The Cooperative Education ("Co-op") policy is available to review in the undergraduate catalog. Spring applications are due December 1 for employment periods between January 1 – June 30. Fall applications are due May 1 for employment hours between July 1 – December 31.

Student Instructions

Step 1: Meet individually with your Faculty Advisor to discuss how a Cooperative Education experience may benefit you as well as the requirements for the program.

Step 2: Search JOBSs for available positions that fit your co-op goals. Contact the office of Career Services for assistance creating a resume and cover letter for job applications. If you already have a job related to your program of study and/or future academic and professional goals, you may be able to use this as your co-op experience.

Step 3: Once you have secured co-op employment, please obtain a letter, preferably on the employer's letterhead, from your supervisor confirming employment, employment dates, number of hours per week, and specific duties.

Step 4: Submit this co-op application along with your resume and employment letter to your Faculty Advisor.
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Student Application

Student Name: _____

Student ID: _____

Email: _____

Major: _____

Faculty Advisor: _____

Co-op Semester/Year: _____

Employer/Company: _____

Employer Address: _____

Supervisor Name: _____

Supervisor Title: _____

Supervisor Tel: _____

Supervisor Email: _____

*Total # hours scheduled: _____

**Total # credits requested: _____

*Calculate the total scheduled hours from your employment letter between January 1 – June 30 (Spring applications) or July 1 – December 31 (Fall applications).

**Students may earn up to 12 credits maximum (1credit equals 50 hours of work) during the employment period. Credits are financial aid eligible if they fulfill a free elective or program requirement.

Objectives and Career Goals: Use this space below to explain (1) how you will apply your academic studies to your co-op experience, and (2) how this experience will support your academic and professional goals.

Do not exceed 1 page, use only the space provided above.

Revised September 15, 2023

Student Agreement

I understand that when I register for any class at Southern Connecticut State University (SCSU) or receive any service from SCSU I accept full responsibility to pay all tuition, fees, and other associated costs as a result of my course/ housing registration and/or receipt of services. I understand and accept that if I fail to pay by the scheduled due date and fail to make acceptable payment arrangements to bring my account current, SCSU may refer my delinquent account to a collection agency and the University may no longer accept direct payments. I further understand that if SCSU refers my student account balance to a third party for collection, a collection fee will be assessed and that my delinquent account may be reported to one or more of the national credit bureaus. By my signature I acknowledge this statement. By my signature I also acknowledge that I have read and agree to all terms and conditions outlined in the StudentEnrollmentAgreement.

Student Signature: _____   Date: _____

FOR ADMINISTRATIVE USE ONLY

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Faculty Advisor Approval

I confirm that the student is a Junior or Senior with at least an overall 2.0 GPA and is eligible to be registered for CTR 300. The student has sufficiently documented (1) how their academic studies will be applied to their co-op experience, and (2) how this experience will support their academic and professional goals.

Faculty Advisor Signature: _____   Date: _____

Department Chairperson Approval

Instructor Assigned (please print): _____

Department Chair Signature: _____   Date: _____

Dean Approval

I confirm that the student may earn _____ credit(s) upon success completion of CTR 300 and will receive Co-op advisement by the instructor assigned above.

Dean Signature: _____   Date: _____

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The Dean's Office must submit final approved applications to academicscheduling@southernct.edu to create a CTR 300 section and register the student (cc: Instructor and Department Chairperson). The instructor must provide the student with a syllabus detailing the student's responsibilities.