

# Is your program ready for Co-op Accreditation?

**Take this *easy self study* and find out!** If you answer yes to most questions within each category then you may want to think about investing a piece of your time into documentation of those facts through the self-study process and going through the Accreditation Process. Most of the program directors that have gone through the process estimate that the self-study takes approximately three working days. An Application can be submitted at any time. Once an application is sent to the review team, the review team will work with the applicant to set up and complete a site-visit and submit a report and recommendation to the Accreditation Council to be decided through a vote of the members. The accreditation process should take **6 months**.

<b>MISSION AND GOALS</b>	<b>YES</b>	<b>NO</b>
My cooperative education program has a mission and goals that are clearly defined and used to guide program activities.		
My cooperative education program has a mission and goals that were developed through collaborative participation by key stakeholders.		
My cooperative education program has a mission and goals that are periodically evaluated and approved by the host institution.		
My cooperative education program has a mission and goals that are publicized to constituents and available to potential participants.		
My cooperative education program has a mission and goals that are aligned with the institution's mission and goals and consistent with accreditation standards.		

<b>INSTITUTIONAL RELATIONSHIPS</b>	<b>YES</b>	<b>NO</b>
My cooperative education program effectively integrates the program into the academic and administrative culture, policy, and practices of the institution.		
My cooperative education program ensures that the academic nature of the program is maintained through activities including the awarding of academic credit.		
My cooperative education program effectively places faculty in a role of program support, endorsement, development, and evaluation.		
My cooperative education program has finances, staffing, and administrative processes that are sufficient to achieve program mission and goals.		
My cooperative education program has qualified professionals to lead the program and to carry out program goals.		
My cooperative education program has ethical standards that govern behavior of all program participants which are established, communicated, and periodically reviewed.		
My cooperative education program has processes used to periodically evaluate program effectiveness.		
<b>EMPLOYERS</b>	<b>YES</b>	<b>NO</b>
My cooperative education program has a process that ensures that employment locations are appropriate working/learning environments and employers participate in the learning aspect of the program My cooperative education program has a process that ensures that work assignments are planned, professional, progressive, and supervised.		
My cooperative education program has a process that ensures participating employers support program goals including providing compensation and opportunities for student development through multiple work assignments.		
My cooperative education program has long term relationships with employers.		
My cooperative education program has ethical standards that govern the conduct of program staff, employers, and students which are established, communicated, and periodically reviewed.		
My cooperative education considers employer recommendations for program improvement in the program evaluation process.		

<b>STUDENT LEARNING ENVIRONMENT</b>	<b>YES</b>	<b>NO</b>
My cooperative education program has participation criteria and implementation strategies that effectively support student learning outcomes and applies course content through its processes and procedures.		
My cooperative education program has a process in which work is structured and learning objectives are established to insure that major or career-related learning outcomes occur in real-world situations.		
My cooperative education program has formalized processes for the alternation of campus-based classroom study with multiple periods of work experience. Work sequences may be full time (40/hr/wk), part time (20 hr/wk) and/or combination, but others (e.g. yearlong assignments) may be acceptable if they are consistent with program goals and accreditation standards.		
My cooperative education program prepares students for work experiences, provides opportunities for students to reflect upon their learning, monitors students during their work assignments and debriefs students at the conclusion of their work assignments.		
My cooperative education program has established ethical standards governing student behavior which are communicated, and periodically reviewed.		
My cooperative education program demonstrates that the majority of students persist in fulfilling the minimum time requirement established in the program guidelines.		
My cooperative education program promotes the concept of progressive responsibility and documents that progression throughout the students' involvement with the program.		

*You're almost done! Only one more section to go.*

*Just turn the page and answer the last section to unveil how close your program really is to being ready for Accreditation.*

If you would like **mentoring** arranged by the Chair contact:

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<b>STUDENT LEARNING OUTCOMES / PROGRAM EFFECTIVENESS</b>	<b>YES</b>	<b>NO</b>
My cooperative education program has an evaluation process in place through which results are used for improvement.		
My cooperative education program demonstrates that student learning achieved compliments or advances knowledge that is in alignment with the student's educational goals and the institution's educational goals.		
My cooperative education program has a process in which assessment of learning outcomes is in place for each work experience and a cumulative assessment for the entire co-op experience.		
My cooperative education program demonstrates that assessment results are used to improve the student learning experience.		
My cooperative education program demonstrates that assessment results are used for program improvement.		
My cooperative education program demonstrates that assessment results are used by the institution and other departments, for instance to support institutional goals or to provide feedback into the classroom.		
My cooperative education program demonstrates that assessment results may be used to provide feedback into the classroom.		
My cooperative education program demonstrates that assessment of the impact of participating on employers and faculty partners may be used to improve relationships and to document impact on the community and the classroom environment.		

If you are ready to **submit an application** and want to get assistance in moving forward with the process, contact the Vice-Chair for Accreditation:

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