

Potential Co-op Students Handout
Coordinators: Mr. Fitch BEM, Dr. Thieme CMS, & Dr. Hansen (JOU/PUB)

If you are interested in the co-op program – here are some important facts:

Info about Co-op- (www.coop.eku.edu):

- Co-op is reserved for **Juniors** in the department w/ 60 hours or more completed
- Co-op should help a student **tie** the work experience to his/her academic classes
- Co-op is **not** a “shadowing” experience – that should be done for a 1-2 day period to see if a job/experience is something a student is interested in
- The co-op student **should** bring some skills/experience to the job – it is not just a “learning” experience – the student should bring something of value to the employer (skills, knowledge)
- Eighty (**80**) hours of actual work equal one (**1**) hour of co-op credit – the # of credit hours cannot be changed after the initial # of hours are set for a given semester (unless there are extenuating circumstances)
- Co-op is a **graded** experience – the grade is based in large part on the employer’s evaluation of the student
- Students must work the **entire** semester to get co-op credit
- Students **cannot** count hrs worked in one semester in another semester – all co-op hours must occur in the semester credit is given (there are about 1-2 weeks on either side of the semester that can be counted as well)
- Students do represent the department and the university in co-op and must behave accordingly
- To create your EKU Co-op Connection Account, please go to:
www.myinterfase.com/eku.studet

If you had a PlacePro account through Co-op in a previous semester/year **you will not need to set up a new account**

Simply use the same PlacePro login and password in EKU Co-op Connection.

Click Resource Library to view/print your course outline.

Follow Instructions in the course outline to complete assignments.

Username:

Password:

For questions please contact Co-op at:

Coop@eku.edu

859-622-1396