

Frequently Asked Questions

This is a guide for students participating in the Co-op Program at Henry Ford College to answer questions regarding the program as well as safety measures considering the recent health guidelines.

Question: What happens if my placement was cancelled considering the recent pandemic?

Answer: Inquire with the employer when they anticipate rehiring and plan if possible, to complete your hours with them in order to get the academic credit for the semester.

Question: If the placement was cancelled what do I do about my grade if it shows as an I?

Answer: The grade of an I means you have an incomplete as a grade until your hours have resumed and showing your instructor documentation of these hours as well as the co-op staff is needed in order to process a change of grade.

Question: If I need a co-op in order to graduate and there is no room either on campus to work or off searching on my own how does the career services office assist me in that situation?

Answer: You still need to go through the same steps as all students by completing a co-op application online once we have approved you via reviewing your credits (50% completed requirement in core classes) and have a least a 2.5 G. P. A. in your major then we can work with you on your resume and submit it to employers that reached out to us assuring us that they have openings and that they are also meeting the requirements per the CDC – Center for Disease Center and following the OSHA safety guidelines.

Question: Is it possible considering the current health situation to work virtually?

Answer: If the employer has provided reasonable accommodations and you have proper equipment including computer/laptop access to complete the responsibilities necessary it is possible depending on your major as well. Example: Web Design program since work mostly on the computer if you have access to software to perform required tasks at hand for the employer.

Question: If I initially sign the agreement stating that both my employer and both have agreed to work in the state of our present conditions and something changes as far as the nature of the conditions of the employment either on the employer's part or mine who do I contact to determine how to proceed with my placement?

Answer: Please contact the co-op coordinators in the Career Services Office as well as your instructor to keep them informed. Arrangements will need to be made if needed to complete your co-op obligation with another employer in order to be able to receive academic credit.

Question: How come when I try to register for the co-op class, I am not able to simply do this?

Answer: Because you must be approved and fill out a co-op application through the Career Services Office first. Once you fill out a co-op application, we check on your status to make sure you have completed 50% of your core classes in your academic major and have at least a 2.5 gpa in order to participate. Once you have an employer identified to work with and we have approved this or if we send your resume to a company and they make an offer to you at that point we can request an approval for you to register for the class. You cannot register for a class without having a company offer you a co-op position.

Question: I am already working with an employer can't I just use this employer for my co-op experience?

Answer: If the work you are doing relates to your academic major it is possible if your employer/supervisor can assign you additional tasks /projects that you are not already currently already performing in your current position. The whole point of co-op is to gain valuable experience in industry that will assist you finding work in your field of study. If you are currently employed and the nature of the position does not entail spending at least 20% of your time using core concepts of your academic program, we are happy to assist you to direct you to companies that would consider you as a co-op student employee.

Question: So, do you send my resume out or do I to employers?

Answer: We recommend both. This is a partnership. If we jointly send your resume out and you do as well there will be more of a chance of additional interviews and co-op job offers that you can decide upon accepting one of them that is best for you.

Question: If I apply to be a co-op student for a particular semester is there a guarantee to be placed for that semester?

Answer: We cannot guarantee that the semester you are requesting to be placed will occur though we will work diligently with you with your request. The decision in hiring is up to the hiring manager at the company you are interviewing with not HFC Career Services. We recommend that you continually revisit your resume, seek interview advice from us and continue with the job search quest until a job offer is made to you.

Question: If I already had taken the co-op class once can I take it again?

Answer: This should be determined first by you and your academic advisor if it is conceivable for your schedule based on additional classes needed for your program first in order to graduate. Some majors like culinary require students to complete multiple co-op classes if enrolled in both the Associate and Bachelor programs.

Question: How do I receive academic credit for co-op in general when registered for the course?

Answer: All students receive academic credit by fulfilling their co-op hours (dependent on how many credits registered for) by the end of the semester registered for the course, complete assignments as requested by the co-op instructor by checking online with him/her via Moodle or Google Classrooms, attending the mandatory co-op class meeting/informational sessions (we did start offering virtual office meetings in light of current conditions).

Question: How many credits are offered for the co-op program?

Answer: 1 credit or 2 credits only.

Question: How many hours are required to work for each credit hour?

Answer: This depends on your major. For culinary students at the Associate Degree level there is the option to either break up the class in a 1 credit option = 150 hours then the following semester register for another 1 credit class. Another option is to register for the 2-credit hour class and complete 300 hours in order to be able to graduate. Bachelor's degree Culinary students are also required to complete 300 hours in order to receive academic credit for graduation requirements.

All other majors interested in co-op the arrangements include the following:

When pursuing the 1 credit hour class you must work a minimum of 75 hours for the semester or 2 credits must work a minimum of 150 hours for the semester worked.

Question: I just need 1 credit to graduate and looks like I can take the co-op course can I pursue this?

Answer: This will have to be determined by your academic advisor if conceivable and if there are no additional 1 credit hour classes that would be best for you to pursue at this time. Ideally a joint effort would have to be made on your part and ours to investigate options with employers to work on a project to fulfill the obligations necessary in order to receive academic credit upon your graduation requirements.

Question: I am an international student am I able to use my CPT (Curricular Practical Training) for co-op?

Answer: Yes international students do participate in co-op same requirements apply with all students including international with having a 2.5 gpa in academic major and having 50% of core classes completed in your program. You are required once an offer has been made to share the documentation of the job offer – copy of the job offer letter to HFC’s international office and our international office will assist you with filling out the appropriate documents in order to work off campus signing the CPT forms and will direct you to steps to apply for a social security card which is what you will need in order to work off campus. Be aware that usually it takes at least two weeks to receive a social security card so when the employer makes an offer inform the hiring manager when you can realistically start especially if you do not currently have a social security card at this time.

Question: Are there any majors that do not participate in co-op at all?

Answer: Yes. Currently Criminal Justice does not have an arrangement since internship is already part of their curriculum and is coordinated by their faculty. All medical programs including Nursing and Radiology do not participate in co-op either. Certificate programs as well are not part of co-op only Associate degree programs.