



VILLANOVA  
School of Business

# Cooperative Education Program Student Guidelines

## GENERAL GUIDELINES

### ACADEMIC CoOp

The Villanova School of Business (VSB), through its strategic plan, is committed to providing a world-class business education complemented by appropriate experiential learning through internships and cooperative education programs (CoOps) in the business community. Students participating in CoOps experience complete immersion in a professional work environment. The hands-on application of classroom theory provides valuable insight into career interests, professional aspirations and personal values, thus helping students crystallize goals and focus future plans.

A CoOp is a six month full-time work experience, sufficiently rigorous so as to earn credit, endorsed by VSB and the Faculty Chair(s) of the appropriate academic areas(s). VSB CoOps are administered through the Clay Center at VSB.

### PREREQUISITES

To participate in an academic CoOp, students must have:

- full-time, undergraduate student status in VSB or business minor program
- junior standing during CoOp participation
- minimum overall GPA of 3.0
- completed prerequisite coursework specific to each program

### ACADEMIC CREDIT

**Free Elective Credits:** Six (6) free elective credits may be earned for successful completion of an academic CoOp. The maximum number of internship and CoOp course credits that can be used to fulfill graduation requirements is six (6).

**CoOp course credits count as FREE ELECTIVES only and do not fulfill major or minor credit requirements.** If a student has fulfilled all of his/her free elective requirements, then CoOp credits are designated extra credits over and above graduation requirements. CoOps are graded on a Satisfactory/Unsatisfactory basis. Monetary compensation for a CoOp does not affect eligibility for receiving academic credit.

**Credit Approval and Registration:** Eligibility to participate in a CoOp program must be determined and course registration completed **BEFORE** the CoOp commences. **NO ACADEMIC CREDIT WILL BE AWARDED FOR A CoOp RETROACTIVELY.**

**Degree Progress:** CoOp students may maintain full-time student status, thus continuing eligibility for insurance coverage, scholarships and campus housing. CoOp students remain on track to graduate in four years by completing coursework (missed while participating in the CoOp) before, during and after the CoOp assignment.

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# ACADEMIC CoOp REGISTRATION PROCESS

## REGISTRATION PROCESS

To participate in a VSB CoOp for academic credit, follow these steps:

1. Attend CoOp Information Session and/or review appropriate CoOp program brochure
2. Meet with the VSB Internship/CoOp Coordinator (The Clay Center at VSB, Bartley 1054)
  - a. Discuss curriculum planning and eligibility status
  - b. Discuss academic requirements
  - c. Review recruiting process
  - d. Complete Student CoOp Application/Agreement
3. Meet with a Career Counselor (Career Services, Corr 106)
  - a. Prepare and refine resume
  - b. Establish **-GoNOVA-** account via <http://careers.villanova.edu> (Career Services' web-based recruiting system)
    - Complete Profile (i.e. Personal Info., Academic Info., Career Preferences, Continued Academics sections)
    - Upload resume
  - c. Participate in Career Services' practice interview program
4. Apply and interview
  - a. Submit resume for specific CoOp program via **-GoNOVA-**
  - b. Participate in on-campus interview
5. Meet with VSB Internship/CoOp Coordinator after accepting CoOp position
  - a. Supply supervisor contact information for accepted CoOp placement
  - b. Review academic requirements and timeline for completion
  - c. Sign Student CoOp Application/Agreement
  - d. Complete registration for appropriate CoOp course and concurrent evening course during University registration period
6. Contact Financial Assistance and Residence Life Offices, if appropriate

## REGISTRATION DEADLINES

Course registration deadlines for CoOps:

CoOp Participation	Course Registration Deadline
Fall Semester (July-December)	prior to start of CoOp in July
Spring Semester (January-June)	prior to start of CoOp in January

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**The Clay Center at VSB, Bartley 1054**

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