



Co-op Employer Handbook

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A. COOPERATIVE EDUCATION AT DCAD

A.1. Mission

The mission of DCAD Co-operative Education program is to engage students in planned, educationally related work and learning experiences that integrate knowledge and theory with practical application and skill development in a professional setting. The program prepares students for the academic year-long Co-op program and summer internships through a variety of personal and professional development learning activities (CAS, 2017).

Co-op Program Goals

- Provide professional work experiences that are directly related to art and design curricula.
- Develop students' knowledge of employment demands, responsibilities, and opportunities.
- Provide an opportunity for students to apply art and design principles in a professional, problem-solving, decision-making environment.

A.2. Defining the Co-op Program and Internship Initiative

What is Co-op?

Cooperative education, or Co-op, is a program that adds meaningful, paid work experience to DCAD's traditional academic course of study. Cooperative education is a distinct educational program. All Co-op experiences are expected to move the student toward the goals of his/her major's mission in accordance with DCAD's curriculum.

- Co-op employment is strategically related to the student's field of study
- Co-op employment is paid
- Co-op employment increases in complexity and challenge according to student ability
- Co-op employment includes formal evaluation and documentation of student performance

Co-op vs. Internship – What is the difference?

At DCAD, the Internship Initiative is available to all majors, first and second years; and focuses on participation during the summer. It can occur after first year or second year. Internships undertaken while students are enrolled in classes are discouraged, but can be considered on a case-by-case basis.

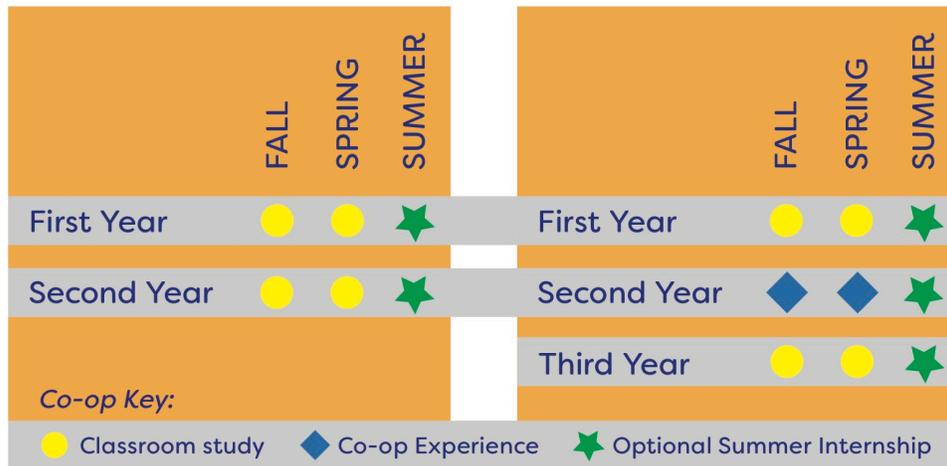
The DCAD Co-op program is an entire academic year of learning while earning, and provides a more in-depth experience. It is currently available to Graphic Design and Interior Design students between their first and second years of study. Other majors may participate dependent upon employer needs. Students who wish to participate in Co-op must meet a particular set of guidelines, and are subject to faculty approval.

Internship only option

Co-op + internship option

This option is two years to AFA.

This option is three years to AFA.



Why do employers hire Co-op students?

Employers benefit from Co-op in a number of ways:

- Co-op students are flexible, highly motivated employees who join the work force at relatively low cost to the employer and can contribute in meaningful and productive ways.
- Co-op students' presence can free up regular employees for other projects and activities.
- Co-op students' abilities and potential can be assessed on the job with a short term commitment by the employer.
- Co-op students' fresh ideas and enthusiasm are professionally stimulating to regular employees.
- Co-op students serve as the employer's "good will ambassador" to other DCAD students, faculty, and the community, facilitating recruiting and other relationships.

How long does Co-op employment last?

The Co-op program is two consecutive semesters of work. A student may work at the same place for both the fall and spring semesters; or s/he may complete a fall Co-op semester with one employer, and a spring Co-op semester with a different employer. The specific start and end dates of each Co-op semester are negotiated with the hiring employer but generally students will work 15 weeks per semester.

CO101 Fall CO102 Spring	Credits	Hours / Week
Full Time	12	30-40
Part Time	9	20-29
Part Time	6	15-19

A student also may combine summer internship before the fall Co-op semester and after the spring Co-op semester to extend the learning-while-earning opportunity. (See chart on previous page.)

What type of work qualifies for Co-op?

Co-op opportunities may be part or full-time. They are to be work-for-pay opportunities directly related to the field of study and career interests. Keep in mind that if the opportunity meets DCAD's Co-op criteria, it doesn't matter if a company calls the opportunity an internship, Co-op, or temporary employment.

Earnings while on Co-op

The Co-op employer determines compensation level based on recommendations from the Co-op coordinator. Wages are determined by a number of variables such as: academic course of study, prior work experiences, and established company pay schedules.

Do students have to pay taxes on what they earn?

Yes. According to the U.S. Internal Revenue Service salaries/wages paid to Co-op students are fully subject to applicable federal income taxes.

How is student performance evaluated?

Near the end of each Co-op semester, the employer will complete a one-page evaluation form for the student. The form can be found in this handbook. The employer is asked to review the completed evaluation with the student and provide a copy to DCAD's Co-op Coordinator. The evaluation is a key tool in helping students understand and improve upon performance in subsequent opportunities.

Near the end of an internship, the employer and student will also complete the evaluation process.

B. CO-OP STUDENT RESPONSIBILITIES

- Co-op employers expect DCAD students to work in accordance with accepted business ethics and practices.
- A signed student agreement containing a summary of the responsibilities of a Co-op student (drawn from the Co-op Student Handbook) is required as evidence that the student has reviewed and understands his/her responsibilities.
- Co-op students are held to the standards put forth in the [Student Handbook and Code of Conduct](#) while working at their internship.

Documentation Required For Employment

- Federal law requires all employers to check candidate identity and establish work eligibility. When students report to work they should have at least the following:
 - An original social security card (to establish eligibility to work)
 - A state issued photo drivers license or state issued photo ID (to establish identity)

C. THE CO-OP OFFICE CONTACT INFORMATION

Tracey Mulveny | Co-op Program Coordinator

DELAWARE COLLEGE OF ART AND DESIGN

600 N Market Street

Wilmington, DE 19801

(302) 622-8000 ext 712

Web Site: [DCAD Co-op](#)

D. EMPLOYER RESPONSIBILITIES

Employers play an integral role throughout the Co-op process. Below are several typical activities the employer contributes toward the Co-op job search and on-the-job experience:

The Employer agrees to:

- Meet the hiring deadline so that students can move forward with housing arrangements and notify other employers of their plans.
- Assume responsibility for selecting, hiring, and paying Co-op students.
- Orient the student to the position, the work environment, and the company.
- Contact the Co-op Coordinator if problems arise on the job that cannot be resolved satisfactorily.
- Complete an evaluation. Near the end of each Co-op semester or internship, the Co-op office will e-mail an evaluation form to the employer (also included in this handbook). The employer is encouraged to discuss the evaluation with the student and give the student a copy of the evaluation. This is an opportunity for students to experience a performance review.
- Provide Co-op employment for a period of 15 weeks unless otherwise negotiated or unless business conditions make it impossible to continue the student’s employment. Summer internships may run for any period of time agreed upon by all parties.

I have read and understand the information and guidelines for participating in the Delaware College of Art and Design Co-op program.

Employer Signature / Date

Employer Printed Name / Title

DCAD Signature / Date

DCAD Printed Name / Title

E. EMPLOYER'S STUDENT EVALUATION

Fall Spring 20____

Student: _____

Major: _____

Co-op Employer: _____

Co-op Employer Address: _____

Learning Outcomes (adapted from University of Waterloo)

1. The student demonstrated the ability to analyze problems or procedures, evaluate alternatives, and select the best course of action. (SLO 4)

5 Strongly Agree	4 Agree	3 Neither or N/A	2 Disagree	1 Strongly Disagree
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2. The student demonstrated the ability to learn, become proficient with job duties, and work processes. (SLO 2)

5 Strongly Agree	4 Agree	3 Neither or N/A	2 Disagree	1 Strongly Disagree
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3. The student demonstrated the ability to set high standards for their own personal performance. (SLO 2)

5 Strongly Agree	4 Agree	3 Neither or N/A	2 Disagree	1 Strongly Disagree
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4. The student demonstrated the ability to adapt to the responsibilities and behaviors in a professional work environment. (SLO 2)

5 Strongly Agree	4 Agree	3 Neither or N/A	2 Disagree	1 Strongly Disagree
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5. The student demonstrated the ability to accept responsibility and respond to direction and construction criticism. (SLO 2)

5 Strongly Agree	4 Agree	3 Neither or N/A	2 Disagree	1 Strongly Disagree
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6. The student's behavior demonstrated integrity and ethics in work and relationships. (SLO 2)

5 Strongly Agree	4 Agree	3 Neither or N/A	2 Disagree	1 Strongly Disagree
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7. The student demonstrated effective oral and written communication skills. (SLO 3)

5 Strongly Agree	4 Agree	3 Neither or N/A	2 Disagree	1 Strongly Disagree
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8. The student demonstrated the ability to apply art and design knowledge, skills, and abilities appropriate for a beginning second year student. (SLO 1)

5 Strongly Agree	4 Agree	3 Neither or N/A	2 Disagree	1 Strongly Disagree
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9. The student's foundational art and design knowledge, skills, and abilities were adequate to ensure success in a professional setting. (SLO 1)

5 Strongly Agree	4 Agree	3 Neither or N/A	2 Disagree	1 Strongly Disagree
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10. The student demonstrated willingness to learn new art and design knowledge, skills, and abilities. (SLO 1)

5 Strongly Agree	4 Agree	3 Neither or N/A	2 Disagree	1 Strongly Disagree
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Comments:
