

# COOPERATIVE EDUCATION PROGRAM STUDENT HANDBOOK



HOFSTRA  
UNIVERSITY®

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**CO-OP PROGRAM**

FRED DEMATTEIS  
SCHOOL OF ENGINEERING  
AND APPLIED SCIENCE

**Philip M. Coniglio, CO-OP DIRECTOR**  
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Rev J - Nov 2017

On behalf of Hofstra University's School of Engineering and Applied Science (SEAS), I invite you to read this brochure carefully and to consider acting on it.

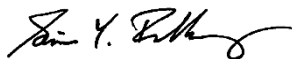
The inauguration of the SEAS Co-op program is a landmark event in our rapidly developing school. It represents a major step forward in integrating the academic life of aspiring engineering and computer science majors with the professional concerns of practitioners in science, engineering, and technology firms.

Under the able directorship of Mr. Philip Coniglio, we are assembling a diverse mix of large, mid-sized and small companies which are interested in hiring students such as yourself for a six to eight month stint of full-time work, before you even start your senior year here. You will be incorporated into real design and analysis projects commensurate with your academic background.

This experience will enable you to clarify what career options you have after graduation, what skills companies' value in graduates, and how you can direct your remaining year or more of schooling to prepare you better to achieve your professional goals.

Please give the brochure a serious look over, and be sure to drop by Mr. Coniglio's office in 109A Weed Hall if you want any further information about the SEAS Co-op program.

Sincerely,



Sina Y. Rabbany, Ph.D.

Acting Dean

School of Engineering and Applied Science

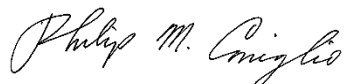
Today, it is not unusual to find employers citing their inability to fill entry level engineering positions with students grounded in what they term the “real world.” Hofstra University, through this Cooperative, is initiating a long-term commitment to partner with the corporate community and its own School of Engineering and Applied Science student body to address these issues.

Through this program, SEAS will provide an integrated educational and professional work experience for our undergraduates. Participation will offer students the opportunity for paid work with a company in a field related to their degree program. It will also provide an opportunity for business leaders to help grow the base of experienced young engineering/technology talent here on Long Island.

This is our pilot year for the program working with our engineering students and a group of fifteen companies. Next year we plan to expand by including our Computer Science students and growing the list of Co-op Partners significantly. We are working hard to ensure a successful first year which will help to attract additional top ranked students and more top tier corporations to recruit are SEAS graduates.

In the years ahead, we plan to expand the corporate partners both in numbers and geographically so we can offer students positions not only locally but regionally and beyond. Our long-term goal is to transform the SEAS Co-op program to be nationally recognized as a premier program contributing to Hofstra University’s educational value proposition, while meeting the needs of our corporate partners.

Sincerely,

A handwritten signature in cursive script that reads "Philip M. Coniglio".

Philip M. Coniglio  
Co-op Program Director  
School of Engineering and Applied Science

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## **What is the SEAS Co-op Program?**

The SEAS Co-op Program provides an integrated educational and professional working experience for undergraduates. It offers the opportunity for a full-time compensated work experience in a field related to the student's degree program prior to graduation. This gives the student insight into how companies work, and what is expected of new employees, and therefore is a tremendous advantage for graduating students seeking full-time employment.

The Co-op program is available to eligible Engineering students after the first semester of their junior year. The program supports the spirit of the SEAS mission statement which is to "educate engineers and computer scientists who are creative, entrepreneurial, and prepared to tackle critical global challenges". This is the pilot year for the program, which next year will be expanded to include computer science students.

### **Salient Points of the Program:**

- Students are employed in a paid position directly related in their field of study
- Positions are with employers who are local, regional and national
- Students cannot take courses during their employment
- Students who successfully complete the program will have a notation entered on their official college transcript stating their completion of the program
- Students will not earn college credit for the Co-op experience
- Students do not pay tuition while on a Co-op assignment
- Financial aid and scholarships, if applicable, are awarded only during the school terms for regular course work taken during a fall or spring semester
- No fee to participate in the program
- Students are required, however, to pay a matriculation fee to maintain status as a continuing student
- The students are direct employees of the companies and must comply with all company policies

## **Which Students Qualify?**

### Undergraduate Students

- Students must possess a minimum 3.0 GPA overall. If in doubt, please check with us or a faculty advisor.
- Students must have completed their first semester of their junior year, including all courses required in the junior curriculum through that semester.
- F-1 International Students are eligible to participate if they meet all requirements to obtain authorization for Curricular Practical Training (CPT). Students should contact the International Student Affairs office for more information about CPT. Other international students should make sure they can participate in the Co-op program based on their immigration status. Please consult the International Student Affairs office to discuss.

### Graduate Students

- Completion of all undergraduate computer science course's pre-requisitions.
- Completion of nine (9) graduate computer science courses.
- For F-1 international students they must complete 18 graduate credits.
- Must have a minimum of a 3.2 GPA.

## **Work Schedules**

The Co-op position is a full term employment for a period of between six and eight months. Actual length of the employment and work hours vary by company.

## **Responsibilities of the Co-op Office**

The SEAS Co-op office serves as a liaison between Hofstra University and the participating companies. The students we send out to work in these companies are expected to display a code of professionalism that reflects well on themselves as individuals and as students from SEAS. Part of our job is to maintain open lines of contact with employers and supervisors and to get feedback about the students we are matching with the available positions. We are available here at all times to assist you with advice throughout your work experience, so make use of our expertise whenever the need arises. But always remember that you are ultimately responsible for your behavior on the job.

## **Disclaimer**

Since the Co-op work experience takes place in companies that partner with Hofstra University, but are external to it, the student participant may be subject to background checks and other tests specified by the hiring company. It is the company's right to require these background checks, and Hofstra University is not responsible if a student applicant is not offered a position because of the results.

## **Co-op Fees**

There are no fees to participate in the program. Students are required, however, to pay a matriculation fee during the Fall or Spring semester when the student is not enrolled on campus, to maintain status as a continuing student.

## **Residential Living**

Students working in companies within commuting distance from Hofstra University may maintain residence on campus while working, by paying the normal residential housing fees.

## **Co-op Office Hours**

The office is located in 109A Weed Hall (Ph: 516-463-5548) and is open Monday through Friday from 9:00 am to 5:00 pm. We have an open door policy and students are encouraged to visit us at any time without an appointment. We are here to advise on resume writing, interviewing skills, and job development, as well as to answer any questions that you might have about the program. We encourage you to stop by and visit. We want to get to know you and to help find a position that best fits your needs.

## **Application Procedures and Forms**

In order to get started in the Co-op process, we need several documents from you.

Each student who wishes to participate in the program will be responsible for submitting to the Co-op office via email the following documents:

- Resume
- "Co-op Student Application" form
- "Student Statement of Understanding" form
- For graduate students – "Certification of Full-Time Graduate Status" form
- For International Students - All of the above forms plus "F-1 CPT Application form"

All forms can be found at the back of the handbook and on the Co-op website.

**WARNING: You must register for next semester now and only cancel those classes once you have accepted a co-op position.**

## International Students process after receiving / accepting an offer

Follow the steps in the order shown:

1. Student receives an offer letter and gets approved by Co-op Director.
2. Register the coop course (undergrad = Coop 199; graduate = Coop 299)
3. Fill-out the Certification of Full-time Graduate Status form  
[http://www.hofstra.edu/pdf/studentaffairs/studentervices/acdrec/acdrec\\_ftstat.pdf](http://www.hofstra.edu/pdf/studentaffairs/studentervices/acdrec/acdrec_ftstat.pdf).
  - a. It must be signed by the Chair of the department, Dean and the Co-op Director.
  - b. The original needs to be sent to registrar and a copy sent to International office.
4. Student needs to fill out a **F-1 CPT application** and get it signed by the Co-op Director.  
[http://www.hofstra.edu/pdf/studentaffairs/international/international\\_form\\_cptaapplication.pdf](http://www.hofstra.edu/pdf/studentaffairs/international/international_form_cptaapplication.pdf)
5. Once the above forms are completed, submit the CPT application and offer letter to the International Student Affairs (ISA) office.
  - Once the CPT application is processed by ISA, student will be notified to pick up the I-20 with authorization on it.

**Only at this point can you start to work**

When submitting your resume you must submit it in a pdf format. Save your resume file name with the “department” first, - your “last name”, - “first name” – “Summer 2015,” e.g., IE-Smith-John-Summer-2015.doc.

Your resume will be sent to all companies whose requirements you meet. If you indicate on your application form that you are not interested in a position outside of the N.Y. area, we will only send your resume to companies in the N.Y. area.

### Personal Behavior

The attitude you bring to a job is the key to your success:

Be aware that potential employers not only use the interview process and your resume to determine who they hire, but they may look at your public social media accounts to determine your personal character. Make sure that there is nothing on your Facebook or other social media accounts that you would not share with a potential employer during your interview.

### Resume and Interviewing Skills Assistance

Our office is a resource you should make use of when you are developing your resume. We have many years of experience in interviewing and in hiring people for technical positions on Long island. We know how to help you make your best case in print and in person. If you want to schedule a mock interview, we'll be happy to set one up for you.

Please take time to review your resume: proofread and edit as necessary.



Make sure your resume is accurate and reflective of your experience and involvement. When writing your resume, use descriptions that are specific and quantitative if possible. An example of a well-crafted resume is on the following page. We also provide a sample of a thank you letter which should be sent to the employer after an interview.

The Career Center at Hofstra University offers counseling services and workshops that help students understand the world of work and make decisions about majors, internships, Co-ops and career paths. They can help with resume and cover letter preparation, interview practice and much more. You can schedule an appointment at [Hofstra.edu/career](http://Hofstra.edu/career) or by calling 516-463-6060. Quick Question hours are offered from 10-11am and 2-4pm each weekday.

# Sample Resume

Jane Q. Public

[e-mail@hofstra.edu](mailto:e-mail@hofstra.edu)

133 Hofstra University  
Hempstead, NY 11549-1330

Permanent Address:

1234 Main Street, Old Town, NY 11803  
Phone: 516-123-4567

**OBJECTIVE** To obtain a May 2015 co-op position that relates to and builds upon my Bioengineering knowledge and utilizes my technical, analytical and interpersonal skills.

**EDUCATION** **Hofstra University, expected 2016**  
Bachelor of Engineering in Engineering Science, Biomedical Option  
# of Credits completed by May 2015 (put GPA if 3.0 or higher)

<b>RELEVANT COURSEWORK</b>	Strength of Materials Biomech of Human Mvmt	Mechanics of Solids Lab Engineering Ergonomics	Intro Cell Biology Biomaterial
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**RESEARCH** **Cochlear Implants: Replicating a Human Sense** (Spring 2008)

- Researched the mechanics involved in the recreation of a human sense using a complex system of electrodes and a receiving unit.
- Gained an understanding of the human sense of hearing, mechanics involved in recreating the sense of hearing, and the effectiveness of a cochlear implant in recreating hearing.
- Presented findings at Sustainability Conference

**WORK EXPERIENCE** **Media Manager, Electronic Town**, Old Town, NY 12389 (5/13- 8/14)

- Assisted customers with their media questions
- Cleaned and organized media products
- Trained new employees on the procedures and proper way to assist customers

**Nanny to the Boland Family**, Centerville, NY 12345 (5/10- 08/14)

- Designed and coordinated activities and programs for two eight year olds
- Created educational activities for the girls
- Chauffeured the girls to all of their scheduled events

**Assistant Teacher**, Centerville Schools, NY 12345 (6/13-8/13)

- Designed games to help children learn colors/letters/proper social skills
- Facilitated 13 four and five year old children learning.

**ACTIVITIES and HONORS**

*Phi Sigma Rho*, Engineering Sorority:

Offices: Treasurer, Associate Educator, Standards Board

Awards: Orchid Award for Dedication and Sistership

Society of Women Engineers: Member

IEEE: Member

## **Sample Post-Interview Thank You Note**

6789 Stewart Ave.  
Garden City, New York 11530  
August 21, 2015

Mr. Benjamin Franklin  
Liberty Bell Enterprises  
1776 Walnut Street  
Philadelphia, PA 19106

Dear Mr. Franklin,

I want to thank you for the opportunity to meet with you today to discuss the possibility for employment with Liberty Bell Enterprises. I am extremely enthusiastic about being able to contribute my skills as an engineer to your growing business.

The position as you describe it meets my abilities perfectly, as it would allow me to build on my educational preparation, and join a team of specialists who are dedicated to advancing the technology of bell casting.

I look forward to hearing from you soon.

Sincerely,

Patrick Henry

## **The Importance of the Job Interview**

Your job interview with a potential employer represents your best opportunity to make a favorable impression and to present your case for why a company should want to hire you. Your interviewer (or interviewers) will be assessing your answers to their questions to ascertain your skill level, your level of enthusiasm, and your interpersonal qualities. They are professionals who are talent hunters: all companies need new people to reinvigorate their operations. They are certainly not adversaries out to find weaknesses in interviewees, and they are well aware that you are still an undergraduate, so they don't expect the same level of accomplishments as they would from a more senior applicant. Nevertheless there are a number of attributes they are looking to see in you, so it might be useful to highlight some of them here:

1. Be relaxed and straightforward in your answers. Show self-confidence but not boastfulness, and be able to back up any statement in your resume about your skills. For example, only assert competence in some software system or some machining skill if you actually possess it.
2. Show enthusiasm for the company and its operations. Do some background research on what its mission is and what products it offers. Know something about where the office you aspire to work in fits in with the larger enterprise.
3. Be articulate and thoughtful when answering questions. Your choice of vocabulary and your ability to speak in clear complete sentences will go a long way to making an impression on your interviewers.
4. Ask well-conceived questions. Your interest in working for the company will be brought out by the relevance of the inquiries you make during the interview process. Be prepared to answer some basic technical questions which may be asked to measure your general knowledge, but if you can ask some advanced technical questions relevant to the job, you will impress your interviewers.
5. Exhibit maturity. Be respectful of everyone, and dress appropriately for an interview. Show that you are someone who will work well with other employees.

## **Short Checklist for Interview Demeanor:**

Remember, "You never get a second chance to make a first impression."

- Arrive at least ten minutes before scheduled interview.
- Be dressed appropriately: if in doubt, err on the side of conservative attire.
- Be polite and let the interviewer begin the conversation.
- Be relaxed, make frequent eye contact, and answer questions completely and concisely.
- Do not ramble or digress when outlining your skills and accomplishments.
- Be a good listener.
- Make sure you have a copy of your resume. Also bring a pen and notebook to take notes.
- Always maintain a positive outlook and display interest in the position you are applying for.
- Make sure you get your best talking points in during the interview as a natural outgrowth of your responses.
- Be polite and positive at end of interview and follow up with a thank you letter.

## **Some Questions You Should Be Prepared to Answer**

1. Why are you interested in working for our company?
2. What do you know about our company?
3. Why did you choose your major?
4. Why did you choose Hofstra University?
5. What course have you found most interesting?
6. What do you consider your most important personal strengths?
7. What is your employment history?
8. What are some of your non-academic interests?
9. What type of job do you find most interesting and challenging?
10. What are your career goals?
11. What is the most difficult decision you have had to make?
12. Do you work better in teams or by yourself?
13. What are some areas of weakness you see in yourself?
14. How flexible are you about relocating?
15. Are you limited at all geographically about where you would work?
16. Do you work well under stress or deadlines?
17. Describe some extracurricular school activities you participated in, and how they helped you develop as a person.
18. What have you liked most and least in your past jobs?
19. What do you hope to gain after six to eight months at our company?
20. Are there any goals you haven't accomplished that you wish you had?

## Some FAQ about Co-op Program:

1. Who qualifies for the program?  
You need to have completed the first half of your junior year curriculum to participate in the program. Check with your academic advisor and with the Co-op office if you are unsure about meeting this requirement.  
For MS CS qualifications see handbook.
2. Are there any GPA requirements?  
Yes. Normally you must have a GPA of 3.00 or higher to participate.
3. What is the length of the Co-op experience?  
Normally it runs from six to eight months, incorporating the Spring semester and the summer months, or the summer months and the Fall semester.
4. Am I allowed to take courses while on a Co-op assignment?  
No. During the Fall or Spring semester you will maintain matriculation at Hofstra University by paying the requisite fee, but you will not be taking any courses. You are expected to be a full-time employee during your assignment.
5. Do I complete only one Co-op assignment?  
The Hofstra Co-op experience is designed to allow for only one six to eight month working period. That way you should be able to complete your education in 4 ½ years, without having to take summer session classes to meet degree requirements. The one extended work period also gives adequate time for you to extract a maximum amount of experience in a company environment.
6. What kind of salary will I make?  
The exact salary depends on the employer you work for, but as a general rule, Co-op salaries are in the range of \$16 to \$22 per hour. A Graduate Student's minimum salary is \$18 per hour.
7. How to apply?  
You will need to email the Co-op Office four documents; they are the Application form, Student Statement of Understanding, Graduation Advisement Checklist, and your resume. The three forms can be downloaded from the website and you must have your resume approved by the Career Center with a cover letter stating such.
8. What companies are currently seeking Co-op students?  
Refer to website [list](#).
9. Do I have to pick which company my resume will be sent to?  
No. The office will send your resume to companies that will be a good fit for your skills and aspirations, and will notify you when a company expresses interest in interviewing you.
10. Are all applicants guaranteed a Co-op position?

We cannot guarantee everyone will be offered a position with one of our participating companies but we will make every effort to place our students. Obviously you have to make a good impression on an interview to be accepted, and if your focus is on only a limited number of companies based on your interests or your location requirements, the likelihood of a match diminishes somewhat.

11. Can transfer students participate in the program?

Yes, keep in mind that all transfer students must meet the same class standing eligibility requirement.

12. How do I find out if I have been offered a Co-op position?

The company will contact you by letter, phone or email to apprise you of their offer of a position. When that happens, please let our office know of the job offer.

13. Suppose several companies offer me a position. What do I do?

First you should be very pleased that you have options. As with any other job-seeker, go with the one you think is most in line with your interests. But remember that you have a limited time allotted by the company to make your decision, and be sure to notify the other companies whose offers you decline, also within the allotted time for a decision. You will also have to complete a Co-op Offer Acceptance Form for the Hofstra Co-op office.

14. Must I accept an offer if I receive only one offer?

No, you are not obligated to accept an offer made to you, but you must notify the company of your declining it within the timeframe set for a response. Once you accept an offer, you should feel obligated to honor your commitment to the company. That is also why you should carefully research a company before interviewing with it.

15. What if I am let go from a company before my term ends?

First let us assume your dismissal is not a reflection of poor work performance. Sometimes companies may let employees go for economic reasons. In those cases you will return to school at your next scheduled semester.

16. Does participation in the Co-op program jeopardize my graduation in terms of courses being available in a timely fashion?

No. When you begin your co-op experience, you have completed most of your core courses in your degree program. Suitable technical electives and design courses are offered in sufficient frequency, as are remaining required courses, to complete your degree in 4 ½ years. When you have accepted a Co-op position for a given semester and summer, you can work with your faculty advisor to plan out the courses you will need to take when you return to academic life.

17. Can I live on campus during my Co-op experience?

Yes, provided you follow the normal arrangements with the housing office at Hofstra University for reserving a room and making payments.



18. What about living arrangements if my Co-op job is far from Hofstra?  
Most companies will offer you some assistance in relocating and finding suitable housing but if they don't you will have to find your own housing. This subject should be discussed during your interview. Obviously you have to factor this added cost in time and money in choosing a position far from Hofstra or from your home.
19. What happens to my financial aid?  
Your financial aid will be placed on temporary hold while you are on your Co-op assignment. However, when you return to the University as a full-time student your financial aid will resume.
20. Is there any fee associated with the Co-op Program?  
No, you do not pay any fees to make use of the Hofstra SEAS Co-op Program. You do, however, need to pay the matriculation fee to maintain status as a continuing student.
21. Do I get academic credit for Co-op work?  
No, you will not receive any academic credit or grade for the completion of the Co-op assignment.
22. May I continue part-time with my Co-op position after my term ends?  
Normally you need to return to full-time studies at the end of your term, so no continued association is expected. However, if a company expresses an interest in having you continue to work for them part-time while you return to full-time student status it would be at your discretion to continue that association.
23. Can I work part-time with another company during my Co-op term?  
No, you are expected to devote your full professional attention to the company that hired you as a Co-op student.
24. What about vacation?  
You should not schedule any vacation during your Co-op assignment.
25. Are there any legal requirements for participating in the program?  
Yes, you must have a social security number, because social security taxes will be deducted from your paychecks. You must currently be authorized to work in the United States on a full-time basis for any employer without restrictions.
26. Can graduate students participate in the program?  
The answer is YES, see qualifications in the Handbook.

# SEAS Co-op Program

## Student Application Form

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Co-op Class:    Jan            June

Hofstra ID No: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone No: \_\_\_\_\_

Secondary Phone No: \_\_\_\_\_

Declared Major: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Hometown Address: \_\_\_\_\_

\_\_\_\_\_

Residency:    US            Permanent            International

Would you consider a Co-op position out of the NY area: - YES or NO

Do you have access to a car: - YES or NO

I pledge that while I am participating in the program I will not solicit any of the Corporate Co-op Partners for any other part-time or summer internship. The companies involved are specifically hiring for this co-op program, not for any alternative employment.

I authorize the University to forward my resume to companies participating in the SEAS Co-op Program and to share information about my participation in the Program with these companies.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **STUDENT STATEMENT OF UNDERSTANDING**

### **Hofstra University School of Engineering and Applied Science Co-op Program**

Student Name: \_\_\_\_\_

*The above named student accepts the following responsibilities related to his/her participation in Hofstra University's School of Engineering and Applied Science Cooperative Education Program ("Program"):*

Student Expectations:

- Familiarize yourself with the employer's business services, markets, corporate culture and organization, before or soon after starting employment.
- Display intellectual curiosity and a desire to contribute.
- Display a good work ethic (e.g. always come in on time, and put in the commensurate amount of work required to meet task deadlines, even if it means working some unpaid overtime).
- Always be open and responsive to suggestions for improvement.
- Dress and present yourself according to company's dress code and code of conduct.
- Comply with all the company's work rules & regulations.
- If you have a personal emergency and cannot come to work, make sure you contact your supervisor.
- Always remember you are an ambassador of Hofstra University.
- Understand that you are an employee of the company and that Hofstra University is only a facilitator of the program.
- Remember that the company maintains the right to terminate your employment if assigned tasks are not performed according to the company's expectations.
- I give Hofstra University permission to use all or part of my Student Status Reports as quotes for promoting the Co-op Program.

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Student Signature

---

Date

## Co-Op Student Schedule / Graduation Advisement Checklist

Name: \_\_\_\_\_

Date \_\_\_\_\_

Major: \_\_\_\_\_

Semester on Co-Op: \_\_\_\_\_

**Below, please list all courses that you must complete in order to graduate:**

Course	# Credits		Course	# Credits		Course	# Credits

Total Credits Remaining: \_\_\_\_\_

**Place each of the courses in the semester that they will most likely be offered:**

Fall/Spring/Summer 20__		Fall/Spring/Summer 20__		Fall/Spring/Summer 20__	
Course	# Credits	Course	# Credits	Course	# Credits
Total Credits		Total Credits		Total Credits	

Fall/Spring/Summer 20__		Fall/Spring/Summer 20__		Fall/Spring/Summer 20__	
Course	# Credits	Course	# Credits	Course	# Credits
Total Credits		Total Credits		Total Credits	

Student Signature: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Print Advisor Name: \_\_\_\_\_