

Cooperative Education Employer Guidelines

The Science, Mathematics and Engineering Co-op program creates a partnership between employer, student, and Sinclair Community College. Employers are the key link that makes the program successful.

Employer responsibilities and expectations:

- To show a strong commitment to the cooperative education philosophy.
- To accept the principle that the work experience aspect is indeed an extension of learning.
- To train students in areas of competency essential to their success, as well as the future employment needs of the organization.
- To provide the Science, Mathematics and Engineering Co-op Office with a written job description which enables a good match between student and skills/requirements. (Job description should include hours, rate of pay, and a starting date.)
- To review all student resumes sent by the Science, Mathematics and Engineering Co-op Office for possible interview of candidates. Appointments to interview students may be set up with the student directly or employers may call the Science, Mathematics and Engineering Co-op Office for assistance.
- To inform the Science, Mathematics and Engineering Co-op Office when a student has accepted an offer, the student rate of pay, and the starting date.
- To support the college by checking if the student is registered to earn college credit for the Sinclair co-op experience.
- To assign a designated supervisor who understands and is supportive of the Science, Mathematics and Engineering co-op program.
- To treat the Sinclair co-op student you hire as your employee and under your supervision in the performance of their job responsibilities. To expect the student to meet your standards of quality, loyalty, confidentiality, and appearance.
- To expect the student to work as scheduled and to observe only company holidays, not those holidays observed by the college.
- To provide student employment for at least the minimum number of hours throughout the academic term.
- To evaluate the Sinclair co-op student during the academic term using the form provided by the Science, Mathematics and Engineering Co-op Office.
- To allow a Science, Mathematics and Engineering Faculty/Mentor to make an on-site visit during the academic term to monitor the student's progress.
- To honor the employee agreement for a full quarter providing the Sinclair co-op student meets all job requirements.
- To inform the Science, Mathematics and Engineering Co-op Office during the academic term if the student will be expected to return for another co-op term.
- To maintain the Sinclair co-op position in order that future Sinclair students will have an opportunity to work with your organization.

To establish a co-op program with a student already employed, please contact Sinclair's Science, Mathematics and Engineering Co-op Office at (937) 512-2508.