



Co-op Information

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Drop-in hours: **Mon:** 3-4pm **Tues:** 2-3pm & 5-7pm

Wed: 9-10am **Thurs:** 1-2pm **Fri:** 11am-noon

<http://www.facebook.com/drexel.scdc>

<http://twitter.com/DrexelSCDC>

Coursework - COOP 101 Requirements

- The Steinbright Career Development Center (SCDC) offers a mandatory class for all co-op students which provides the tools necessary to participate and succeed in Drexel University's Co-operative Education Program.
- This class is designed to enhance resume-building skills, interviewing techniques, job-search strategies and methods in navigating the web-based system, SCDCOnline.
- All students must satisfactorily pass this required course before they can participate in any part of the co-op process. Please see COOP 101 policies for further information.

Pre-Registration Session

- The final step to be eligible for the co-op job search process is to attend a pre-registration session. During this meeting, students' eligibility and resumes will be reviewed. Once eligibility has been confirmed, coordinators will allow students to search for co-op jobs. Pre-registration sessions are held two terms prior to co-op, primarily during the months of October and April.

Job Search

- Decisions regarding co-op positions must take into account the long-term objectives of students. Although the student's interest is paramount, co-op cannot be completely tailored for each individual. The Steinbright Career Development Center (SCDC) will make every effort to find sufficient

opportunities for co-op experiences for students, but the University cannot make any guarantee of employment. As a result, students are strongly encouraged to conduct a job search concurrent with their application to positions offered through SCDC online.

- The employment process is competitive and academic performance, skills, motivation, maturity, attitude, and employment potential will determine whether a student is offered a job. If a student is not employed through the online interviewing process, the SCDC will assist the student in a continuing job search. Students are required to maintain weekly contact with their coordinator until a position is secured. Failure to obtain work authorization status or co-op employment does not entitle a student to a change of status, change of co-op cycle, refund, or adjustment of tuition and fee charges.

Enrollment Requirements

- To be eligible for co-op, the student must be a full-time student, making academic progress, in a cooperative education concentration. The student must also accumulate a total of 24 credits over the two (2) terms prior to their scheduled co-op terms*.

*Freshmen assigned to the fall/winter co-op cycle of their sophomore year are the exception since they are on vacation the summer term just prior to their first co-op cycle.

Work Authorization for International Students

- Students with F1 and J1 visas – Students with these visas must obtain proper work authorization BEFORE each co-op position/assignment. Students with other visas (not F1 or J1) – Eligibility to work needs to be established by ISSS (International Students and Scholars Services) prior to being assigned a co-op cycle. Students with an EAD (Employment Authorization Document) – EAD needs to be current and a

copy presented to co-op coordinator. Resident Aliens (green card holders) – There are no special requirements for students with this immigration status.

Classes on Co-op

- Students may have the opportunity to take a class while they are on Co-op. However, they should talk to both their academic advisor and to Lisa Sydney, their Co-op Coordinator, to see if they are eligible.

So what should my expectation of co-op and the co-op job search be?

Students should expect that the search is going to involve a lot of work on their part to secure a position that will give them valuable, practical skills. Students should expect that the SCDC will work diligently to present opportunities to students but that ultimately the students' own motivation, resume, interviewing skills and position desired along with other factors, will determine the success of their search.

Am I going to get a job?

The SCDC does not guarantee that students will get a co-op. There are several opportunities made available to students to get a co-op, however in a small number of cases students do not find a job. The SCDC staff will work very closely with those students to identify ways to secure employment. In the event that a student does not find a job, there is a tool in place to allow for students to still receive co-op credit.

What can I do to enhance my job search?

There are several things you can do to enhance your job search. Consider:

- Using the career library resources (pursuing an independent search)
- Networking with friends, families, former employers, teachers and everyone else you know to look for employment
- Search the internet for specific companies as well as job search sites like Monster, Career Builder, Campus Philly, OpportunityNOCS.org, etc.

- Attend on-campus info seminars/workshops sponsored by your college, the library, and the SCDC

What support does SCDC/Drexel offer?

The SCDC offers a variety of workshops, career fairs, career counseling, and one-on-one meetings to help students identify, secure, and make the most of their co-op.

Can I co-op abroad?

Students are encouraged to consider co-op abroad. Stipends may be available to qualifying students. If you are interested, please contact Susan Braun, skb32@drexel.edu.

What are average co-op salaries for students?

You can find average salaries for most majors on the front page of our website: <http://www.drexel.edu/scdc/employers/coop-recruiting/salary-guide.html>. If your major isn't on the page contact your coordinator.

What do employers focus more on: your resume or your interviewing skills?

Both resumes and good interviewing skills are equally important. Resumes might get students interviews but it is also important to have good interviewing skills to potentially secure the job. We encourage students to do mock interviews with their coordinators to improve your interviewing skills.