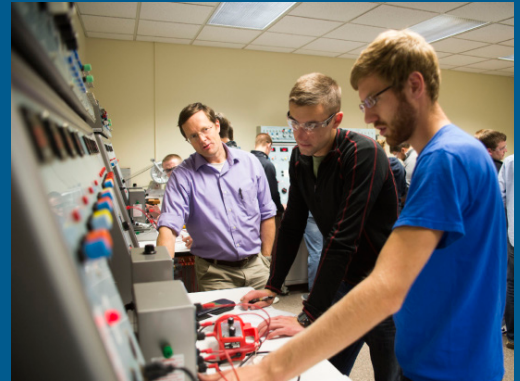


# CEDARVILLE

## UNIVERSITY®



# CO-OP STUDENT HANDBOOK

May 2006  
Revised April 2015  
Revised January 2016  
Revised May 2017

Produced for Career Services and the  
Cedarville University Co-op Program

Written and produced by:  
Latice Strickland, Brynn Paine, Anna Hayes, Angela Hagensen, and Daniel White

Designed by: Erin Scheunemann

## Table of Contents

### I. The Co-op Program

|                                           |   |
|-------------------------------------------|---|
| Overview.....                             | 3 |
| What is a co-op?.....                     | 3 |
| Why should I participate in a co-op?..... | 3 |
| Scheduling .....                          | 3 |
| Co-op Requirements .....                  | 5 |

### II. Starting your Co-op

|                                              |    |
|----------------------------------------------|----|
| Finding a Co-op .....                        | 5  |
| Resumes .....                                | 5  |
| Cover Letters .....                          | 8  |
| Interviewing .....                           | 10 |
| How to Conduct Yourself in an Interview..... | 10 |
| Common Interview Questions.....              | 10 |
| Illegal Questions .....                      | 11 |
| Accepting and Declining Offers.....          | 14 |

### III. Preparing for your Co-op

|                          |    |
|--------------------------|----|
| Checklist .....          | 16 |
| Follow-Up Chart .....    | 16 |
| FAQs .....               | 16 |
| Business Etiquette ..... | 18 |
| Networking.....          | 18 |

### IV. Forms

|                                           |    |
|-------------------------------------------|----|
| Student Co-op Application .....           | 22 |
| Co-op Employer Application.....           | 23 |
| Assignment Record .....                   | 24 |
| Co-op Student Performance Evaluation..... | 25 |
| Employment Evaluation Form .....          | 27 |

## Important Contact Information

Engineering Department

Phone: 937-766-7680

Email: [engineering@cedarville.edu](mailto:engineering@cedarville.edu)

Co-op Program Administrator

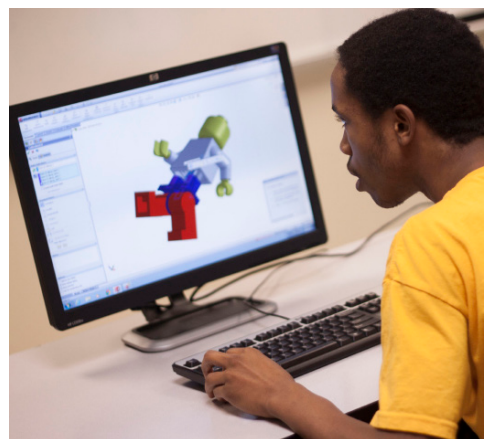
Phone: 937-766-7868

Email: [career@cedarville.edu](mailto:career@cedarville.edu)

Office of the Registrar

Phone: 937-766-7663

Email: [registrar@cedarville.edu](mailto:registrar@cedarville.edu)



## OVERVIEW

### What is a co-op?

The Cedarville University Cooperative Education (co-op) program is a creative partnership between the student, the university, and the employer. In this partnership, the employer agrees to help educate you through practical experience related to your major. The objective of this program is to provide you with the opportunity to enhance your academic knowledge, to further your work experience, and to develop your interpersonal skills. In a co-op, students and employers commit to a long term partnership. If you decide to participate in a co-op program as a Cedarville student, you will alternate school and work semesters while keeping all the benefits of a student. The majority of students complete three or four work terms and graduate within five years.

### Why should I participate in a co-op?

By participating in a co-op, you can...

- Get hands on, professional experience before you graduate
- Explore your career options
- Increase your educational motivation
- Discover your strengths and weaknesses
- Find out if your career choice is suitable to you before entering the workforce full-time
- Earn a salary to help finance your education
- Develop independence and maturity
- Take advantage of networking and mentoring opportunities
- Boost your resume writing, job searching, and interviewing skills
- Gain professional skills and confidence
- Secure a job before you graduate

## SCHEDULING

### How does a co-op fit into the Engineering program?

Cedarville University requires co-op students to work three terms including one in the summer. The following charts show how you can arrange your work and academic terms. Your advisor and the co-op administrator will help you determine which option will work best for you.

#### **Co-op Program Option I - Full-time, alternating work and school (fall start)**

Only Computer Science majors can choose this option because of prerequisite requirements for spring semester classes in the engineering programs. If you chose this option, you would begin your co-op in the fall of your junior year. Open terms allow you to take extra classes or participate in additional (optional) co-op work periods. This option allows you to experience your co-op anywhere, even overseas.

### Co-op Program Option 1 Table:

|           | Fall           | Spring           | Summer             |
|-----------|----------------|------------------|--------------------|
| Freshman  | School         | School           |                    |
| Sophomore | School         | School           | Open (School/Work) |
| Junior I  | <b>Co-op I</b> | School           | <b>Co-op II</b>    |
| Junior II | School         | <b>Co-op III</b> | Open (School/Work) |
| Senior    | School         | School           |                    |

### Co-op Program Option II - Full-time, alternating work and school (spring start).

If you chose this option, you would begin your co-op in the spring of your junior year. Open terms allow you to take extra classes or participate in additional (optional) co-op work periods. This option allows you to experience your co-op anywhere, even overseas.

### Co-op Program Option 2 Table:

|           | Fall            | Spring         | Summer             |
|-----------|-----------------|----------------|--------------------|
| Freshman  | School          | School         |                    |
| Sophomore | School          | School         | Open (School/Work) |
| Junior I  | School          | <b>Co-op I</b> | Open (School/Work) |
| Junior II | <b>Co-op II</b> | School         | <b>Co-op III</b>   |
| Senior    | School          | School         |                    |

### Co-op Program Option III - Combination Alternating / Combination Parallel

If you chose this option, you would work part time while going to school part time and work full time in the summer. Open terms allow you to take extra classes or participate in additional (optional) co-op work periods. In this option, you may only take a co-op in the Cedarville area.

### Co-op Program Option 3 Table:

|           | Fall                       | Spring                     | Summer             |
|-----------|----------------------------|----------------------------|--------------------|
| Freshman  | School                     | School                     |                    |
| Sophomore | School                     | School                     | Open (School/Work) |
| Junior I  | School/ <b>Co-op IA</b>    | School & <b>Co-op IB</b>   | <b>Co-op II</b>    |
| Junior II | School & <b>Co-op IIIA</b> | School & <b>Co-op IIIB</b> | Open (School/Work) |
| Senior    | School                     | School                     |                    |

In order to complete the co-op program, you must register for and complete three full semesters of co-op experience. At graduation, you will receive a certificate showing completion of the co-op program.

# REQUIREMENTS

## Co-op Requirements

To gain credit for a work term:

1. Register for the appropriate co-op course.
2. Work the required number of weeks or hours.
3. Complete the Co-op Assignment Record after you report to work and return the completed form to the Co-op Program Administrator no later than the third week of the work term.
4. During your work term, have your supervisor complete the Student Performance Evaluation form and return it to the Co-op Program Administrator.
5. Complete the Student Work Term Report as a summary of your experience.

## Important Information

- Review the “Student Checklist” on page 14. This list covers important items you need to complete prior to your work terms.
- Remember to stay in contact with the Co-op Program Administrator during work and academic terms. The Co-op Program Administrator will monitor your academic and work progress until you graduate.
- Students may be withdrawn from the co-op program for academic or disciplinary reasons. See the Cedarville University Student Handbook for more information

## FINDING A CO-OP

After you have been accepted into the co-op program, you will need to meet with the Co-op Program Administrator to discuss the details for your co-op. At this meeting, the administrator will give you a list of companies that Cedarville University has partnered with for the co-op program. It is your responsibility to contact these companies to secure a co-op. The co-op program and Career Services will not hand you a co-op. You are responsible for finding a co-op from one of the companies on the list. If you would like to do a co-op at a company not on the list, the company must go through the employer application process. Contact the Co-op Program Administrator to set up the company as an approved employer. The Career Services office and the Co-op Program Administrator are also willing to help you through this process.

## BUILDING A RESUME

Building a sharp résumé is the most important part of your job search. With these tips, you can catch an employer’s eye and keep your résumé from ending up in the trash can.

Your résumé should include:

- Your name. Highlight your name at the top of your résumé with a larger font size

so an employer can immediately identify you. Include your contact information at the top as well.

- An objective statement. This is the focus for the reader and the rest of your résumé. It shows you know what you want to do in your career. It should be specific enough to show you have direction but not so much it rules you out of related jobs. Your résumé will be much more effective if it helps match you to a specific job area rather than being too general. The career objective should answer these questions:
  - o What skills or experiences will you bring to this employer?
  - o What results do you expect from this employment experience?
- Sample career objective statements:
  - o To bring my growing experience and training in mechanical engineering disciplines into the automotive or agricultural equipment industry, preferably as a design team leader or manager.
  - o To become associated with a growth-oriented computer company, gaining the knowledge, and experience necessary for advancement.
- Your school. Cedarville University should appear first on your education history. If you attended other institutions, list them in order. Only include your high school if you believe it will help you with employers in your area. You may wish to include the dates you attended the other institutions. Include any degrees, certificates, or diplomas you earned. Your degree, major(s), minor(s), and area of emphasis come next. Stating your GPA is optional on a résumé, but if you have above a 3.0, you want to include it.
- Other things that you may include: Dean's List achievement, GPA in your major, or a subheading titled Related Coursework. When listing course work, use upper level courses that enhance your educational background.

## **Tips for an effective résumé**

- Tell the employer your skills. You can take an active role in the matching process by explaining what type of job you want and by suggesting ways you can contribute to the position.
- Sell yourself. You are selling your skills, accomplishments, and relevant experiences. Be sure to include two to three job experiences. It is most beneficial if your experience is in an area related to your career goals. If your only experience is working at "Burger Barn," don't worry; even this will show work ethic. When describing your experience, be factual, positive, brief, relevant, and result-oriented.
- Include relevant activities. You should list awards, military experience, skills, international experiences, community service, etc. Only use things that show or deserve significant merit or recognition.
- Follow up! Many employers let resumes sit in a pile until they receive a phone call or a reference that causes them to pull it out and read it.

# SAMPLE ENGINEERING

Cedarville, OH | (937) 555-4321 | myname@gmail.com  
www.linkedin.com/myname

## OBJECTIVE

To obtain a position where I can use my growing appreciation for mechanics of materials and mechanical design in the aeronautical or automotive industries.

- Familiarity in PSpice
- TK Solver
- Microsoft Excel and Word
- Linux OS
- Palantir
- Training in Fluent
- 3D Solidworks
- 2D AutoCAD
- Expertise in Shop Lathe and Mill

## EDUCATION

### Cedarville University

Cedarville, OH

*Bachelor of Science Mechanical Engineering*, Overall GPA: 3.34

May, 20xx

Electives: Internal Combustion Engines, Advanced Mechanics of Materials

Minor: Bible

## HONORS

Cedarville University Honors Program; Leadership Scholarship; Faculty Scholarship; Cedarville Truss Competition Closest Prediction of Failure Award (2007)

## WORK EXPERIENCE

### Avetec

Springfield, OH

*Intern*

5/xx – 8/xx

- Utilized Palantir to Import/Export and tag documents and relationships
- Prepared documents and information for use by federal government officials

### Cedarville University

Cedarville, OH

*Student Grader for Fundamentals of Fluid Mechanics*

2/xx – 5/xx

## ACADEMIC EXPERIENCE

### Elmer W. Engstrom School of Engineering & Science

Cedarville, OH

*Engineering Senior Design Team - Liberia Solar Water Heater*

8/xx – Present

- Work with a team to fully engineer a solar water heating system for a Liberian missionary hospital
- Create a sustainable design, applying the concepts of appropriate technology

*SAE Supermileage*

4/xx – Present

- Participate in collegiate competition that challenges engineering students to build a one passenger vehicle that performs far above industry standards in automotive efficiency
- Cedarville students have accomplished mileages of over 1200 mpg

*Aluminum 7075-T651 Heat Treating Project*

8/xx – 9/xx

- Heat treated aluminum-zinc alloy for under-aged, aged, over-aged, and annealed properties using common heat treatment procedures
- Tested each material for tensile strength and hardness as well as observed and photographed microstructure to compare experimental results with published data.
- Individually performed energy modeling and analysis inside the collector

## ACTIVITIES

Tau Delta Kappa (Honors Society); SAE Formula Team; Habitat for Humanity Volunteer; Discipleship Small Group Leader; Intramural sports

## WRITING A COVER LETTER

Your cover letter can make or break your job-hunt. Write an attention-grabbing, professional letter that will make the employer want to read your résumé. In order to do so, you should include these items:

- **Include your contact's name.** Address the cover letter to someone you have contacted. The purpose of a cover letter and résumé is to obtain an interview. Your cover letter should be confident, upbeat, professional, and personal.
- **Explain your résumé's purpose.** Explain why you are writing and why you're interested in their organization. This paragraph identifies the position and where you learned about it. If you have a name to drop, do it in the first sentence. The average cover letter and résumé are viewed for about 20 seconds, so dropping a name greatly improves your chances of getting through the first screening.
- **Highlight your skills.** Indicate how your skills relate to the specific position. Highlight small portions of your résumé that apply to a position's requirements. Use examples of achievements and focus on the results. Don't repeat sections of your résumé, but strengthen related qualifications.
- **Promise to follow-up.** Refer the reader to the enclosed résumé. Inform the employer of your desire to interview, and when you will contact them next. Take responsibility to follow up. This shows initiative and perseverance. Repeat your phone number in the cover letter and always thank the reader for his or her help.

Here are some more tips for an effective cover letter:

- Tailor your résumé to the specific organization.
- Do not write a generic cover letter. Employers want to see initiative, excitement, and personality.
- Show what you know about the company. The internet and networking are great tools for gathering information about potential employers.
- Use the same professional stationary you used on your résumé. White, off-white, and light grey are appropriate colors. Print your résumé and cover letter on a laser printer and don't forget to sign your name.

# SAMPLE COVER LETTER

(2 spaces from top margin)

251 N. Main St.  
Cedarville, OH 45314  
(937) 555-1234

August 25, 20xx

(4 spaces)

Mr. John Doe  
College Recruitment Manager  
ABC Companies, Inc.  
321 Main St.  
Dayton, OH 45404

Dear Mr. Doe:

I am writing to express my interest in the Management Trainee position recently posted to ABC Company's website. I believe my work experience, educational training, and career interests will make me a very suitable candidate for this position. I have enclosed my resume for your review and consideration.

Cedarville University will award me with a Bachelor's degree in Business Administration in May 2012. Cedarville's course work has been challenging, allowing me to refine and develop my knowledge of business management principles and ethics. Through my past work experience and ten-week internship with the W.E.B. Company, I have gained valuable communication, customer service, and leadership skills. My growing character skills of enthusiasm, readiness to learn, and confidence will also benefit your organization.

I will follow up with you in one week's time to confirm that you have received my resume and I look forward to meeting you in person and discussing these opportunities further. Thank you again for your time and consideration.

Sincerely,

(4 spaces and sign your name here if hard copy)

Susie Jones  
susie@cedarville.edu

Enclosure

# INTERVIEWING

The way you look, speak, sit, stand, walk, and just about every action reflect on your professionalism during a job interview. Other personal attributes, including your attitude, body language, mannerisms, and even how you smell, are important aspects of good job interview etiquette.

## During the Interview

### Personal:

- Dress appropriately. Overdressing is always better than under dressing.
- Do not wear excessive perfume or cologne. A little is ok.
- Do not wear overly tight, loose, short cut, low cut or poor fitting clothes.
- Do not wear pins, shirts, hats, or anything anyone may object to or form an opinion about.
- Do not do things such as chew gum, smoke, or eat during the interview.

### When You Arrive:

- Arrive at least 15-30 minutes early to the job interview.
- Smile, shake hands, and say please and thank you. Offer “I’m pleased to meet you, Mr. Jones” and “It’s been nice to meet you” before and after the interview.
- Sit when invited to do so.
- Sit up straight.

### When You Speak:

- Use the person’s name at least once in the conversation. “Thank you, Mr. Jones. I received this tie for my birthday this year.”
- Remember political correctness. Say nothing that could be objectionable to others.
- Speak clearly and concisely. Avoid slang.
- Do not wring your hands, rub your face, scratch, pick, or fidget nervously.
- Make eye contact when speaking.

## Common Interview Questions

In this section, we will look at some common interview questions and ways to answer them.

### “Tell me about yourself.”

This is the dreaded, classic interview question. It’s your chance to introduce your qualifications. Keep it mostly work and career related.

### “What are your strengths?”

Point out your positive attributes related to the job. List about three strengths. Don’t be afraid to tell your interviewer what you do really well.

### “What are your weaknesses?”

Everybody has weaknesses, but don't spend too much time on this one and keep it work related. For each weakness, tell the interviewer how you compensate for the weakness.

**“What adjectives would you use to describe yourself?”**

Answer with positive, work-oriented adjectives, such as conscientious, hard-working, honest, and courteous. Add a brief description or example of why each fits you well.

**“Why should I hire you?”**

Point out your positive attributes related to the job and jobs you've done well in the past.

**“How do you handle pressure and stress?”**

Everybody feels stress, but the degree varies. Stay positive. You could give examples such as: exercising, relaxing with a good book, socializing with friends, or turning stress into productive energy.

**“Explain how you overcame a major obstacle.”**

The interviewer is probably looking for a particular example of your problem-solving skills.

**“Where do you see yourself five (ten or fifteen) years from now?”**

Your interviewer will be more interested in how the company will benefit from you achieving your goals than what you will get from it.

**“Why did you choose your college major?”**

The interviewer might be fishing to see if you are interested in your field of work. Explain why you like it. Besides your personal interests, include some rock-solid business reasons that show you have vision and common sense

## **Illegal Interview Questions**

Various laws regulate the questions a prospective employer can ask. An employer's questions—whether on the job application, in the interview, or during a testing process—must be related to the job you're seeking. For the employer, the focus must be “What do I need to know to decide whether this person can perform the functions of this job?”

If asked an illegal question, you have three options:

- You can answer the question. However, if you choose to answer an illegal question, you may give an answer that could harm your chances of getting the job.
- You can refuse to answer the question, but depending on your response, you can appear uncooperative or confrontational.
- You can examine the question for its intent and respond with an answer as it might apply to the job. For example, the interviewer asks, “Are you a U.S. citizen?” or “What country are you from?” you've been asked an illegal question. You could respond, however, with “I am authorized to work in the United States.” Similarly, let's say the interviewer asks, “Do you have any disabilities?” You might answer, “If you're concerned that I won't be able to perform the duties of the job, I'm sure I can.”

Here are examples of some illegal questions and their legal counterparts:

## **National Origin/Citizenship**

### *Illegal Questions*

- Are you a U.S. citizen?
- Where were your parents born?
- What is your native tongue?

### *Legal Questions*

- Are you authorized to work in the U.S.?
- What language do you read/write/speak fluently? (Only okay if this ability is relevant to the job)

## **Age**

### *Illegal Questions*

- How old are you?
- When did you graduate?
- What's your date of birth?

### *Legal Questions*

- Are you over the age of 18?

## **Marital/Family Status**

### *Illegal Questions*

- What's your marital status?
- Whom do you live with?
- Do you plan to have a family? When?
- How many kids do you have?

### *Legal Questions*

- Would you be willing to relocate if necessary?
- Would you be willing to travel as needed by this job?
- Would you be able and willing to work overtime as necessary?

## **Personal**

### *Illegal Questions*

- How tall are you?
- How much do you weigh?

### *Legal Questions*

- Are you able to lift a 50-pound weight and carry it 100 yards, as that is part of the job?

## **Disabilities**

### *Illegal Questions*

- Do you have any disabilities?
- Please complete the following medical history.
- Have you had any recent or past illnesses or operations?

### *Legal Questions*

- Are you able to perform the essential functions of this job? (Okay if the interviewer

- has thoroughly described the job)
- As part of the hiring process, after a job offer has been made, you will be required to undergo a medical exam.

### **Arrest Record**

#### *Illegal Questions*

- Have you ever been arrested?

#### *Legal Questions*

- Have you ever been convicted of (the crime named should be reasonably related to the performance of the job in question.)

### **Military**

#### *Illegal Questions*

- If you've been in the military, were you honorably discharged?

#### *Legal Questions*

- In what branch of the Armed Forces did you serve?
- What type of training or education did you receive in the military

## SAMPLE ACCEPTANCE LETTER

2001 Berry Road  
Norman, Oklahoma 73072

March 31, 20xx

Stephen J. Leaman Senior Vice President Toll Brothers, Inc.  
580 Walnut Street  
Oklahoma City, Oklahoma 75202

Dear Mr. Leaman:

Having received your job offer, my answer is an enthusiastic “yes.” I am very pleased to accept your offer of a mechanical engineering co-op position in the Design Division of Toll Brothers, Inc. at an hourly salary of \$20. It is apparent that your position offers the most challenging work and the most supportive environment. I am looking forward to beginning work on July 15.

As we discussed, I understand that passing a routine physical examination and a drug test is required before I begin working. I anticipate no difficulty in doing so and will proceed with the necessary arrangements as soon as I receive the information that is being sent to me.

I am very excited about joining your organization and working with you and the other individuals I have met. Thank you for the personal time and attention throughout this process. Please let me know if you need any additional information.

Sincerely,  
Mark Jackson

## SAMPLE LETTER OF DECLINE

2910 24th Ave. S.W. Norman, Oklahoma 73072

March 17, 2000

Karen Clark Corporate Recruiter AGL Resources  
3268 Oak Ridge Way  
Tulsa, Oklahoma 75203

Dear Ms. Clark:

Thank you for all the time and attention you and your organization have devoted to considering me for the position of Computer Engineer co-op in the Design of AGL Resources. It has been an extremely productive and informative interview process, one of the most thorough and professional I experienced in my job search.

After careful deliberation, I must respectfully decline the invitation to join AGL Resources. Your offer was competitive, and the projected work assignments were very attractive. I have decided that another opportunity better meets my qualifications and career interests at this time. I want you to know, however, that it was a very difficult choice.

I have been very impressed with the recruitment process at AGL Resources and have shared my positive experience with other students, faculty, and the Career Services staff. I hope we will have occasion to talk again in the future. Thank you for all the personal time you have devoted to considering my application.

Sincerely,  
Jack Payne

## Progress Checklist

Use this checklist to keep track of your progress:

| Task                                                 | Due Date |
|------------------------------------------------------|----------|
| ___ Submit Student Application                       | _____    |
| ___ Create Resume                                    | _____    |
| ___ Create Cover Letter                              | _____    |
| ___ Send out Cover letters and resumes               | _____    |
| ___ Follow up with contacts                          | _____    |
| ___ Interview                                        | _____    |
| ___ Accept and decline offers                        | _____    |
| ___ Fill out and turn in Assignment Record           | _____    |
| ___ Meet with academic advisor to discuss scheduling | _____    |

## Follow-up Chart

| Company            | Contact    | Phone        | Resume sent? | Follow-up to Resume | Interview | Follow-up to interview | Decision      | Notes                                     |
|--------------------|------------|--------------|--------------|---------------------|-----------|------------------------|---------------|-------------------------------------------|
| Parker Engineering | John Smith | 555-555-5555 | 1/15         | 1/20                | 2/25      | 2/25, 2/27             | No offer 3/15 | Tried calling several times; left message |
|                    |            |              |              |                     |           |                        |               |                                           |
|                    |            |              |              |                     |           |                        |               |                                           |

## FAQs

### How early should I apply?

- Ideally, you should plan your co-op a full school year in advance. Submit your application to the Co-op Program Administrator during the end of your freshman year or the beginning of your sophomore year. However, if you plan on adding a co-op late into your college career, speak with your advisor about alternate plans.

### Is the co-op required?

- No, you may opt for the 4 year track which consists of the traditional required class work. If you choose to do a co-op, it will provide you with on-site experience and a little extra cash. Keep in mind, this will delay graduation by one year, but the benefits far outweigh your extended college career.

### Does the co-op take the place of any course?

- No. Your co-op experience is an addition to your course work.

### How do I find the co-op? Who hunts down the company?

- The Co-op Program Administrator is located in the Career Services office. Your advisor will also have extra copies of the forms and applications. They will direct you as you build your résumé and interview for jobs. They will provide a list of

potential employers, but you will contact them and schedule interviews.

### **How long are the work terms?**

- One co-op term is equal to one school semester.

### **During work terms, will I be considered a full-time student at Cedarville University?**

- Registering for the co-op program will ensure your full-time status at Cedarville University. This means you can stay in the dorms, receive medical attention at University Medical Services, and eat in the cafeteria. This also allows you to stay on your parent's medical insurance (if applicable) and defers your student loans.

### **If I'm not pleased with my co-op experience, may I change employers?**

- It is never ideal for a student to change employers. Students should plan to work two or more terms with an employer before considering a possible change. However, students may be able to change employers under special circumstances. If you feel you have a strong need to change, you must make a formal request to the Co-op Program Administrator. You can write a formal petition and present it to the administrator and engineering advisors for review.

### **May I do a co-op in my hometown?**

- Yes, you can have a co-op in your hometown. As a co-op student, you can do a co-op anywhere. Some students choose to do a co-op in their hometown so they can save money by living at home.

### **Am I charged tuition for my co-op work term?**

- No tuition is charged for the co-op program, but there will be a small fee for administrative costs. However, if you stay on-campus during a work term, you will be charged for room and board.

### **What salary can I expect?**

- Salaries are set by employers and can vary widely from one company to another. As a co-op student, your primary goal is to do the best work and gain the most educational experience possible. At this point in your career, salary should not be the main factor in deciding which co-op offer to accept.

### **Am I graded and how?**

- Your co-op term is a credit/ no-credit course. You won't pay for a set number of credit hours and it won't affect your GPA. However, you will fill out forms and complete evaluations in order to complete the sequence required for co-op Engineering students.

# BUSINESS ETIQUETTE

Business etiquette is more than just having good manners. Having business etiquette is a way of surviving in the workplace. A 4.0 graduate who lacks etiquette may not make the cut over a better- mannered person with a lower GPA.

No matter what your GPA is, it's impossible to know everything. Employers look for people who are teachable. In a growing, changing field such as computer science or engineering, you need to build on what you already know. Someone who is teachable will go further than a know-it-all.

The following ten topics are business etiquette essentials that you should always be conscious of in the workplace:

- Attendance and punctuality
- Character
- Teamwork
- Appearance
- Attitude
- Productivity
- Organizational skills
- Communication
- Cooperation
- Respect

When students begin employment with a positive work ethic, they will enhance their value as employees. Employers want employees with desirable work habits. With this in mind, determine to make the most of your co-op experience by showing people-smart skills along with your academic knowledge.

Other Tips:

- Don't play computer games during work, even when you don't have anything to do.
- Don't make unnecessary personal phone calls.
- Return from breaks on time.
- Don't send personal emails from your work email, unless you have been cleared to do so by your supervisor.
- If you have questions, ask.

# NETWORKING TIPS

Networking is working with personal contacts to obtain job opportunities. In the highly competitive job market, many people respond to a single newspaper advertisement, and students flood job fairs. People who have personal contact with an employer have an edge in the job market. You can build a networking team by contacting anyone you know: family, friends, neighbors, church members, classmates, sports partners, former employers, and professors. These people can be key contacts when you are searching for a job.

#### Networking Tips:

- Give your contacts a copy of your resume and tell them your accomplishments.
- Be positive and considerate of their time.
- You can initiate new contacts by getting in touch with:
  - Career Services
  - Cedarville Alumni Association
  - Professional and trade associations
  - Local church and friends
- Clearly define your career goals so they know how to help you.
- Give them reasons to help you. Show your initiative, competence, work ethic, and marketability.
- Cultivate these contacts and keep them up-to-date on your progress.
- Remember to be polite, professional, and appreciative to everyone you contact.
- Always remember to follow through with promised actions and thank-you notes.

Forms

Student Co-op Application.....22

Co-op Employer Application.....23

Assignment Record.....24

Co-op Student Performance Evaluation.....25

Employment Evaluation Form.....27





## Cedarville University Student Co-op Application

To be filled out by the student

Name\_\_\_\_\_

Date\_\_\_\_\_

P.O. Box Number\_\_\_\_\_

Student ID Number\_\_\_\_\_

Phone Number\_\_\_\_\_

Current Class Status \_\_\_\_\_

Cumulative GPA\_\_\_\_\_

Major\_\_\_\_\_

Permanent Address \_\_\_\_\_

Special accommodations for a disability? Yes\No

If yes, what accommodations do you need? \_\_\_\_\_  
\_\_\_\_\_

Relevant Courses Completed\_\_\_\_\_

What do you expect to gain from a co-op? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Student Participation Agreement

I acknowledge that I have received a copy of the Cedarville University Co-op Student Handbook and agree to adhere to all program regulations and requirements described in this publication. I agree to assume any risks involved with working as a co-op student.

Signature\_\_\_\_\_ Date\_\_\_\_\_

Printed Name\_\_\_\_\_

Major\_\_\_\_\_

Name of Academic Advisor\_\_\_\_\_

Engineering Department Approval\_\_\_\_\_ Date\_\_\_\_\_

## Cedarville University Employer Co-op Application

### To be filled out by the employer

Name of Company\_\_\_\_\_ Date\_\_\_\_\_

Name of Contact\_\_\_\_\_ Phone Number\_\_\_\_\_

Company Address\_\_\_\_\_  
\_\_\_\_\_

Special accomodation for a disability? Yes\_\_\_\_\_ No\_\_\_\_\_

What co-op position(s) or work is the company offering?

---

---

---

---

What semesters are you offering co-ops? (Check all that apply) Fall\_\_\_\_\_ Spring\_\_\_\_\_ Summer\_\_\_\_\_

Duration of the Co-op\_\_\_\_\_ Number of Co-op Position Available\_\_\_\_\_

Student Compensation? Yes\_\_\_\_\_ No\_\_\_\_\_ If yes, what is an approximate salary range?\_\_\_\_\_

Supervising Engineer \_\_\_\_\_ Title \_\_\_\_\_

Credentials \_\_\_\_\_

Supervisor Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**Return this form by postal or electronic mail no later than the third week of the work term to:**

Jeffrey C. Reep, M.Ed., CPCC  
Director of Career Services  
Cedarville University  
251 N Main St.  
Cedarville, OH 45314

Phone: 937-766-7868  
Email: [career@cedarville.edu](mailto:career@cedarville.edu)

## Cedarville University Assignment Record

### To be filled out by the student

Name \_\_\_\_\_ Date \_\_\_\_\_

Address for Work Term \_\_\_\_\_  
Address City State Zip

Phone Number for Work Term \_\_\_\_\_ Course Number \_\_\_\_\_

Date Co-Op Starts \_\_\_\_\_ Ends \_\_\_\_\_ Co-Op Semester \_\_\_\_ Fall \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_

Co-Op Employer \_\_\_\_\_

Co-Op Employer Address \_\_\_\_\_  
Address City State Zip

Supervising Engineer \_\_\_\_\_ Title \_\_\_\_\_

Supervisor Phone Number \_\_\_\_\_ Email \_\_\_\_\_

List your employer's goals and objectives and training planned for you during your work term (Please complete with your supervisor): \_\_\_\_\_

---

---

---

---

**Return this form by postal or electronic mail no later than the third week of the work term to:**

Jeffrey C. Reep, M.Ed., CPCC  
Director of Career Services  
Cedarville University  
251 N Main St.  
Cedarville, OH 45314

Phone: 937-766-7868  
Email: [career@cedarville.edu](mailto:career@cedarville.edu)

# Cedarville University

## Co-Op Student Performance Evaluation

### To be filled out by the student

Name \_\_\_\_\_ Date \_\_\_\_\_

Major \_\_\_\_\_

Dates Worked \_\_\_\_\_ Work Term # \_\_\_\_\_

Pay Rate \_\_\_\_\_ hr/wk/month

Company Name and Address \_\_\_\_\_

### To be filled out by the supervisor

**Instructions:** Please evaluate the co-op student objectively, comparing student's performance during this work term with others at a comparable academic and work experience level. After you complete the evaluation, please return it as soon as possible to the address at the end of this form. Thank you for your assistance.

Please rate the co-op student's performance in each of the following areas:

|                                            | Oustanding | Good  | Acceptable | Marginal | Unacceptable |
|--------------------------------------------|------------|-------|------------|----------|--------------|
| Attendance.....                            | _____      | _____ | _____      | _____    | _____        |
| Punctuality .....                          | _____      | _____ | _____      | _____    | _____        |
| Time Management.....                       | _____      | _____ | _____      | _____    | _____        |
| Dependability.....                         | _____      | _____ | _____      | _____    | _____        |
| Judgment.....                              | _____      | _____ | _____      | _____    | _____        |
| Relations with others.....                 | _____      | _____ | _____      | _____    | _____        |
| Attitutde/Application to work/learning.... | _____      | _____ | _____      | _____    | _____        |
| Productivity.....                          | _____      | _____ | _____      | _____    | _____        |
| Overall Quality of Work.....               | _____      | _____ | _____      | _____    | _____        |

To what extent did you find each of the following outcomes in the co-op student you supervised?

|                                                                                 | Much more<br>Than Expected | More Than<br>Expected | About What<br>We Expected | Less Than<br>Expected | N/A   |
|---------------------------------------------------------------------------------|----------------------------|-----------------------|---------------------------|-----------------------|-------|
| Ability to function on teams.....                                               | _____                      | _____                 | _____                     | _____                 | _____ |
| Understanding of professional and ethical<br>responsibility.....                | _____                      | _____                 | _____                     | _____                 | _____ |
| Effective oral communication skills.....                                        | _____                      | _____                 | _____                     | _____                 | _____ |
| Effective written communication skills.....                                     | _____                      | _____                 | _____                     | _____                 | _____ |
| Ability to apply math knowledge.....                                            | _____                      | _____                 | _____                     | _____                 | _____ |
| Ability to apply science knowledge.....                                         | _____                      | _____                 | _____                     | _____                 | _____ |
| Ability to apply engineering knowledge.....                                     | _____                      | _____                 | _____                     | _____                 | _____ |
| Knowledge of contemporary issues.....                                           | _____                      | _____                 | _____                     | _____                 | _____ |
| Ability to identify and formulate engineering<br>problems.....                  | _____                      | _____                 | _____                     | _____                 | _____ |
| Ability to develop viable solutions to engineering<br>problems.....             | _____                      | _____                 | _____                     | _____                 | _____ |
| Ability to design and conduct experiments.....                                  | _____                      | _____                 | _____                     | _____                 | _____ |
| Ability to analyze and interpret data.....                                      | _____                      | _____                 | _____                     | _____                 | _____ |
| Ability to design a system, component, or<br>process to meet desired needs..... | _____                      | _____                 | _____                     | _____                 | _____ |
| Ability to use necessary techniques, skills, and<br>modern engineering.....     | _____                      | _____                 | _____                     | _____                 | _____ |

Much more  
Than ExpectedMore Than  
ExpectedAbout What  
We ExpectedLess Than  
Expected

N/A

Understands the impact of engineering  
solutions in a global and societal context.....

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recognizes the need for and ability to engage  
in life-long learning.....

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are the student's strengths?

---



---



---



---

What are the student's weaknesses/areas of improvement?

---



---



---



---

Is this student's academic program oriented to the needs of the organization? Yes \_\_\_\_\_ No \_\_\_\_\_

What changes, if any, would you suggest to the Engineering department curriculum?

---



---



---



---

Are there any significant contributions from the student this work term you would like to note?

---



---



---



---

Is this the student's final work term with your organization? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, would you consider employing this student upon graduation? Yes \_\_\_\_\_ No \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return this form by postal or electronic mail no later than the third week of the work term to:**

Jeffrey C. Reep, M.Ed., CPCC Director of Career Services  
Cedarville University  
251 N Main St.  
Cedarville, OH 45314  
Phone: 937-766-7868  
Email: career@cedarville.edu

# Cedarville University

## Employment Evaluation Form

To be filled out by the student

Name\_\_\_\_\_Date\_\_\_\_\_

Address for Work Term\_\_\_\_\_

Phone Number for Work Term\_\_\_\_\_Course Number\_\_\_\_\_

Date Co-Op Starts\_\_\_\_\_Ends\_\_\_\_\_Co-Op Semester \_\_Fall\_\_\_\_Spring\_\_\_\_Summer\_\_\_\_

Co-Op Employer\_\_\_\_\_

Co-Op Employer Address\_\_\_\_\_

Supervisor\_\_\_\_\_Title\_\_\_\_\_

Supervisor Phone Number\_\_\_\_\_Email\_\_\_\_\_

Please write out and explain your answers to the following questions.

Did the employer discuss goals and objectives of his/her job?\_\_\_\_\_

Did the employer discuss time managment with you?\_\_\_\_\_

Did the employer explain your specific responsibilities?\_\_\_\_\_

Did the employer explain what he/she expected from your job performance?\_\_\_\_\_

Did the employer explain the specific results expected for a task or project?\_\_\_\_\_

Fully describe the responsibilities, assignments and accomplishments you were able to realize during this segment of your co-op experience. \_\_\_\_\_

---

---

---

---

---

---

To the best of your knowledge, is your employer satisfied with your work? \_\_\_\_\_

---

Do you believe your employer understood your job problems and needs? \_\_\_\_\_

---

---

---

In what way did your employer use his/her power to help you solve work related problems?

---

---

---

---

Overall, do you think that this co-op created a positive relationship between the university and the company?

---

---

---

Would you return to this employer if they offer you a position? \_\_\_\_\_

---

---

Return this form by postal or electronic mail to:

Jeffrey C. Reep, M. Ed., CPCC  
Director of Career Services  
Cedarville University  
251 N Main St.  
Cedarville, OH 45314

Phone: (937) 766-7868

Email: [Career@cedarville.edu](mailto:Career@cedarville.edu)



Welcome to one of the finest engineering programs in the nation! Few universities offer the modern facilities, extensive hands-on laboratory experiences, and one-on-one faculty interaction that characterize Cedarville's engineering program. The rigorous classroom experience combined with a campus environment openly committed to Christ prepares our graduates for exciting careers in engineering, industry, graduate school, or outreach and ministry. Cedarville's department of engineering offers professional majors in electrical engineering, mechanical engineering, computer engineering, and computer science. Our innovative curriculum is laboratory-intensive and benefits from the vast scientific and engineering resources in our region. Cedarville graduates are employed across the nation and around the globe. They work at all stages of developing ideas into products: research, development, design, fabrication, production, operations, marketing, sales, and management.

Cedarville University's Cooperative Education (co-op) program is a creative partnership between the student, the university, and the employer. The objective of the program is to provide you the opportunity to enhance your academic knowledge, to further your work experience, and to learn more about working with people.