

Cooperative Education Online Information and Services for Distance Learning students:

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Web Page

http://www.haywood.edu/cooperative_education

Cooperative Education information and contact information can be located from the **Haywood home page** by clicking on **Current Students** then **Cooperative Education**. Or from **Haywood home page** to **Prospective Students, Education and Career Development, then Cooperative Education**.

HCC provides access to all services for all students. For distance learning students, a detailed list of services and how to access them is located on HCC's Web site, www.haywood.edu, under **Academics, Distance Learning**, Access to online services for distance learning students, and under the department Website for each of these services.

Co-Op Enrollment Procedures

1. Check your program of study for COE course options and speak with your advisor or the Co-Op Coordinator to register.
2. You must have a GPA of 2.0 or better and at least 9 core curriculum credit hours with HCC.
3. Complete a **Co-Op application** available online under **Current Students, Co-Operative Education**. Submit by Email, FAX or mail.
4. Provide a copy of your **Resume** and a **Job description** from the Co-Op Employer submitted by Email, FAX or Mail.
5. Order your Co-Op Workbook from the HCC Bookstore. Complete and submit three **Measurable Learning Objectives** as outlined in your Co-Op workbook.
6. Distance learning students must complete a **HOP assignment** on the first day of class through **Blackboard**.
7. Stay in contact by Phone or Email with your Co-Op Coordinator and Instructor.
8. Prepare for an on-site visit by appointment from your Co-Op Coordinator or Instructor during your Co-Op work experience.