by the student and the relevance of the experience to the student's classroom learning and career path.

"The University does an excellent job preparing their students through a multitude of networking events; such as Mock Interviews, Career Fairs, and Connect to Your Future, to name a few."

Lori Rolfes
Senior Project Accountant
Messer Construction

Contact a co-op coordinator,
if there are questions or concerns regarding the student's performance as soon as a situation arises.



"The students from MSJ have been an asset to our Lab for many years. They have worked on projects that have been presented at scientific meetings that are local, regional and even national and international. I have found students from the Mount to be trustworthy, honest, hardworking, competent and dedicated to doing a good job. The MSJ students are a pleasure to work with because of their high goals and ideals and their determination to succeed academically."

Julia H. Carter, PhD.
President
Wood Hudson Cancer Research Laboratory



FREQUENTLY ASKED QUESTIONS

WHAT'S THE DIFFERENCE BETWEEN CO-OPS AND INTERNSHIPS?

Co-ops and internships are often used interchangeably and defined differently by institutions and employers. As long as a position meets the co-op criteria at the Mount, the work experience can be considered co-op, if approved by the co-op coordinator and the employer.

CO-OP VS. INTERNSHIP AT THE MOUNT

- « Co-op is centralized in the CEEC for all majors.
- « Co-ops often work multiple semesters.
- « Most co-ops work part-time during the academic year, while enrolled in a full course load to ensure on-time graduation.
- « Often, Mount co-ops work full time during the summer.
- « Internships are overseen by academic departments.
- « In most cases, internships are one semester or a required number of hours.

WHY SHOULD I CONSIDER HIRING A CO-OP?

- « Gain an enthusiastic employee who is eager to learn.
- « Allow your staff an opportunity to acquire supervisory experience.
- « Provide a cost-effective way to develop future leaders within your organization.
- « Exposure to cutting-edge skills that are being taught in the classroom.
- « Cultivate relationships with students and the Mount.
- « Develop a quality pipeline of talent.
- « Receive support and assistance from professional co-op staff.

WHAT ARE THE ELIGIBILITY REQUIREMENTS FOR A STUDENT TO PARTICIPATE IN CO-OP?

- « Be a sophomore or above with a declared major
- « Maintain a minimum cumulative GPA of 2.5
- « Be approved by the student's department chair
- « Successfully complete the Foundations of Professionalism course (CED 220)
- « Dedicate a minimum of 15 hours a week to the co-op position

WHEN SHOULD I START PLANNING?

By planning early, employers enhance their chances of choosing the best candidates. Co-op is available year round by academic semesters. Semesters are as follows: Fall semester-August through December, Winter/Spring semester-January through May, Summer semester-May through August. We will work with employers to accommodate their hiring needs. Make our career fairs a part of your planning process. This will provide you with a wide variety of potential candidates.

ARE CO-OPS PAID? WHAT IS THE TYPICAL PAY RATE OF A CO-OP?

Typically, co-ops are paid for their work experience. The rate of pay is determined by the employer. The pay rate varies between employer organizations and academic disciplines. Consult with a co-op coordinator to determine the current average pay rate for a co-op in a specific field. Wages earned during a co-op experience are ineligible for consideration in the calculation of an Unemployment Compensation claim based upon the Ohio Revised Code, Section 4141-5-05 Work Relief or Work Training Program Exclusion.

DO CO-OP STUDENTS RECEIVE ACADEMIC CREDIT FOR THEIR CO-OP EXPERIENCE?

Each student is required to register for their co-op experience at the beginning of each semester (fall, spring, and summer). A student may choose to register for 0-3 academic credits.

WHAT ARE ADDITIONAL WAYS TO ENGAGE WITH THE MOUNT COMMUNITY?

- « Career and co-op fairs
- « Classroom panels/discussions
- « Facilitate workshops on career related topics
- « Mock interviews/informational interviews
- « Sponsor on-campus events
- « Be a mentor





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Special thanks to:

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& co-ops