Students have two options to complete this 4-workshop pre-requisite:
1. In-class workshops
   or
2. Online through Black Board (BB)

*NOTE: The Co-op Orientation Workshop is mandatory as an in-class attendance.
* If completing workshop requirements on BB, an assessment must be completed.

a) Student needs to have an Academic or Faculty Advisor register them for the CPS 298 “class”
b) Students must create an online account on QCC’s job board “Purple Briefcase” (PBC) for registration of the four CPS 298 workshops. https://app.purplebriefcase.com/pb/account/logout?s=QCC
c) At the completion of all four workshops, students will receive a grade of (Pass “P”) from Career Services (CS)
d) Upon completion of CPS 298, students will then be able to register for 299

NOTE: Due to staffing limitations, Career Services cannot conduct individual co-op orientations. If a student cannot attend an orientation workshop, the faculty member overseeing the student co-op will be responsible for providing the student all required co-op information and Purple Briefcase instructions. Career Services will provide Co-op Handbook & Purple Briefcase handouts including co-op application to the faculty member(s) for each student.

Program Coordinators will submit a CPS 298 waiver to the Registrar’s Office for students cleared not to attend CPS 298
COOPERATIVE EDUCATION INFORMATION

Career Services and Credit for Prior Learning (CS & CPL)

299 - Cooperative Work Experience & Seminar

(AUT, BUS, CIS, CST, EET, HRM, MNT, & PHA)

ALL COOP STUDENTS MUST BE REGISTERED on PURPLE BRIEFCASE -
https://app.purplebriefcase.com/pb/account/logout?s=QCC

- Upload an approved resume and complete online PBC co-op application, uploading all completed forms (including weekly timesheets & resumes) from Co-op Handbook on Purple Briefcase
- Faculty member overseeing co-op will monitor students’ progress since no hard copy forms are maintained
- Faculty have the ability to monitor and validate completion of co-op requirements on PBC using their login