ESTABLISHING A QUALITY CO-OP PROGRAM

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

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