Course Syllabus

COOP 100: Introduction to Cooperative Education

INSTRUCTORS

Cherena Walker, Executive Director, Stevens Career Center
Katherine O'Neill, Senior Career Coach
Joanne Christianson, Career and Talent Development Specialist
Christian Apostol, Peer Career Coach
Schedule a career coaching appointment on Handshake

DROP-IN OFFICE HOURS
No appointment needed
Stevens Career Center, Howe 6th floor
Meet with a Career Coach: Wednesdays from 3-5 pm and Fridays from 12-2 pm floor
Meet with a Co-op Peer Mentor: Wednesday 3-5 pm
*Evenings: Virtual Drop-In Hours available **only on March 5 and March 12** from 6:30-7:15 pm*

COURSE DESCRIPTION
This course is an introduction to the Co-op Program and provides an overview of the program requirements. This course is also an opportunity for students to create a resume, learn how to conduct a job search and learn interview strategies.
COOP 100 is required for any student interested in participating in the Co-op Program. Only students who register for the course, complete assignments, and meet the meet the eligibility requirements for the Co-op Program will be admitted to the program.

OBJECTIVES & OUTCOMES
As a result of this course, students will:
- Learn the Co-op Program guidelines for students and how to successfully complete the program.
- Have an approved resume ready to use for job applications.
- Learn to search for jobs and submit applications using various job portals.
- Learn how to interview for jobs and articulate skills and experiences.
- Learn about skills needed to be successful in the workplace.

After completing this course, students may apply to be admitted into the Co-op Program in Workday. Only students who meet all Co-op Program eligibility requirements, and complete all COOP 100 course assignments will be admitted into the Co-op Program.

ATTENDANCE POLICY
COOP 100 is a six-week course and students are required to attend all COOP 100 classes. COOP 100 is an online synchronous course taught live on Zoom, and no recordings will be provided. Students must Make-up classes are not available.

REQUIRED MATERIALS

Laptop or computer.

GRADING
COOP 100: Introduction to Cooperative Education is a PASS/FAIL, zero credit course. Students must successfully complete each assignment by the deadline to receive a passing grade. All assignments are designed to prepare the student to be successful in the Co-op Program.

REQUIRED ASSIGNMENTS

Review and Acknowledge Guidelines	Review and acknowledge the Co-op Program Student Participation Guidelines.	**On or before January 29, 2025**	**21%**
Submit a Resume	Upload your resume to Canvas	**On or before February 26, 2025**	**21%**
Submit an advisor approved Academic Plan	Meet with your Academic Advisor to create an Academic Plan that includes three job search semesters and three work semesters. Upload the Academic Plan that is approved by your academic advisor.	**On or before February 26, 2025**	**20%**
Submit your LinkedIn Profile Link	Upload a link to your active and updated LinkedIn profile	**On or before February 19, 2025**	**20%**
Class Attendance	Class attendance is required and will count towards your final grade.	**On or before May 7, 2025**	**18%**
Apply to the Co-op Program	Students confirm their intentions to apply to the Co-op Program in Canvas by February 28th. **Assuming all eligibility criteria is met, students can add the "Undergrad COOP" program of study in Workday between April 1- May 31, 2025. All submissions after 11:59 pm on May 31st will be denied.**	**On or before February 28, 2025**	**0%**
			100%

APPLYING AND GETTING ADMITTED TO THE CO-OP PROGRAM

Applying to the Co-op Program is optional. **However, only students who apply and meet all of the eligibility requirements will be considered for admission to the program. Assuming all eligibility criteria is met, students can add the "Undergrad COOP" program of study in Workday between April 1- May 31, 2025. All submissions after 11:59 pm on May 31st will be denied.**

COURSE WITHDRAWAL INFORMATION

The deadline to withdraw from this course is April 30, 2025, which is the date listed in the Stevens Academic Calendar. If a student withdraws from this course, the student will NOT be able to retake the COOP 100 course, apply or participate in the Co-op Program any time after the course withdrawal.