Cooperative Education Course
Frequently Asked Questions

1. What is the Cooperative Education Course?
The Cooperative Education Course (CEC) is an academic course for which you can receive academic credit for working in a job or internship. This course can be found in the academic catalog for most academic departments. For undergraduates, the course # is 3898; for graduate students, the course # is 6898. Exceptions: TC 4877 and INTS 4100.

2. What are the minimum requirements to enroll in this course?
   1. You must be in good academic standing and not be on academic probation
   2. You must have a minimum GPA of 2.0
   3. The job or internship must be related to your major/option
   4. You must have a job offer before you register for the course

3. Will this course meet regularly in a classroom?
No, you will be assigned a faculty advisor by your academic department, or you may choose your own faculty advisor - check with your academic department concerning their policies on this matter. Your faculty advisor will determine how often/if you will meet with him/her on a regular basis and provide you with assignments and grading criteria. For example, your faculty advisor may assign you to write a paper or keep a diary regarding what you are learning in your job/internship.

4. Do I enroll in the course before or after I obtain a job/internship?
You cannot enroll in this course until after you receive an offer from a company/organization for a job or internship.

5. How can I get a job or internship so I can take this course?
Come to the Career Development Center if you need assistance in the job/internship process. The CDC’s web site can also be useful – there you will find job listings, resume/cover letter samples, etc.

6. Should enroll in this course or my department's own internship course?
Look at your major requirements and discuss options with your academic advisor.

7. Can I still take this course if I am graduating this quarter?
Only if you do not graduate before the position ends. Exception: If you have been accepted into a CSUH graduate program that starts the next quarter. At this point in your academic career, your energies should be focused on securing full-time work, not an internship.

8. Can I take this course if my job/internship is unpaid?
Yes, all of the procedures for paid and unpaid positions are exactly the same with one exception. For liability purposes, you must complete a CSU Volunteer Identification Form. This form is available on the CDC’s Co-op Ed web page at: http://wwwsa.csuhayward.edu/~cdcweb/coop.shtml

9. How many units should I take?
Check with your academic advisor for unit requirements and limitations. Normal guidelines are:
   1 - 2 units: 10 - 25 work hours/week
   2 - 4 units: 26 - 40 work hours/week
10. How do I get a faculty advisor? Some academic departments have one faculty serving in this role. In other departments, you may ask any faculty you wish; remember the faculty person must agree to serve as your advisor. Check with your academic department office. When you enroll in this course and complete the Cooperative Education Agreement, your academic department is required to sign this form to approve enrollment. At this time, you will write the faculty advisor’s name on the form.

11. What is the deadline for registering for this course? If you want to register for academic credit, you must do so by the add/drop date, usually 2 weeks after classes begin (check the class schedule for exact date). However, you may complete the required forms at any time. Remember though, in order for the Career Development Center to sign the Cooperative Education Agreement for, you must already have a job or internship.

12. What if my job/internship starts after the add/drop deadline? You cannot receive academic credit for the current quarter, but if you are still working in that job/internship when the next quarter starts, you can receive credit for that quarter.

13. Can I get credit for the job or internship I presently have? Yes, if you meet all other eligibility requirements (see question #2).

14. Can I get credit for the job or internship I’ve held in the past? No, retroactive credit is not given.

15. What if the company wants me to work more than just one quarter? To receive academic credit, you must register for this course each academic quarter.

16. I am an International Student and am on an F-1 visa. Are the requirements for this course any different? The Career Development Center cannot tell you if you are eligible to perform Curricular Practical Training (CPT) or Optional Practical Training (OPT). This is done by the advisors of the Center for International Education (CIE). The CIE is the campus office responsible for interpreting and enforcing policies and regulations of the Immigration and Naturalization Service (INS). The CIE is located in the Student Services Hub – see camps map: http://www.csuhayward.edu/about_csuh/campuses_and_locations/hayward_map/index.html

   Once you receive permission to perform your CPT/OPT and obtain a job or internship, then you may enroll in the Cooperative Education Course and the requirements and procedures are no different than for other students. Exception: you must be able to prove that you have been offered a job or internship by providing the Career Development Center a letter or email from your employer.

17. What is the process to enroll in this course? See the Cooperative Education Course Student Instructions found on the Cooperative Education CDC web site.