Q: WHAT IS A COOPERATIVE EDUCATION PROGRAM?
A: A Cooperative Education Program consists of employers and higher education institutions “cooperating” with one another to provide real world hands-on work experience to actively enrolled students while simultaneously receiving vital assistance from student interns to complete company projects and initiatives, in addition to, using Co-op as an in-house recruiting tool for future full-time employment of recent college graduates.

Q: HOW IS CO-OP DOCUMENTED?
A: Co-op is a documented internship that appears on a student’s university transcript to verify the educational training received by the employer has been authorized and confirmed as educational training experience within the students’ field of study. Students are required to submit a work report at the end of each Co-op semester to personally document receiving work experience within their major field of study to receive a letter grade on the official transcript. UH Co-op is for letter grade only; not for course credit.

Q: HOW DOES CO-OP BENEFIT STUDENTS?
A: Co-op experience enables students to receive valuable career training and education with pay in the student’s major field of study either part-time or full-time. It also allows students to network, find mentors, discover the diverse nature of their field of study, prepare them for future professional opportunities and make them more competitive when seeking future full time employment.

Q: WHO IS ELIGIBLE TO CO-OP?
A: Most students participate in Co-op at the start of their junior year but all student levels are eligible to apply to Co-op after completing a minimum of two semesters at UH, including graduate students and international students authorized to work in the United States. Co-op positions are available in most UH college disciplines, especially engineering, business, and natural science and mathematics.

Q: HOW DOES CO-OP BENEFIT EMPLOYERS?
A: Employers receive qualified and innovative assistance for short and long-term projects from energetic student interns willing to learn for much less pay than a contracted or experienced employee. Co-op is also an essential recruiting tool when employers wish to hire entry-level full-time college graduates.

Q: IS THERE AN EMPLOYER COST ASSOCIATED WITH CO-OP?
A: With the exception of paying student intern hourly wages/salary, there are no costs to employers associated with Co-op. Employers determine the rate of pay for all Co-op interns they hire. Employers may agree to pay the $215.00 Co-op processing fee charged to students each semester but it is not required.

Q: IS THERE EMPLOYER PAPERWORK ASSOCIATED WITH CO-OP?
A: All Co-op application paperwork is handled by the student and university officials. A one page evaluation by the student interns’ immediate supervisor is required at the end of each Co-op semester. The evaluation consists of 15 questions about the intern asking the supervisor to rank the student from 1 to 5. With the exception of an official company offer letter, all paperwork for Co-op is handled and processed by the UH higher education institution/college department participating in Co-op.

Q: WHAT DOES AN OFFICIAL CO-OP OFFER OF EMPLOYMENT LETTER CONTAIN?
A: The offer letter must be written on official company letterhead, include current date, approximate start and end date of employment, rate of pay, a brief job description and be signed by a company hiring manager or official each semester a student participates in Co-op.

For detailed Co-op information: www.egr.uh.edu/coop or call (713) 743-4230