

The University of Michigan-Flint Cooperative Education & Internship Program Employer Guide

Cooperative Education and Internships integrate classroom studies with learning through productive, paid and unpaid work experience in a field related to a student's career goals.

Employer Benefits

Providing a college student with the opportunity to explore their field of study with hands-on work experience is mutually beneficial, and a great way to foster goodwill and support higher education in the community. In addition, employers receive the following benefits:

- **Innovation:** students bring new ideas and fresh approaches to the workplace.
- **No fee, lower salaries:** wage goes directly to the student - no charge for recruiting services.
- **No unemployment compensation:** students are ineligible; no employment tax on wages.
- **Pre-screened candidates:** employer can specify major, class standing and GPA.
- **Highly motivated students:** anxious to explore their career choices.
- **Excellent recruitment tool:** identify strong performers for potential full-time positions.
- **Technical upgrade:** students bring the latest technical knowledge to their work assignments.

The Placement Process

The Academic Advising and Career Center advisors facilitate the placement process, serving as a liaison between the employer, the University, and its students.

- The employer provides a job description and sets requirements.
- Student selection criteria may include class standing, GPA or specific course background.
- UM-Flint Academic Advising and Career Center advisors refer resumes of interested candidates.
- The employer controls interview and selection process.
- Student accepts offer and agrees to salary, schedule, and assignment.
- Co-op students and interns are subject to all regular personnel policies and procedures.

Position Requirements

The students enrolled in the Cooperative Education and Internship Program at the University of Michigan-Flint are seeking professional experiences to confirm and expand on the theories and concepts they are learning through their educational coursework. In order to maintain the effectiveness and value of the Program, Cooperative Education and Internship assignments offered by employers:

- Must be directly related to the students declared major
- Must have a direct supervisor that can act as a mentor
- Must provide planned and increasingly challenging assignments for the student
- Must not be clerical in nature
- Must not require more than twenty (20) hours of work weekly during the Fall and Winter semesters, or more than ten (10) hours of work weekly for unpaid positions

Federal Work Study Program

An option for NON-PROFIT organizations includes hiring students that qualify for the Federal Work-Study program. In this program, the University will reimburse the non-profit employer 75% of the student's wage. A limited number of students can participate in this program.

How to Get Started

Hiring a co-op/intern student from the University of Michigan-Flint is as simple as calling our office or providing a job description via fax, email, or directly post it via UM-Flint Career Connection at http://www.umflint.edu/careers/emp_resumecon.htm. Additional information, including a Position Description Form, can be found at our website, www.umflint.edu/careers/coopemp.htm.

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