STEPS & REQUIREMENTS TO A SUCCESSFUL CO-OP

Cooperative Education experiences help turn today’s student into tomorrow’s skilled employee

- Be admitted in an A.S. or Certificate Program
- Have already earned 12 hours of college credit
- Have at least a 2.5 grade point average and maintain the average throughout your co-op
- Schedule an appointment with the Work Experience Coordinator for the completion of required paperwork, placement referrals and course registration-section assignment. Cooperative Education program forms are available in the Work-Based Learning Department Office, ATC- Room 104 L and online http://www.daytonastate.edu/comp_sci/coop_forms.html
- Co-op-internship placements should be related to your program of study. If you are currently working in field that job may qualify for coop. Employers are encouraged to pay students. Not all co-ops are paid

YOU ARE NOT ALLOWED TO COUNT HOURS WORKED UNTIL YOU ARE OFFICIALLY REGISTERED

- Registration for cooperative education should be completed, for each semester, by the deadline dates listed in the Daytona State College Catalog (Academic Calendars). This information can be viewed on the DSC web site: www.daytonastate.edu

How a Co-Op earns their grade

- Completing all the contact hours by the end of the semester (Daily Logs)
- Mid-Term/Final evaluation from work-site supervisor
- Report on training experience due, week prior to the end of semester (1pg)

All of the above paperwork is to be handed in to your faculty advisor

For additional information contact: Cheryl Miller, Work-Experience Coordinator
Phone: (386) 506-4143   Fax: (386) 506-4191   millerc@DaytonaState.edu   ATC- Room 104L

Please remember this is for CO-OP placement ONLY. This IS NOT for Job placement. For help with job placement please view our workforce and career services department www.myinterface.com/daytonastate/student

This is ONLY for interested students who are majoring in Daytona State College Technology Programs at any campus.

“Nothing broadens a student’s skills and understanding better than hands-on experience.”

DAYTONA STATE COLLEGE

College of Technology

School of Computer Science
School of Building and Architecture Technology
School of Workforce and Continuing Education