ESTABLISHING A QUALITY CO-OP PROGRAM

CAREER CENTER
Texas A&M University
With you every step of the way

I. Initiate Co-op program
- A. Establish objectives for program
- B. Gain top management support
- C. Allocate resources
- D. Identify coordinator

II. Perform pre-employment activities
- A. Plan Co-op assignments
- B. Establish criteria for positions
- C. Review compensation for positions
- D. Determine selection method
- E. Contact university Co-op program

III. Employment activities
- A. Select students
- B. Make offers/rejections
- C. Offer relocation assistance

IV. Perform work orientation activities
- A. Provide organizational orientation
- B. Provide technical orientation

V. During work period
- A. Include Co-op in staff activities
- B. Perform supervisor responsibilities
- C. Evaluate Co-op progress
- D. Conduct exit interview

VI. Co-op student returns to school

VII. Post-work contact
- A. Obtain student information
- B. Apprise student of project status
- C. Send company newsletter
- D. Obtain return to work information

VIII. Co-op student graduates
- A. Maintain contact with Co-op
- B. Provide full-time assignment
- C. Provide compensation figures

Texas A&M University • TAMU 1476 • College Station, Texas 77843-1476 • (979) 845-7725 • Fax: (979) 845-0067 • **http://co-opweb.tamu.edu**