



Cooperative Education Program

Application for Business Majors



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Career Development Center
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One of the most dynamic concepts in post-secondary education today is Cooperative Education. Though there are many variations of this program, Cooperative Education is basically an arrangement of combining study and work leading to the Baccalaureate Degree. The Cooperative Education student intersperses on-campus academic preparation with off-campus actual job experience. To implement Cooperative Education, a partnership is formed between the employer, University and the student. Some of the advantages and benefits of this partnership are as follows:

As a Co-Op student you will:

- Add relevance to your education
- Earn an income that will help defray tuition cost
- Receive academic credit
- Gain practical work experience in a job related to your major
- Work with professionals in your career field
- Discover if your career choice matches your interest and abilities
- Find the transition from college to a work environment easier after graduation

Types of Cooperative Education Programs

There are two types of Cooperative Education programs at Bowie State University that you can participate in.

Parallel Co-Op is like a part-time job. The student goes to school full-time and works each semester.

Alternating Co-Op is when the student alternates semesters between full-time work and full-time study.

Eligibility Requirements for the Cooperative Education Program

To receive academic credits, you must:

- Have completed a minimum of 24 credit hours of college.
- Be a sophomore, junior, senior, or graduate student with a minimum cumulative 2.5 GPA on a 4.0 scale. If you are a transfer student, you must have a minimum of 24 credits.
- Have a job that is related to your academic discipline.

Application Process for the Cooperative Education Program

1. Pick up the Cooperative Education Program application from the Career Development Center.
2. Meet with your faculty advisor and/or department chair to discuss receiving academic credit for your work experience. In order for the faculty advisor and/or department chair to make a decision, you **MUST** bring the following documents with you to the initial meeting:
 - Copy of your unofficial transcript
 - Copy of your job description
 - Learning Contract (page 6 of this packet)
 - Cooperative Education Request for Credit form (page 8 of this packet)
3. Once your faculty advisor and/or department chair has determined that academic credit can be earned, they will complete and sign the Learning Contract and the Cooperative Education Request for Credit form.
4. You must submit all completed documents to the Cooperative Education Coordinator in the Career Development Center.
 - Copy of your job description
 - Learning Contract
 - Cooperative Education Request for Credit form
 - Copy of your current resume
 - Release of Transcript to Employer form
 - Employer Information Data Sheet

Please note: You must provide a copy of your position description to the Co-Op Coordinator and your Faculty Advisor, as well as, the Learning Contract, in order to receive academic credits.

5. You must register for the applicable cooperative education credits as indicated by your faculty advisor and/or department chair.



COOPERATIVE EDUCATION PROGRAM ADMISSION APPLICATION

Please Print Legibly

Date_____

PERSONAL DATA

Name_____ Student ID No_____

Email_____ Phone_____

Permanent Address_____

City_____ State_____ Zip_____

Campus Address_____

City_____ State_____ Zip_____

Major_____ Minor_____

U.S. Citizen: Yes No

Permanent Visa: Yes No

Military Service: Yes No Rank/Rating_____

Transfer Student? Yes No

Number of Transfer Hours_____ Bowie State Hours Completed_____ Overall GPA_____

Skills (clerical & computer):_____

Hobbies:_____

Which High School or College Subject Did You Enjoy Most_____

Which High School or College Subject Did You Enjoy Least_____

Career Goals_____

WORK PREFERENCE

Preferred Geographical Area for Work Site _____

Preferred Semester for Placement _____ Alternating Parallel
Semester / Year

Type of Work Experience Desired _____

Check one or more of the following occupations in which you are interested:

- Accounting
- Biology
- Chemistry (research lab)
- Computer Science
- Computer Technology
- Elementary Education
- English
- History
- Journalism/Communication
- Management
- Marketing
- MIS (Management Information Systems)
- Mathematics
- Physics
- Psychology/Counseling
- Sociology/Criminal Justice
- Other

WORK HISTORY (Non Cooperative Education)

Current Employer Name _____

Prior Work Experience

| Date | Company | Location | Position |
|------|---------|----------|----------|
|------|---------|----------|----------|

APPROVAL OF PARENT OR GUARDIAN:

All students under 18 years of age must have the approval of a parent or guardian when making application to the Cooperative Education Program.

Parent or Guardian Signature

Print Name

Street Addresses, City, State, Zip Code

Phone Number



LEARNING CONTRACT

Date _____

Student ID No. _____

Name _____
Last First Middle Initial

Training Period _____

Training Assignment _____

See attached position description

Employer _____

Supervisor Name _____ Title _____

Phone# _____ Email _____

Student Schedule: Days _____

Hours _____

Co-Op Credits in Major Yes No Free Elective Yes No

Learning objectives should be formulated by the student's faculty advisor. Objectives should be specific, measurable, personal, within the student's ability to accomplish, and in accordance with the curriculum. New learning objectives should be established for each semester co-op experience.

Learning Objectives

1. _____

2. _____

3. _____

(Use additional pages if necessary)

Training Assignment Evaluation

The student will demonstrate that he/she has achieved the objectives identified above by:

1. _____

2. _____

3. _____

(Use additional pages if necessary)

Student Signature _____ Date _____

Faculty Advisor Signature _____ Date _____

Department Chair Signature _____ Date _____

Co-Op Coordinator Signature _____ Date _____

Employer Signature _____ Date _____

Date completed _____ Semester applied _____

COOPERATIVE EDUCATION REQUEST FOR CREDIT FORM FOR BUSINESS MAJORS

This form must be completed and submitted to your advisor prior to commencing your cooperative education experience.

In order to receive business elective credit:

- (1) The cooperative education experience must be relevant to the department's academic requirements;
- (2) Prior to the commencement of a cooperative education experience, the employer must submit a letter indicating the student's position, start and end dates, supervisor, and a copy of the student's position description;
- (3) After the cooperative education experience has been completed the employer must submit an evaluation report confirming that the student has successfully completed the cooperative experience.
- (4) **No more than three (3) business credits will be granted for the cooperative education experience.**
- (5) **Accounting students cannot receive credit for the cooperative education experience.**

Name _____ Student ID# _____

Classification _____ Major _____ Telephone # _____

Street Address _____

State & Zip Code _____

Name of Cooperating Organization _____

Supervisor _____

Street Address _____

State & Zip Code _____

Job Title _____

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Department Chairperson Signature _____ Date _____

Co-Op Coordinator Signature _____ Date _____

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CO-OP EMPLOYER INFORMATION DATA SHEET

Student Name _____

Major _____

Employer _____

Address _____

Supervisor Name _____

Phone number () _____ - _____

Supervisor Email _____

Human Resource Director Name _____

Phone number () _____ - _____

HR Director Email _____

Job description or statement of duties:



Cooperative Education Program

RELEASE OF TRANSCRIPT TO EMPLOYER

I, _____ give the Career Development Center permission to release my transcripts to employer(s) for consideration of employment through the Cooperative Education Program.

Print Name

Signed Name

Date



CONFIDENTIAL FACULTY RECOMMENDATION

Dear _____:

I am registering with the Bowie State University Cooperative Education Program. I would very much appreciate a recommendation from you. Will you kindly complete this recommendation form and send it to Ms. Rosetta Price Coordinator, Cooperative Education Program, Bowie State University, 14000 Jericho Park Road, Bowie, Maryland 20715, as soon as possible.

| | |
|---------------|--------------|
| Student Name: | Date: |
| My major is : | My minor is: |

INSTRUCTIONS : Circle words that best describe the candidate. Omit any items where there is insufficient knowledge to make a reasonable degree of accuracy.

PERSONAL APPEARANCE:

excellent / satisfactory / bad first impression / appearance a handicap

PERSONALITY:

outstanding / very pleasing / average / slightly irritating / antagonistic / poor

COMMAND OF ENGLISH:

well-spoken/ deliberating/ weigh words/ at a loss/ ordinary for words/ limited vocabulary

SOCIAL MATURITY:

social / professional / mature for age / somewhat immature / immature

DISPOSITION:

enthusiastic / cheerful / reserved / apt to worry / pessimistic

COOPERATIVE:

works well with others / above average / works fairly well with others / works better alone / cannot work with others

LEADERSHIP:

natural leader / takes responsibility / seize opportunity / aggressive / has to be guided / always follows

JUDGEMENT:

exceptional / good common sense / dependable / fair / poor

RELIABILITY:

always on the job / usually on the job / ordinarily needs supervision / unreliable

INITIATIVE:

self-starter / usually seizes opportunities / starts under suggestion / needs prodding / passive and dependent

PHYSICAL ENERGY:

dynamic energy / energetic / average / lacking / sluggish

VOICE:

pleasing / agreeable / weak / loud / unpleasant

SCHOLARSHIP:

excellent / very good / good / fairly good / fair

REMARKS _____

SIGNATURE

DATE