



EMPLOYER GUIDELINES FOR COOPERATIVE EDUCATION PROGRAM

PROGRAM OVERVIEW

The Villanova School of Business (VSB) is committed to providing a world-class business education complemented by appropriate experiential learning through internships and cooperative education programs (CoOps) in the business community. VSB engages in CoOp relationships with organizations committed to participating in the School's strategic initiatives.

The CoOp Program is designed to be mutually beneficial to the employer and VSB students. A CoOp employer is provided with direct access to well-prepared students (typically Juniors) who can deliver high quality work; additionally, the CoOp experience allows the employer to develop a potential full-time hiring source. Students participating in CoOps experience complete immersion in a professional work environment. The hands-on application of classroom theory provides valuable insight into career interests, professional aspirations and personal values, thus helping students crystallize goals and focus on future plans.

A CoOp is a six month full-time paid work experience sufficiently rigorous so as to earn academic credit, endorsed by the VSB and Faculty Chair(s) of the appropriate academic area(s). The work content mirrors that of a full-time professional employed by the sponsoring organization. VSB CoOps are administered through the O'Donnell Center for Professional Development.

CoOps are offered during two timeframes: fall (July – December) and spring (January – June). Students earn six academic credits for successful completion of a CoOp experience. The VSB CoOp program is designed so that students maintain full-time status, thus continuing eligibility for insurance coverage, scholarships and campus housing, and remain on track to graduate in four years by completing coursework (missed while working as a CoOp) before, during and after the CoOp assignment.

APPROVAL PROCESS

To be considered for participation in the VSB CoOp Program, the employer must provide the following to VSB's O'Donnell Center:

- 1) **Letter of Intent** – explaining organization's desire to partner with the VSB
- 2) **Company Profile** – a one-page document to include an overview of the organization, products/services offered, examples of clients, etc.; this could include referral to company website for more information
- 3) **CoOp Description** – to include the following information:
 - Specific responsibilities and duties required of the CoOp student
 - Skills and competencies the CoOp student will gain through the experience
 - Nature of the CoOp (i.e., project-or task-based)
 - Roles and relationships that exist in the workplace (i.e. type/quantity of supervision/mentoring)
 - Professional development provided through the CoOp
 - Preferred qualifications (e.g., class year(s), major(s), minimum GPA, skills, courses, etc.)
 - Compensation arrangements
 - Housing accommodations (if appropriate)
 - Full-time hire opportunities

Letter of Intent, Company Profile, and CoOp Description will be evaluated by VSB's O'Donnell Center for Professional Development staff and appropriate VSB Faculty for credit approval. O'Donnell Center staff will notify employer of approval status.

CoOp STUDENT'S ACADEMIC REQUIREMENTS

Villanova business students participating in a CoOp for academic credit must complete the following requirements:

- **Time** – CoOp students are required to work full-time over the course of a six month period. (Fall CoOp: July-December; Spring CoOp: January-June)
- **Learning Objectives** – CoOp student will establish, in conjunction with Supervisor, 3-4 Learning Objectives as a means of focusing his/her CoOp experience. CoOp student will complete a Learning Objectives form (to be initialed by student and Supervisor) and submit it via Blackboard within the first two weeks of beginning the CoOp experience.
- **Daily Activity Log** - CoOp student will maintain a Daily Activity Log in which he/she will record the dates worked, the number of hours completed, the nature of projects, tasks, responsibilities, etc., and the relationship of activities to the Learning Objectives. The Log will be initialed by the CoOp Supervisor on regular basis (i.e., once a week).
- **Final Paper** - CoOp is required to complete a 10-12 page paper documenting:
 1. Nature of the CoOp work (i.e., projects, assignments, responsibilities, etc.)
 2. Process of meeting Learning Objectives
 3. Relationship of CoOp experience to academic coursework
 4. Insights gained in regard to industry, profession, leadership styles, etc.
 5. Possible professional opportunities and impact on student's career interests
 6. Appendices may be attached that are outputs of work completed during CoOp
- **Evaluation** – CoOp student will complete a Student Evaluation of the CoOp experience, including assessment of work load, quality of supervision, professional development and the overall quality of the CoOp experience.
- **Submission Deadlines** - CoOp student is required to submit Daily Activity Log, Final Paper and Student Evaluation through Blackboard. Submission deadline for Fall CoOp: December 1 and for Spring CoOp: May 1.

SUPERVISOR'S RESPONSIBILITIES

The designated CoOp Supervisor within the employing organization agrees to:

- Provide CoOp student with an overview of the organization and its industry, as well as its operation and management issues
- Assist CoOp student in identifying 3-4 Learning Objectives and initial Learning Objectives form (within the first two weeks of the internship); guide CoOp in focusing daily activities and projects on accomplishing established objectives
- Set clear performance expectations for the CoOp student
- Provide regular supervision and act as a mentor to the CoOp student
- Monitor and initial CoOp student's Daily Activity Log on a weekly basis as a means of ensuring the quality of the CoOp experience
- Respond to regular communication from the ODC Associate Director of Experiential Education & Employer Outreach; notify Associate Director, in a timely manner, if CoOp student performance issues arise
- Complete and submit to the O'Donnell Center an Employer Evaluation at conclusion of the CoOp assignment.

VSU O'Donnell Center for Professional Development

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