



The Path to Your Future Begins Here!

The NASA Glenn Cooperative Education Program

Today's Objectives

- Ensure all parties know the expectations and requirements
 - Review and obtain the Student Agreement
- Emphasize importance of communication with the Co-op Office
- Build support for successfully completing the program requirements

OUR GOAL

- To prepare you for your career by providing work experience related to your field of study.

How You'll Benefit

- Paid experience
- Enhance academic knowledge
- Opportunity for full-time employment
- A chance to work along side world renowned experts
- Learn from a variety of formal and informal mentors
- Contribute to the U.S. Aeronautics and Space programs

Other Benefits

- Sick, Annual Leave and Credit Hours for time off
- Retirement, Health and Life Insurance
- Time counts toward retirement and career tenure
- On-site Medical Services and Fitness Center
- On-site Banking
- Opportunity for continued NASA employment upon graduation

Pay and Benefits

Clerical Student Trainee Positions

<u>Grade</u>	<u>Level of Education</u>
GS-3	Complete 1 Year of Study Post H.S.
GS-4	Complete 2 Years of Study Post H.S.

Scientific & Engineering and Professional Administrative Student Trainee Positions

<u>Grade</u>	<u>Level of Education</u>
GS-4	College Sophomore
GS-5	College Junior
GS-6	College Senior
GS-7	Master's Program or College Graduate
GS-9	Doctorate Program or Completion of 1 Year of Master's Level Study
GS-11	Doctorate Program (Research) or Completion of 1 year of Doctorate Level Study

Promotion Requirements

- Updated transcripts to show class progression
- Fully successful performance evaluations or above
- Revised Academic Status Form (NASA C-583)
- Remember to notify the Co-op Office of changes in majors, grad date, etc.

Rotation Requirements

- Must have a minimum of two rotations, and one must not be a summer session
- Leave Without Pay (LWOP) cannot exceed 18 months
- Must spend some time in
 - Safety and Mission Assurance Directorate(Q)
 - Office of the Chief Financial Officer (B)
- Communicate with Co-op Office at least 4 weeks in advance of plans to return to duty
- Schedule and complete exit interview with Co-op Office

Employment After Graduation

- Eligible for noncompetitive conversion upon graduation for up to 120 days. Not 121 days!
- Conversion eligibility requirements:
 - Complete educational requirements
 - Complete minimum work requirement of 640 hours
 - Co-op coordinator verifies program completion of student
 - No obligation for full time employment (student or Center).
- Remember to communicate any changes in major or graduation dates to the Co-op Office

Important Co-op Program Forms

- Employee Performance Communication System (EPCS) Plan, NASA Form 1763
- Student's Work Study Schedule Agreement (NASA C-10058)
- Academic Status Form (NASA C-583)
- Co-op Student Agreement
- Student Rotation Assignment Form

Mentoring

- Each co-op will have a mentor for each rotation
- Mentor, Supervisor, and Student will work together to ensure that the student is engaged in valuable developmental assignments, training, shadowing, etc.
- The Mentor and Supervisor will also help the student identify next rotation
- Contact the Co-op Office with any concerns

Role of the Supervisor

- Identify the knowledge, skills and abilities employee requires to do job
- Provide meaningful assignments and a mentor
- Offer guidance and constructive feedback to student and mentor
- Act as a coach regarding developmental activities to achieve goals and objectives
- Provide a performance plan within 30 days and evaluate performance prior to student exit interview

Role of Mentor

- Assist employee in identifying strengths and areas needing improvement
- Ensure student is introduced to his/her coworkers and organizational resources
- Assist employee in learning the work
- Provide input to supervisor on student progress
- Assist the employee in setting career goals and researching training and developmental opportunities
- Remind student to communicate with the Co-op Office

Keys for a Successful Co-op Experience

Remember!

- Inform the Co-op Office of any changes in:
 - your academic level/status.
 - majors, schools, schedules, etc.
- Continuously look for opportunities to grow and develop.
 - Mentoring Experiences
 - Training Programs
- Ensure your supervisor evaluates your performance prior to ending your rotation.
- Make sure to schedule an end-of-rotation “exit” interview.
 - Bring completed evaluation, development plan , next rotation information

HAVE FUN!!!

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