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) Students must have an advisor register them for 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](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” – Fail “F”) from Career Services
   d) Upon completion of CPS 298, students will then be permitted to register for 299

There are no waivers for CPS 298
Career Services and Credit for Prior Learning (CS & CPL)

299 - Cooperative Work Experience & Seminar
(AUT; BUS; CIS; CST; EET; HRM, MNT, & PHA)

1. Meet all academic requirements for Co-op, must have completed 24 or more credit hours in major (excluding remedial courses), are in their final or next to the last semester and have a minimum 2.0 cumulative GPA

2. **ALL STUDENTS MUST BE REGISTERED on PURPLE BRIEFCASE** - Upload a resume and start reviewing co-op opportunities on Purple Briefcase: https://app.purplebriefcase.com/pb/account/logout?s=QCC

3. After securing a Co-op, you must receive written (e-mail) approval from program coordinator and inform Career Services, as well as provide a job description from company where Co-op placement is conducted. **Provide legible/complete employer (supervisor) contact information**

4. Upload co-op application, signed student agreement, faculty agreement, and site supervisor placement forms A, B, & C, as well as a copy of your signed Learning Agreement, Risk and Consent forms **prior to the beginning of your co-op hours**

5. In place of co-op requirement, a portfolio may be approved by program coordinator. If a portfolio is approved, student must set up an appointment with Career Services on how to develop & submit a portfolio assessment.

NOTES
- Students must complete **paper** Co-op Application (**for registration**) during Co-op Orientation
- Career Services no longer accepts Co-op forms (paper, including timesheets) - **Submit electronically on** https://app.purplebriefcase.com/pb/account/login?s=QCC

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

299 - Cooperative Work Experience & Seminar
(AUT; BUS; CIS; CST; EET; HRM, MNT, & PHA)

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