



COLLEGE OF ENGINEERING
LAMAR UNIVERSITY

Cooperative Education Program

How to Become a Successful Cooperative Education Student

Goal of the Program

The main goal of cooperative education is to combine academic study with practical experience to produce more qualified and experienced university graduates.

Who is Eligible?

After completing your first year of engineering or industrial technology (typically from 30-45 semester hours), you may participate in the co-op program, which allows you to alternate semesters of college study with periods of paid on-the-job training which is related to your major. Engineering majors must have a GPA of 2.5 or better. Industrial Technology majors must have a GPA of 2.75 or better.

**'You can't buy experience like this.
But you can get paid for it.'**

LAMAR UNIVERSITY

COOPERATIVE EDUCATION PROGRAM

- First, speak with the Director of Cooperative Education, Erin Lovelady, about your interests and opportunities that may be available. (You may set up an appointment by calling 880-8714 or stop by Cherry suite 2008)
 - **The College of Engineering Cooperative Education Program is managed by the Engineering Co-Op Office in Cherry Suite 2008.** All Co-Op and Internship opportunities are available to eligible co-op students to view online using the Lamar University Hireacardinal.org job posting site. You may access Hire A Cardinal by visiting www.lamar.edu/engineering and clicking on the Cooperative Education button at the top of the page. On the Cooperative Education webpage there is a link that will direct you to Hire A Cardinal. You will then enter your username and password. You may also access the website by visiting HireaCardinal.org
- Next, receive all necessary paperwork, SIGN AND RETURN. (Paperwork is included in this packet: Requirements Form, Application Form, and Statement of Ethics). These forms are also available in the Co-Op Office, Cherry Suite 2300 or online at www.lamar.edu/engineering.
 - Once you have signed and returned all required paperwork, the Co-Op Office will set up your Hire A Cardinal profile as a Co-Op student account for you. (When you enroll as a Freshman at Lamar, your Hire A Cardinal account is automatically set up. Your

username is your Student ID (minus the L) and password is your Birthday.

- You **MUST** submit your updated **RESUME ELECTRONICALLY** to: COOP.Engineering@lamar.edu, or bring a copy on your flash drive to Cherry Suite 2008. You must also upload your resume to Hire A Cardinal
- Student will then receive an email stating that you are now an ‘active’ cooperative education student. The email will also provide you with your username and password. If you have not changed it yourself the login information is as follows - Username: Student ID (minus the “L”)
Password: Birthday

You may now begin viewing co-op job postings.

- To view postings on Hire A Cardinal: visit www.lamar.edu/engineering. Then, click on the Cooperative Education button at the top of the page. This will bring you the Cooperative Education webpage and there is a link that will direct you to HireaCardinal.org
- You will be prompted to enter your username and password. If you do not know your username or password, please contact the Co-Op Office at 880-8714.
- Once you are in the system, the first thing you must do is **UPDATE YOUR PROFILE**. You may do this by clicking on the **My Account** tab at the top of the page and then clicking on **My Profile**.

IMPORTANT: YOU MUST UPDATE YOUR PROFILE AT THE END OF EACH SEMESTER, INCLUDING YOUR RESUME. If you fail to update your profile at any time, you may not be able to apply for postings because the system may not recognize you as an eligible applicant. Please completely fill out **ALL FIELDS** in your profile.

- After updating your profile, you will need to **UPLOAD YOUR RESUME INTO THE SYSTEM.** You may do this by clicking on the **My Account** tab at the top of the page and then clicking on **My Documents**. You will not be able to view co-op/internship postings until you have uploaded your resume.
- Once your profile is updated, you may now view all INTERNSHIP & CO-OP opportunities by clicking on the Jobs Tab and scrolling to Co-Op Jobs.
- For each position you are interested in, follow the application instructions. Some companies may ask you to apply directly through the Hire A Cardinal site by clicking on the 'Submit Resume' button at the top of the posting, or others may instruct you to apply through their company website.
 - ALL CO-OP & INTERNSHIP JOBS are also posted on the Bulletin Board. All you will need is the JOB ID # to look up a particular job on Hire A Cardinal.

If you have any questions, please contact the
Co-op Office at 409-880-8714

You Received Your Dream Co-Op/Internship, Now What?

- You must enroll and pay tuition for a Career Development course any semester you are working as agreed in the Statement of Ethics and Program Requirements.
- **WARNING:** If you have ever had a student loan, when attending **ANY** educational institution, you could fall into repayment status if you are enrolled in less than six hours. You are responsible for contacting Financial Aid for assistance in keeping within Financial Aid guidelines.
- You must request a student fee exemption letter from the co-op office to waive your student fees. The fees will be waived if the Career Development Course is the only class you are registered for.
- You must turn in the Employer Verification Form. Forms may be signed and returned to the Co-Op Office located in the Cherry Engineering Building – Suite 2008, mailed to the address on the form, faxed or emailed to ***COOP.Engineering@lamar.edu***
- You must complete the Student Evaluation form and ask your employer to complete the Employer Evaluation form.
 - The Student Evaluation and Employer Evaluation forms may be signed and returned to the Co-Op Office, mailed to the address on the form, faxed or emailed to ***COOP.Engineering@lamar.edu*** (If emailing the Employer Evaluation, it must be sent from the evaluator's email address.) The forms may be downloaded from: **www.lamar.edu/engineering**
All forms are also located on your Blackboard account under the Career Development Course. Due dates are noted.
- You must turn in your report no later than the last class day of the semester. If you are required to make a PowerPoint presentation by your employer near the end of the co-op session, a copy of the slides will be accepted as your report, provided the employer approves.



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Cooperative Education Program Requirements

Indicate by initialing that you have read and understand the following:

- ___ You must be an undergraduate engineering student who has attained Sophomore classification.
- ___ Transfer students must complete one full semester of engineering at Lamar University.
- ___ You should apply to the program the semester before you want to start working.
- ___ You must maintain a minimum 2.5 overall GPA. (IT Majors must maintain a 2.75 GPA)
- ___ You must enroll and pay tuition for Career Development course any semester you are working.
- ___ **Warning:** If you have ever had a student loan, when attending any educational institution, you could fall into repayment status if you are enrolled in less than six hours. You are responsible for contacting Financial Aid for assistance in keeping within Financial Aid guidelines.
- ___ You must request a student fee exemption letter from the co-op office to waive your student fees.
- ___ You must complete the Student Evaluation form and ask your employer to complete the Employer Evaluation form.
- ___ You must turn in your report no later than the last class day of the semester. If you are required to make a PowerPoint presentation by your employer near the end of the co-op session, a copy of the slides will be accepted as your report, provided the employer approves.
- ___ You must maintain a current resume and contact information in the Co-Op office.
- ___ **Only** MyLamar email addresses will be used by the Co-Op office. Check messages frequently.
- ___ Co-op jobs are obtained through an interview process. Dress during the interview is business casual, unless otherwise specified.
- ___ You must read and sign the Co-Op Program Requirements and the Statement of Ethics included in this packet.

Student Signature

Date

COMPLETE YOUR APPLICATION TODAY!



COLLEGE OF ENGINEERING
LAMAR UNIVERSITY

**Cooperative Education Program
Statement of Ethics**

1. I will respond to job offers in the time frame specified by the employer. After accepting one offer, I will not continue searching for a job or accept other offers.
2. I will register and pay tuition for the Co-Op course each semester I work, including summers and fourth or more terms. Failure to register and pay may result in loss of Co-Op position. I understand there will be a registration hold if I fail to register and pay.
3. I will maintain satisfactory job performance and follow all policies of my employer. If I fail to do so, I may be released from the Co-Op program.
4. I will honor the agreement made between me and the employer concerning the length of time and semesters that I work.
5. I will maintain satisfactory academic performance at Lamar University and complete all academic requirements for each work term.
6. I will attend classes at Lamar University full-time the semester before I work, and I intend to graduate from Lamar University.
7. I will obtain permission from my Co-Op Director to work consecutive fall-spring terms.
8. I understand my employment may be contingent on a physical exam and/or drug screening.
9. I understand my employment as a Co-Op student is part of an educational program, and I am not entitled to unemployment benefits according to the Texas Unemployment Act Section 201.069.
10. I will comply with the Cooperative Education Program Requirements.

Release of Records and Acceptance of Terms

I accept the above conditions for my participation in the Co-Op Program. I authorize the Co-Op Office to release any and all information to actual and potential employers as it is necessary for my participation in Co-Op. Any issues not covered in this agreement will be decided by the Co-Op Director in conjunction with the student, employer and engineering advisor.

Return signed form to Cooperative Education office, Cherry Engineering Building, Suite 2008

Student Signature

Date

Student ID Number

Director, Recruiting and Cooperative Education

Date



**LAMAR UNIVERSITY
COLLEGE OF ENGINEERING**

Telephone: (409) 880-8714 Fax: (409) 880-8180
Email: COOP.Engineering@lamar.edu

APPLICATION FOR COOPERATIVE EDUCATION EMPLOYMENT

PERSONAL DATA

Name:	Student ID
Major:	Graduation Date:
Spec./Minor:	
Current Address:	Permanent Address:
City, State, Zip	City, State, Zip
Local Phone:	Permanent Phone:
Cell Phone:	
Email:	

U.S. Citizen? Yes No

If Non-U.S. Citizen, are you qualified to work in U.S. on a full-time basis? Yes No

Other than English, what languages do you speak or read?

Which semester would you like to start working as a co-op?

List any location preferences and restrictions:

Please notify the Director of Cooperative Education of any accommodations required due to a documented disability.

EDUCATION (Most recent first)

SCHOOL	NAME & LOCATION	FROM	TO	MAJOR	HRS. COMP	GPA
COLLEGE/ UNIVERSITY	Lamar University					
COLLEGE/ UNIVERSITY						
HIGH SCHOOL						
OTHER						

I authorize the College of Engineering to provide my resume and transcript to prospective employers. I authorize investigation of all statements contained in this application for employment. I understand that misrepresentation or omission of facts called for hereon shall be sufficient cause for cancellation or consideration for employment and dismissal from the company's or agency's service if I have been employed. I understand my employment may be contingent on a physical examination and/or drug screening. I understand that if I am employed evidence of U.S. citizenship or U.S. resident status may be required. I understand my employment as a co-op student is part of an educational program, and if I am dismissed from employment or not invited back for subsequent work terms, I am not entitled to seek unemployment benefits. I understand that if I have ever had a student loan, when attending any educational institution, I could fall into repayment status if I am enrolled in less than six hours; and that it is my responsibility to contact Financial Aid for assistance in keeping within Financial Aid guidelines.

Signature: _____ Date: _____