Co-op Program at Henry Ford College on Handshake

Step 1. Select Career Center tab located in the top-right corner of Handshake homepage.

Step 2. Select Experiences.

Step 3. Select Request an Experience.

Step 4. Select experience type from drop down menu according to major. If you do not see your major, contact the Career Services Office at [careers@hfcc.edu](mailto:careers@hfcc.edu). Do not select a major that doesn’t match your program, even if you are considering switching majors. Make sure to get approval from department and that your program is accurately listed in the system. As a reminder, majors in health and certificate programs are not eligible. Only associate degree programs and bachelor’s in culinary are currently approved.

EX: Experience Type: Accounting Co-op Term: Winter 23

Step 5. Fill out employer and job details. If you do not already have an employer that has agreed to the co-op program, enter Henry Ford College in the employer field. Once an employer has made you an offer for employment, the employer info can be updated.

Step 6. Attach a resume in Handshake once you’ve completed your profile section.

Step 7. Review attachments page in Experience for additional forms and information. Do not fill out the updated statements page yet.

Step 8. Wait to hear from the Career Services Office to schedule a follow-up appointment.

Step 9. Once employer has been identified, edit experience in Handshake with information about position, salary, job description and learning objectives. There are forms in the attachments section that need signatures from you and your employer: Updated statements page, culinary students need supervisor credentials form filled out. Please submit forms to jfmiller1@hfcc.edu.

Step 10. Check email to see when co-op course is ready for you to register and email [jfmiller1@hfcc.edu](mailto:jfmiller1@hfcc.edu) to confirm that you’ve registered for the course.

Additional points of interest about co-op process:

1. Reminder for adding in learning objectives and where to do this:

Step 1: Select Career Center tab.

Step 2: Click on Experiences.

Step 3: View Details.

Step 4: See the 3 columns on top see Learning Objectives mentioned. Will see button that says add an objective. Add 3 learning objectives and make sure the following is included:

1. Objectives needs to be specific.
2. Create goals that are achievable and reasonable for the semester.
3. Explain how the success will be measured, ask supervisor how you will be evaluated as well as your instructor.
4. As a reminder: Look in the attachment section in the Experience site to review information on creating learning objectives.

2. Make sure to send in attachments section Co-op Log on weekly basis to [jfmiller1@hfcc.edu](mailto:jfmiller1@hfcc.edu).

3. Email your co-op instructor to remind them you will need information on the syllabus and instructions for the class requirements.

4. Check your email periodically as you will be receiving notification of the mandatory online co-op meeting that takes place near the end of the semester.

5. If you are completing your co-op on campus, there are other hiring forms that need to be filled out with our Human Resources department at Henry Ford College and there is a required video that must be watched in the Career Services Office prior to starting the position in the department you’ve been offered the co-op position.

6. Inform Co-op/Career Services Office of any questions or concerns along the way.

7. Near the end of the semester, students will be required to fill out a student evaluation form.

8. Update resume near end of the semester to reflect the co-op experience and send updated version in Handshake for review.

9. Students required to fulfill requirements for tracking hours for 1 or 2 credit co-op class.

1. Students registering for the 1 credit class required to track minimum 75 hours for the 2 credit course required to track 150 hours for the semester.

2. Culinary students only are required to track 150 hours for the 1 credit co-op class and 300 hours for the 2 credit course. Bachelor’s degree students required to track 300 hours for the semester.

10. Students are expected to complete all required assignments from co-op instructor in addition to submitting hours to the Career Services Office to receive academic credit and not receive an I – Incomplete grade at the end of the semester.