CREATING A CO-OP PROGRAM

EMPLOYER POLICY

The most common question asked by employers is “what do I need to do?” This document is an attempt to answer this question and to establish a basis of understanding that will ensure a rewarding experience for both students and employers.

A successful and optimal co-op experience takes place when the University, the Employer, and the Student work together for the mutual satisfaction of each participant. Students are required to sign a Student Policy in which they agree to the standards of the Case Co-op Program, and below are the guidelines for Employers who wish to participate with the Case Co-op Program.

1. SEEK COMPANY SUPPORT
Seek support from your colleagues, Human Resource Department, and from the managers and leaders in your organization to ensure a successful Cooperative Education Program.

2. CREATE A JOB DESCRIPTION
Develop work assignments and job descriptions that are meaningful and challenging for the student. A good job description will show a series of progressive projects and responsibilities related to the student’s interests and course work, which allows the student to make a valuable contribution to your organization. The Case Co-op Program is an educational program which requires proper use of the students who will be employed. Case students are accustomed to rigorous learning and challenge, and are prepared to work hard and help you achieve your goals. To review a sample job description, refer to the link on our web page.

3. IDENTIFY A SUPERVISOR AND/OR MENTOR FOR THE CO-OP STUDENT
Co-op students do their best work when they are properly mentored and supervised. Seek out people who have the interest and talent for working with students, and who are willing to put in the extra time. Initially, as with any new employee, the student will need regular meetings, training, and feedback, but eventually the student will be able to work both independently and with teams to accomplish the work in an efficient and professional manner. Refer to Mentoring a Co-op Student.

4. MAINTAIN GOOD COMMUNICATION WITH THE STUDENT
Before you conclude the interview session, let the students know when they can expect to hear from you regarding their status. Students really appreciate timely communication. A long absence in communication and not knowing the status of their candidacy can be regarded as a negative company trait. Just as employers look for professional communication from students, students likewise are looking for the same professionalism. A first “good impression” is essential for both students and employers.