



AL YAMAMAH UNIVERSITY CAREER CENTER

WHAT IS THE MISSION OF THE CENTER?

The Career Center (CC), a unit within the Office of the Vice President for Academic Affairs, complements the academic programs by providing a variety of services, including cooperative education (Co-op) internship placements, job placement upon graduation, on-campus work-study job placement, alumni association activities coordination, and data generation on graduate satisfaction with their experiences at YU, employer satisfaction with the abilities and performance of YU graduates, and career advising.

The Career Center is designed to assist students in taking advantage of emerging opportunities within the KSA. The Center is staffed by specialists in career management and counseling who place strong emphasis on career development in a constantly changing, global workforce. The center:

- Assists students to make informed career decisions, and provide career assessment opportunities,
- Provides one-on-one counseling to help students match their interests with suitable careers,
- Assists students in their search for employment, acting as liaison among employers, graduates and students,
- Builds relationships among YU, employers and business communities,
- Organizes career fairs and other career-centered events, including summer orientation sessions for high-school students,
- Provide, Career Resource Centre libraries and student-focused workshops on topics such as Career Planning and Development Techniques, Developing a Positive Professional Attitude, CV and Resume Writing Techniques, and Job Interview Techniques,
- Researches alumni and graduate interests, and
- Provides a Graduate Job Posting Website on the Internet where employers seeking YU graduates post jobs available within their organizations.

WHAT IS COOPERATIVE EDUCATION?

Cooperative Education is a mandatory work experience program for students matriculated into undergraduate degree concentrations at Al Yamamah University. Co-op is an educational program situated in the workplace that allows the student to apply the learning that has taken place in the classroom in a professional setting. Students put their academic knowledge into action through relevant work experiences of at least 150 work hours. The benefits of cooperative education are many. Co-op provides students with an opportunity to apply concepts learned in the classroom in a real world setting, thus enhancing their understanding of the expectations of a

professional workplace setting. Also, it helps them to better integrate new material from their subsequent studies into their sense of what is required to be a professional. While it is desirable for the Co-op experience to be related to a student's concentration, it is not required.

Through Co-op, students acquire valuable insights into the expectations of employers regarding:

- work place dress and decorum,
- proper attendance,
- appropriate work ethic,
- the need to take the initiative,
- the need to listen carefully,
- the requirement to produce quality, comprehensive work products with few if any errors,
- the need to be patient and sensitive to customer expectations,
- the need both to work independently and with others to achieve common goals,
- the need to be responsible for one's behavior and actions, and
- the need to seek solutions that have long-term value to the employer.

When the Co-op is in an area related to the student's concentration, the experience also may help the student decide whether the chosen field is a suitable career path. Along the way, students develop increased confidence, communication skills, and a network of contacts that can greatly enhance their employment opportunities upon graduation.

This program ensures that YU students are:

- well placed to take advantage of the growing number of career opportunities available within KSA, and
- confident that they have the necessary skills and experience to become significant participants in building the KSA's workforce.

In order to qualify for the Coop program, students should have completed 60 credit hours of academic work (by the end of the semester during which the Coop experience is undertaken). Upon completion of this program, students will earn 3-credits toward their graduation (and should sign-up with the Office of the Registrar prior to the start of the Coop experience). During the work experience students should:

- take advantage of the opportunities given to them to learn, practice and gain an understanding of the practical applications learned in the classroom,
- take the knowledge they have gained from work placement back to the classroom to enhance and motivate further learning,
- be aware of and practice the professional ethics that are required in the world of work, and
- think about directions and opportunities in their future careers.

HOW DOES THE CO-OP PROGRAM WORK?

Students should complete 60 credits toward their baccalaureate degree in order to participate in the Co-op program; they earn three credits for the Co-op when it is successfully completed.

Employers submit Co-op internship opportunities to the Co-op office, which are then forwarded to eligible students. Students should register for desired internship openings before starting the Co-op internship. Students are welcome to pursue other Co-op internship opportunities in addition to the jobs posted by the Co-op Office. Those interested in conducting a self-directed job search should contact their Co-op Coordinator. Co-op internships may be taken at any time during the year, although students should be mindful of the demands that will be placed on their time when engaging both in Co-op and traditional academic credits. It is possible for students to engage in a Co-op experience in a company where they currently work, although there should be new experiences associated with the Co-op rather than just a repetition of the same work they have been doing.

Students registered in the Cooperative Education program are provided with considerable assistance in the location of suitable work placements. The Cooperative Education Office is responsible for developing business-related internships and jobs, and for preparing students to conduct an active personal job search.

HOW TO APPLY FOR A CO-OP INTERNSHIP?

- Complete a Co-op application, available in the Co-op Office,
- Complete a typewritten resume. (Get help and advice if you need it from the Co-op Office staff. The resume is a screening tool for employers.)
- Interview with a Co-op Coordinator to review:
 - career opportunities
 - program requirements
 - possible internship/job opportunities
- A Co-op work agreement will be signed, and registration completed for the Co-op course, once the student is hired by a Co-op employer.

The Co-op office will be happy to assist the student at any time during the process.

HOW IS YOUR CO-OP PROGRAM EVALUATED?

All work terms will be approved by the Co-op Center, and progress at the work site will be monitored and evaluated both by the University and the work place supervisor. Depending upon the location, a Co-op Coordinator/Faculty Advisor either will visit or telephone each student at least once during the course of the internship. The objective of the telephone call or visit is to obtain an accurate assessment of the student's duties, help to evaluate his or her learning experience, and, if necessary, assist in overcoming any difficulties to ensure that the goals of the particular internship have been achieved.

The student is required to prepare a written report at the end of the internship that is submitted to the Co-op program for evaluation.

All work experience courses are graded on a pass-fail basis. Evaluation of each Co-op internship is based upon a student's job performance as judged by the employer, and by the work term report submitted by the student. Individuals who fail a Co-op internship are normally required to take the Co-op course again.

A student who understands the structure of Co-op, and who appreciates the value of the Cooperative Education experience, will view this information as a guide for success in Co-op, and will follow through by making Co-op work to the student's advantage.

Time	Place	Rules
<ul style="list-style-type: none"> • The Co-op program operates year round, although students generally sign-up to start a Co-op internship at the beginning of a given semester or summer term. • The work period of the Co-op is a minimum of 150 work hours. • Daily attendance and weekly attendance will be recorded during the Co-op. 	<ul style="list-style-type: none"> • The Career Center will assign you a company to work with, but the internship may not be directly related to your concentration. • The company will be located in Saudi Arabia, although out-of-country Co-op experiences arranged by the student may be approved by the CC. • You will work in the unit which the company assigns to you. 	<ul style="list-style-type: none"> • Internal co-op will be in Saudi Arabia generally, however, out-of-country Co-op internships may be approved by the CC, • The External Co-op can be taken before the Internal Co-op, • The Co-op internship should be taken after finishing 60 credits of the academic courses, • The company that you will work for must be approved by the Career Center.

WHAT ARE JOB PLACEMENTS?

When students are in the last academic year of their baccalaureate program (or a recent graduate), they should visit the CC to ensure their CV is updated and online. The Career Center will assist the student in arranging interviews for jobs which are available and posted with the CC. Not every company will be hiring new graduates in every concentration, so it is important that each student meets with a member of the CC staff to clarify the kind of positions and companies that the student has an interest in pursuing.

The Career Center also will assist students with interview practice sessions and advice on “what to say and not say during an interview.” Students also will be given advice both in group meetings and individually on how to present themselves in interviews.

The CC staff conducts regular seminars, in cooperation with faculty, for students entering the job market. Workshops are offered to students on interviewing techniques and CV preparation. The CC also keeps files on students planning to graduate within one year and on recent graduates, as well as employer and employee satisfaction with YU graduates in terms of their English language proficiency; technical expertise, and suitability for entry level employment.

WHAT ARE ONCAMPUS WORK-STUDY JOBS?

Periodically, the University has short-term, openings on campus for students who wish to work part-time in one of the administrative units at YU. Students generally may work up to ten hours/week for a maximum of three months. Openings may, depending upon the budget, exist in various departments, however, students should check with the CC for the availability of any specific openings. Students interested in such jobs should have their CV's on file with the CC, and arrange an interview with a CC staff member so that when a position is available, the student will be ready to go to work. ALL WORK IN ANY OFFICE AT YU IS 'CONFIDENTIAL', WHICH MEANS THAT ANY INFORMATION THAT COMES TO THE ATTENTION OF THE STUDENT WORKER IS NOT TO BE SHARED OUTSIDE OF THE UNIT WHEREIN THE STUDENT IS WORKING. The pay rate for such jobs may vary from semester to semester, so students should check with the CC on the current hourly rate. Students may be terminated by the head of the unit at any time for unethical behavior. Also, each management unit must have the funds identified in the budget before a student worker is hired.

ALUMNI ASSOCIATION

The YU Alumni Association is a not-for-profit organization whose sole purpose is to support the continuing relationship between the graduates of Al Yamamah University and YU's efforts to become one of the leading institutions of higher learning in the Kingdom and region.

All YU graduates are automatically members of the YU Alumni Association.

The AA helps graduates with

- employment assistance,
- pursuit of additional higher education opportunities,
- reconnection with former classmates,
- the opportunity to attend campus conferences and events,
- information about new programs and services for graduates, and
- information on how students can connect with community members and give back to YU and the community.

Alumni Definitions

Graduate – Individual who has successfully completed all courses and other requirements specific to a given program and who has received the appropriate credential of Certificate, Diploma, Higher Diploma, Baccalaureate or Master's Degree at a graduation ceremony.
Alumnus - a male graduate of Al Yamamah University

Alumna – a female graduate of Al Yamamah University
Alumni - plural of alumnus, denotes male or mixed gender graduates
Alumnae - denotes female graduates

THE DATA MANAGEMENT UNIT

The Data Management Unit of the Career Center collects information on students satisfaction with given employers; employer satisfaction with graduates in terms of their technical knowledge, English language skills, personal work habits, etc., and provides feedback to the faculty and administration of the University on the success and satisfaction of graduates with their education and preparation for work, as well as the satisfaction of employers with YU graduates.

FREQUENTLY ASKED QUESTIONS

1. Q: If the student currently is working with a company, may he/she apply this work experience towards his/her Coop credit hours?

A: If the work is in a legitimate company and not related to the student (or student's family) in any way, and the student follows the same regulations and policies and attendance procedures, this could be allowed, pending VPAA approval.

2. Q: Since the international study is not mandatory, may the student continue on with the same company he/she is currently with as a substitute for the international studies requirement?

A: Preferably not, because the purpose of having the second Coop is to change the work/study environment.

3. Q: For the internal Coop program, is it possible for the student to register for courses at YU and also participate in the local Coop program in the same semester?

A: Yes, but it depends on the course load of the student and his/her ability to manage both the Coop internship and the class load.

4. Q: Is there a certain time for participating in the Coop - day or night - or is it optional?

A: It depends upon the consent of the employer, as long as the student can fulfill the 150 hours of work during the approved internship period.

5. Q: Is it possible to spread the 150 hrs over a period of 6 months vs. 3 months?

A: Yes, if it is approved as a part of the Coop application.

6. Q: Will all YU graduates be guaranteed a permanent job?

A: The Career Center strives to do its best to assist the student to find the best possible employment, according to GPA, experience and interest; however, YU can not guarantee that any given student will secure a particular job.

7. Q: How long is the duration of the Coop internship?

A: The Coop internship requires 150 work hours on the job.

8. Q: Is the local Coop exclusively designated for the Summer term only?

A: No, the Coop internship may be taken during Fall or Spring semesters or Summer term, depending upon the availability of Coop openings.

APPROVED: _____



DATE: 14/03/2009

