

Co-op Terminology

**CO-OP** enables undergraduate students to balance classroom theory with practical, hands-on experience prior to graduation. Students alternate classes with full-time employment through University-approved employers. Generally, students are on co-op for a six-month period (Fall/Winter or Spring/Summer), alternating with six months of classroom study. Cooperative education at Drexel is a degree requirement for most majors. Co-ops are available in the Philadelphia area, nationally and internationally.

**SCDC – Steinbright Career Development Center** (www.drexel.edu/scdc)

* Office that oversees co-op students and co-op employers as well as all additional career services
* Provides career services for graduating seniors and the companies who wish to hire them (Suite 250)
* Career counselors, pre-health advisors and pre-law advisors are available (Suite 250)
* Variety of career-oriented programming, including career fairs, networking events, employer information sessions
* Manages ‘Handshake,’ a job search resource tool found through student DrexelOne account
* **3201 Arch St., Suites 110 and Suite 250, 215-895-2185,** [**scdc@drexel.edu**](mailto:scdc@drexel.edu)

**Co-op Advisors**

* Staff members who help students navigate the co-op process , work with employers who hire students in their assigned majors (Suite 110)
* Different from COOP 101 instructors or academic advisors

**Co-op Cycle**

* Six-month time of year that you are scheduled to be on co-op, either fall/winter or spring/summer
* Cycle remains the same if doing multiple co-ops
* Some Westphal students have a Summer Only s

**SCDConline**

* Online system that facilitates the co-op process, one resource out of many available
* Includes “ES&P Archives,” where students can view prior co-op students’ evaluations of their positions

**Co-op Eligibility**

* Pass COOP 101 with a grade of C (minimum)
* Enrolled full-time (12 credits) for 2 terms prior to co-op
* No Holds on account; registered in co-op concentration

**To identify your co-op advisor and co-op cycle, log in to SCDConline:**

1. Log in to Drexel One
2. Select the “*Students”* tab then choose the *“Coop + Career Services” tab*
3. Look in the top left-hand corner of the screen to find your co-op advisor, his or her contact information, and link to schedule any appointments
4. Click on “Resume Development for Co-op” (in the center of the page). The yellow box that appears will include your co-op cycle information.