

MEMO TO: Students Interested in the Cooperative Education Course

FROM: M. Richard Dudkowski (585) 343-0055, Ext. 6390 or Ext. 6377  
Coordinator [mrdudkowski@genesee.edu](mailto:mrdudkowski@genesee.edu)

RE: Cooperative Education

This letter will answer some of the questions many students have about this unique learning experience. For more information, please feel free to contact me.

Ques.: WHAT IS CO-OP? (COOPERATIVE EDUCATION)

Ans. Co-op is an opportunity to gain “hands-on” work experience in an area related to your career program of study.

Ques.: IS THERE A PRE-REQUISITE?

Ans. Yes. You must have completed 24 credit hours with at least half in your major and a 2.0 overall QPI.

Ques.: CAN MY CURRENT JOB/EMPLOYER FULFILL MY CO-OP?

Ans. Yes, if it meets with your coordinator’s and employer’s approval and if it relates to your career goal.

Ques.: DO I HAVE TO COME TO CLASSES?

Ans. Initially, you must make an appointment with your coordinator and set-up additional modes of communication.

Ques.: WHAT PROJECT DO I HAVE TO COMPLETE?

Ans. A project table of contents/guidelines sheet will be given to you by your coordinator. You must keep a work journal/daily diary in addition to completing this assignment.

Ques.: HOW MANY HOURS DO I HAVE TO WORK?

Ans. You must complete a minimum of 150 hours unpaid or 240 hours paid on-the-job. They can be full or part-time hours.

Ques.: HOW MANY ACADEMIC CREDITS DO I EARN?

Ans. You will earn 3 credit hours for successfully completing all course requirements as specified in the course outline.

Ques.: WHAT IF I QUIT OR LOSE MY JOB?

Ans. You must COMMUNICATE with your coordinator! I know that things happen, but you must make an effort not to surprise me!

Ques.: WHAT TYPE OF EVALUATION IS USED?

Ans. Your boss/immediate supervisor will be contacted and asked to complete a brief, check-off type, evaluation sheet of your work performance. You will also be graded on your final project and your communication with your coordinator. Check the grading guidelines on the course outline for more specific information.

Ques.: DO I RECEIVE A GRADE FOR CO-OP?

Ans. An A through F grade is assigned at the end of the semester as per grading guidelines listed on the course outline.

Ques.: DOES THIS COURSE TRANSFER TO A 4 YEAR COLLEGE?

Ans. We have numerous articulation agreements with various colleges. The majority of colleges do accept co-op credit for transfer.

Ques.: WHAT SHOULD I BE DOING NOW?

Ans. You can start working on your internship now. If you would like a copy of the course outline and workbook, contact my secretary, Cheryl Young, at (585) 343-0055, Ext. 6377. If you leave a voice mail message, be certain to speak slowly and leave a phone number where she can reach you.

Ques.: WHAT IF I CAN'T FIND A JOB?

Ans. We will help to place you in a work experience that will be related to your career goal. Do not wait to notify me that you will need help finding a job. If you know now that you will need help, you best make an appointment with me as soon as possible.

Ques.: DO I HAVE TO KEEP A DAILY JOURNAL IN A NOTEBOOK?

Ans. No. You can summarize your work by completing a weekly work summary sheet or you can write a journal using regular paper.

Ques.: WHEN DOES MY EMPLOYER EVALUATE ME, AND HOW IS THIS DONE?

Ans. You should notify me when you are halfway through your co-op hours. I will mail the evaluation form to your employer when you are almost completed with your hours with a self-addressed stamped return envelope (evaluation form attached only for your information).

IF YOU HAVE ADDITIONAL QUESTIONS OR CONCERNS, CONTACT MY SECRETARY, CHERYL YOUNG AT (585) 343-0055, EXT. 6377. MY OFFICE IS LOCATED IN THE MATH/SCIENCE SUITE, 3<sup>rd</sup> FLOOR, SECTION D IN THE MAIN BUILDING.



	Very Good		Satisfactory		Needs Improvement		Not Applicable
	6	5	4	3	2	1	
<b>Office Procedures:</b>							
Telephone Skills							
Client Relations							
Office Etiquette							
Typing Ability							
Ability to Use Computer							

What has been the student's greatest strength?

What area does the student need to work on?

Other Comments:

Based on the above, what is your rating of the student's overall performance?

- |                                      |                                                              |
|--------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Outstanding | – Performance is exceptional.                                |
| <input type="checkbox"/> Excellent   | – Performance exceeds normal requirements.                   |
| <input type="checkbox"/> Good        | – Performance is satisfactory, fulfills normal requirements. |
| <input type="checkbox"/> Fair        | – Performance shows need for improvement.                    |
| <input type="checkbox"/> Low         | – Performance does not meet acceptable standards.            |

If you were to give this student a grade for his/her performance, what would it be? \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature/Date

Discussed with student \_\_\_\_\_  
Not discussed with student \_\_\_\_\_