# POLICY AND PROCEDURES

## Governing the Certification of Jobs Currently Held by Students as Cooperative Education Placements at West Virginia State University

## POLICY

For a position held by a student to be certified as a Cooperative Education placement, and therefore to be eligible for the awarding of university credit, the following criteria must be met:

1. The student must satisfy all program admission requirements.
2. The student must complete the application process.
3. The employer must meet each of the criteria for employer participation.
4. The position must be directly related to the student's academic study or career goals.
5. New skills and knowledge to be acquired by the student during the period of the Cooperative Education placement must be identified.

## PROCEDURES

1. The student should review the program admission requirements to insure that he/she satisfies all requirements. If the student meets the requirements, he/she should initiate application procedures.

2. The student should make arrangements to discuss with his/her employer the goals of the program and the information outlined in the Co-op Student Handbook.

3. If the employer indicates a willingness to participate, the student should contact the Career Services/Co-op Office so that arrangements can be made to visit the employer. The purpose of this visit is to: (1) advise the employer of what is required in a placement and to give them the Employer and Supervisor Handbooks; and (2) determine the applicability of the student's proposed work assignment to his/her academic program and the "NEW" learning.

4. After meeting with the employer, the Career Services/Co-op Office will advise both the student and the employer whether the proposed Co-op placement has been approved.