



جامعة خليفة  
Khalifa University

# COOPERATIVE EDUCATION PROGRAM HANDBOOK

—

# 2025-26



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# GLOSSARY

<b>Term</b>	Definition
<b>Application Process</b>	The procedure for submitting applications, profiles, and documents to secure a Co-op role.
<b>Assessment &amp; Evaluation</b>	The process of grading and reviewing student performance during the work term.
<b>Assessment Forms</b>	Templates used by supervisors and coordinators to evaluate student performance.
<b>Co-op</b>	A structured program integrating academic learning with practical industry work, allowing students to earn credits while gaining experience.
<b>Co-op Agreement</b>	The official contract between students, employers, and university outlining responsibilities.
<b>Co-op Office</b>	The Co-op Office is the administrative unit at Khalifa University responsible for overseeing all aspects of the Co-op Program.
<b>Co-op Program</b>	The formal partnership offering students paid or unpaid work terms aligned with their field of study.
<b>Co-op Report</b>	A comprehensive written reflection on the work experience, activities, and outcomes.
<b>Confidentiality</b>	The obligation to protect the Host Organization's sensitive, proprietary, or otherwise non-public information from unauthorized access, disclosure, or use
<b>Deferment / Deferring Co-op</b>	Postponing a work term due to extenuating circumstances, with approval.
<b>Eligibility Requirements</b>	Criteria such as credits and GPA that students must meet to participate.
<b>Final Evaluation</b>	The overall assessment of the student's performance in the work period.
<b>Host Organization</b>	The company or organization where students carry out their work experience.
<b>Interview Process</b>	The steps where employers assess students' suitability, including interviews.
<b>Job Posting</b>	Listings of available Co-op roles created by employers on the online platform.

<b>Logbook</b>	A record kept by students tracking daily activities, learnings, and results.
<b>Offer / Confirmation</b>	The formal job offers from an employer; students accept or reject it.
<b>Organization Supervisor</b>	The individual responsible for overseeing, guiding, and evaluating the student during the work term.
<b>Post-Co-op Survey</b>	Feedback form completed by students after the work term to improve the program.
<b>Preparation Activities</b>	Orientation and safety training activities students undertake before starting work.
<b>Registrar's Office</b>	The registrar's office at KU is responsible for managing academic records, course registrations, and official documentation related to student progress and graduation. In the context of this Co-op Program, the Registrar's Office receives final grades assigned by Co-op Academic Coordinators and processes graduation requests, including verifying completion of Co-op requirements.
<b>Sponsored Students</b>	Students supported by a sponsor organization, often required to work with that sponsor.
<b>Symplicity Platform</b>	The online system used for posting jobs, creating profiles, and managing applications.
<b>Symplicity Profile</b>	The digital profile students develop to showcase their skills and interests to employers.
<b>Work Experience</b>	Practical skills and knowledge gained during a student's work term in a professional environment.
<b>Work Term</b>	The designated period (usually 6 months) during which a student works with an organization for practical experience.



# CO-OP HANDBOOK

This handbook explains the Co-op program and guides you through eligibility, application and recruitment, academic integration and scheduling, supervisor and student responsibilities, evaluation, and available supports. Use it to determine whether a Co-op fits your goals, prepare competitive applications, understand credit and timeline implications, and locate university resources and contacts for help. Keep a copy for reference throughout your Co-op work terms. Contact the Co-op office for any questions or queries, or email [coop.program@ku.ac.ae](mailto:coop.program@ku.ac.ae)

# UNDERSTANDING COOPERATIVE EDUCATION (CO-OP)

## WHAT IS A CO-OP?

The primary mission of the Co-op program is to integrate your academic learning with supervised professional work experience. During extended off campus work terms, you apply classroom knowledge to real world work-related challenges, contribute to employer projects, and develop both technical and workplace skills in a professional environment.

The Co-op program accelerates your professional development by giving you hands-on experience in communication, teamwork, problem solving, and project management. It strengthens your academic learning by letting you test and apply course concepts to practical problems, which can inform your course choices and improve performance in senior projects or capstones. Co-op work terms help you clarify career direction by exposing you to different roles, industries, and workplace cultures before graduation. The relevant experience you gain will make you more competitive for internships and full time positions, often result in stronger references or direct hiring, and expand your professional network through relationships with supervisors, colleagues, and industry contacts.

You may complete up to two Co-op work terms as part of your academic program. Each work term is six months long (26 consecutive full time weeks) and is intended to provide meaningful, supervised learning and professional growth. The first Co-op typically begins after you have completed 90 credits; the second generally starts about one year later and often spans the Spring and Summer terms. The first Co-op carries 2 academic credits; the second typically carries no academic credit.

YEAR	FALL	SPRING	SUMMER
1	Study	Study	Study
2	Study	Study	Study
3	Study	Study	Co-op
4	Co-op	Study	Study
5	Study	Co-op	Co-op

## AIM AND OBJECTIVES

The Co-op program is designed to help you bridge academic learning with real world work experience. Through structured industry engagement, you will gain practical skills, professional confidence, and career clarity that enhance your academic and employment outcomes.

You will:

1. Develop professional and transferable skills essential for long term success.
2. Gain up to one year of practical, real world experience early in your academic journey.
3. Improve your employability and competitiveness in the job market.
4. Build a professional network to support future career opportunities.
5. Explore diverse career paths and identify areas of interest.
6. Earn a stipend while continuing your academic development.

Work term assignments must be related to your discipline. The University provides orientation before your first work term in addition to the General Education (GENS) courses.. The employer and the University collaborate to define required standards and milestones; you must satisfactorily complete assigned tasks and activities to fulfill Co-op requirements. You will be compensated according to the agreement with your employer. The Co-op Office serves as the primary liaison between you, the employer, and the University before your work term begins and as needed during the term to facilitate communication and support. Khalifa University shall not be considered an employer of the student during the Co-op term, and under no circumstances shall the student be deemed an employee of Khalifa University. Furthermore, Khalifa University shall not be held liable for any misconduct, negligence, or breach of duty committed by the student during or after the Co-op experience.

## LEARNING OUTCOMES

During your 6–12 month Co-op work term, you are expected to develop and demonstrate the following learning outcomes:

- Apply engineering and scientific knowledge to real world projects and problem solving.
- Use industry tools, methods, and techniques relevant to your discipline.
- Communicate effectively with technical and non-technical audiences, both verbally and in writing.
- Collaborate in teams and demonstrate professional behavior and responsibility.
- Solve problems using critical and creative thinking and sound judgment.
- Demonstrate understanding of industry practices, standards, and ethical responsibilities.
- Reflect on career goals and personal development based on the Co op experience.

## HOW IS CO-OP DIFFERENT FROM INTERNSHIP?

Internships are typically unpaid and can be taken during the summer after you have completed 90 credits or other graduation requirements. They usually last a shorter duration and are intended to provide focused, short-term industry exposure. Internships often take place during the summer months, and students generally graduate within four years. They offer valuable experience, but the responsibility and project ownership tend to be more limited compared to Co-op work terms.

In contrast, Co-op positions are paid full-time, and off-campus opportunities are integrated into the curriculum during the academic year. During a Co-op, a student works full-time and is not enrolled in classes, which allows for more immersive and sustained professional experience. These long-term work experiences typically last around six months, giving students the opportunity to assume significant responsibilities, follow projects through multiple phases, and receive ongoing mentorship. By participating in a Co-op, a student learns how to search for and secure employment, build a professional network, and explore diverse work environment skills that are essential for future career. These experiences not only help you earn income but also provide practical insights into industry practices, easing the transition from academia to the labor market.

Both internships and Co-op positions help you develop skills, confidence, and career readiness. However, Co-op positions foster a broader skill set and greater confidence in navigating the professional world, thanks to their extended duration and integrated nature. When you choose a Co-op, you gain extensive, real-world experience that significantly enhances your employability and prepares you for a successful career.

	CO-OP	INTERNSHIP
Duration	52 weeks divided into two blocks	16 weeks in either 1 or 2 blocks
Compensation	Paid	non-paid
Semester	Summer to Fall & Spring to Summer	Usually, Summer and/or Last Semester
Experience	Long-Term Professional Practice	Short-Term Professional Practice
Skills & Career Development	In-depth Industry Exposure, Skills Development & Professional Networking	Career Exploration, Initial Skills & Professional Contacts

## ROLES AND RESPONSIBILITIES

 Students

 Co-op Office

 Co-op Academic Coordinators

 Organization Supervisors, Host Organization

### ROLE OF STUDENT

As active participants in the Co-op program, students are responsible for engaging fully in their work and learning opportunities. Their involvement is key to ensuring a rewarding experience that benefits both their academic growth and professional development.

- Participate actively in the mandatory workshops offered by the Co-op Office to prepare for the work experience.
- Seek and secure Co-op opportunities through the application and recruitment processes outlined by the program.
- Follow Khalifa University's student conduct policies and the host organization's code of conduct and workplace standards.
- Maintain regular communication with the Co-op Office, Co-op Academic Coordinators, and Organization Supervisors throughout the work period.
- Engage fully in work experience to learn, develop skills, and build a professional network.
- Submit reports, progress updates and any required documentation on time.
- Collaborate with supervisors to prepare and present the final report or presentation of their work.
- Report promptly any concerns, issues, or challenges to supervisors or academic coordinators.
- Reflect on the work experience to extract insights and inform future career decisions.
- Demonstrate professional and ethical conduct throughout the program.

### ROLE OF THE CO-OP OFFICE

- The Co-op Office oversees all aspects of the program to ensure smooth and effective experience for students and employers. Its responsibilities include:
- Facilitate the search and securement of Co-op opportunities.
- Collaborate with Co-op Academic Coordinators to match students with suitable positions aligned with their majors, skills, and career goals.
- Prepare students for their Co-op experience by offering workshops on resume writing, interview techniques, professionalism, and workplace expectations.
- Maintain clear and regular communication with students, academic staff, and partnering organizations to update on progress, address concerns, and provide guidance.
- Support students and employers throughout the work period by addressing non-academic issues, providing resources, and offering ongoing guidance.

### ROLE OF CO-OP ACADEMIC COORDINATORS

Co-op Academic Coordinators work closely with the Co-op Office and play a key role before, during, and after the completion of the program. Their responsibilities include:

1. Contact and visit Organization Supervisors to discuss the work plan for each student and address any questions before the student begins.
2. Coordinate, when necessary, to arrange visits to organizations.
3. Visit organizations at least once during the Co-op period to monitor progress.
4. Maintain close communication with Host Organizations to monitor student progress, performance, and address any issues.
5. Discuss with Organization Supervisors ways to optimize the work term objectives.
6. Inform students of their responsibility to submit Co-op reports, emphasizing that failure to do so could result in program failure.
7. Resolve any academic issues that may arise during the Co-op program.
8. Collect and collate feedback at the end of the Co-op period.
9. Assign final grades to students and communicate these to the Registrar's Office.

## ROLE OF ORGANIZATION SUPERVISORS

Organization supervisors are responsible for orienting and supervising student trainees throughout their Co-op period. They should be available to students regularly and possess a thorough understanding of the program's purpose. Supervisors must be able to dedicate sufficient time to this role. Their responsibilities include:

- Draft the Co-op job description, publish the job posting, and ensure the full job description is available to applicants
  - Articulate the vision of the Co-op experience and define specific expectations.
  - Inform students about the organization's mission, projects, services, products, and policies.
  - Act as the student's primary supervisor during the Co-op work term.
  - Commit to providing safe and healthy working conditions and consistently uphold safe practices for the trainee.
- Supervise and oversee the students' Co-op activities in close coordination with the Co-op academic coordinator.
  - Hold frequent meetings with the student for training, coaching, and progress guidance.
  - Support student learning through guidance, resources, and skill development.
  - Ensure students have significant industry exposure.
  - Provide frequent feedback through regular meetings.
  - Assess student performance during the Co-op using the Organization Supervisor's form.
  - Review and sign the students' Forms.
  - Assist students in preparing and presenting their final reports or presentations to their academic advisor.
  - Contribute to evaluating the students' overall performance during their Co-op period.



## PARTICIPANTS IN THE CO-OP PROGRAM

### COLLEGE OF ENGINEERING AND PHYSICAL SCIENCES:

- Bachelor of Science in Aerospace Engineering
- Bachelor of Science in Chemical Engineering
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Engineering Systems and Management
- Bachelor of Science in Mechanical Engineering
- Bachelor of Science in Energy Engineering
- Bachelor of Science in Petroleum Engineering

### COLLEGE OF COMPUTING AND MATHEMATICAL SCIENCES

- Bachelor of Science in Computer Engineering
- Bachelor of Science in Computer Science
- Bachelor of Science in Robotics and Artificial Intelligence (AI)

### COLLEGE OF MEDICINE AND HEALTH SCIENCES

- Bachelor of Science in Biomedical Engineering

### CO-OP COURSE CREDIT HOURS AND ASSESSMENT

The Co-op program (6–12 months total) is registered as a two credit hour course and is graded Pass or Fail (Unsatisfactory). This grade does not affect your GPA. Your performance will be assessed using a rubric developed in collaboration with participating employers.

### CO-OP COURSE TUITION FEE

A Co-op course tuition fee applies. If you are a UAE national, your scholarship covers this fee. If you are an expatriate student, fee coverage depends on your scholarship level (for example, 100% or 50%); refer to your sponsorship contract or contact the Co-op office for clarification.

### CO-OP ELIGIBILITY REQUIREMENTS

To be eligible for the Co-op program, you must meet the following requirements:

1. You may apply after completing a minimum of 75 credits, including at least 15 credits from your major, by the end of the Fall semester preceding the academic year in which you plan to participate.
2. To begin a Co-op program, you must have completed at least 90 credits, including at least 15 credits from your major, by the end of the Spring semester preceding the academic year in which the Co-op will occur.
3. You must have a minimum cumulative GPA (CGPA) of 3.25 by the end of the preceding Spring semester.
4. You must commit to spending 26 consecutive weeks with the assigned organization, either on site or at the organization's offices. For offshore assignments, the employer's policy applies.
5. You must complete GENS 300 before Co-op 1 and GENS 400 before Co-op 2.
6. Other course or program prerequisites may apply depending on your major.
7. You must pass the Co-op screening interview to be eligible.

## GUIDELINES & POLICIES

### CO-OP GUIDELINES

- Co-op work terms are normally conducted across two consecutive semesters (Spring + Summer or Summer + Fall). You may complete a Co-op within the UAE, internationally, or a combination of both.
- If you are sponsored, obtain written approval from your sponsor before applying for a Co-op.
- You should complete your Co-op program by the end of your junior year, typically after you have completed 90 credits.
- You may not undertake a Co-op program in an organization you or an immediate family member owns, or work where a family member is your direct supervisor or colleague.
- Prioritize your Co-op work commitments and avoid activities that conflict with your scheduled work hours, including courses, sports teams, clubs, research projects, or other extracurricular activities during the Co-op period except for the National Service period for UAE nationals and that in accordance with Federal Law No. (6) of 2014 as amended.
- You must have passed all courses from the previous semester before beginning a Co-op program. If you need to take any makeup exam(s), notify Student Services and the Registrar's Office so they can arrange the necessary accommodation.
- You may find your own Co-op opportunities or apply to positions coordinated by the University and external employers. If you secure an opportunity independently, you must complete the full recruitment cycle (applications, interviews). All Co-op opportunities, whether found independently or through the University, must be approved by the University to ensure they meet program requirements.
- Changing your assigned work opportunity after an employer has selected you is generally not permitted. To request a change, submit a written justification to the Co-op Committee; the Committee will review the request and decide based on the circumstances.

- All Co-op work terms are designed to provide meaningful, supervised industry experience that supports your learning and professional growth.
- Co-op Office works with students, faculty, and industry to identify Co-op opportunities aligned with your major

### DEFERRING THE CO-OP

Students participating in the pilot program are required to adhere to the scheduled timeline. Should unforeseen circumstances arise that prevent students from commencing the Co-op program, they are advised to revert to the internship program.

To submit the deferment form, please follow the steps below:

Go to KU Portal

E-Services

Student E-Services Management

Exception to Policy Request

Defer Co-op

### CO-OP OF SPONSORED STUDENTS

Sponsored students are required to work with their sponsoring organizations. This is a general requirement by the sponsors. In some cases, the sponsor may allow the sponsored student to work with another organization, provided that the student gets written approval from their sponsor. However, the sponsoring organization is always the default work opportunity for the sponsored student, which will be indicated in the Co-op online application.

## STUDENTS' STANDARDS OF CONDUCT

You need to recognize that, during your communication with your assigned organizations and during your Co-op terms, you assume an important personal obligation to always conduct yourself in a manner compatible with local laws and regulations.

You are expected to adhere to Khalifa University's policies for student conduct, including those outlined in the KU Student Handbook 2025-2026, the Student Code of Conduct Policy, and the policies of the host organization. Additionally, you should follow the employer's code of conduct and employee guidelines. Throughout the recruitment process and during the Co-op work experience, you must act responsibly, act professionally, and comply with all applicable laws, regulations, policies, and standards. You are also expected to demonstrate respectful behavior, maintain professionalism, and always follow instructions from Co-op Academic Coordinators and Organization Supervisors.

## WORKING HOURS

You are expected to complete a weekly work commitment generally between 35 and 40 hours, depending on the specific Co-op and the organization's requirements. You must follow the organization's scheduled working hours and may not change your assigned hours or workdays without prior approval. Do not leave work early unless you have prior permission from your organization supervisor. Failure to comply with these attendance and schedule expectations may result in an unsatisfactory Co-op outcome. The Host Organization must comply with UAE Federal Decree-Law No. 33 of 2021 on labor relations, including provisions for overtime, rest periods, and public holidays.

Absences for unforeseen circumstances (for example, bereavement, sudden illness, surgery, or accidents) will be handled case by case at the discretion of your organization supervisor. You must inform your supervisor immediately if you cannot report to work. Familiarize yourself with the organization's policies on absenteeism,

being late, and related subjects. If a major emergency prevents you from completing your work term, notify your organization supervisor and the Co-op Office or program coordinator promptly so the appropriate process and next steps can be determined.

## DRESS CODE

A program can serve as a valuable step toward building your future career, so it's important to demonstrate professionalism and uphold high standards as a candidate. Dressing appropriately and following the organization's dress code helps convey a positive, professional image. In some companies, the dress code also ensures compliance with health and safety protocols. Be sure to review and adhere to the specified dress guidelines provided by the organization to make the most of your Co-op experience.

## HEALTH AND SAFETY AT THE WORKPLACE

As a student participating in the Co-op program, your safety and well-being are a top priority. It is your responsibility to familiarize yourself with and follow the health and safety protocols of your host organization from day one.

- Ensure you receive an introduction and/or training regarding the company's health and safety policies within the first week. If you are not provided with this guidance, notify your Co-op academic coordinator immediately.
- Ask for a copy of the company's safety rules and protocols on your first day, and read them carefully to understand all safety requirements.
- Inquire about any health and safety protocols in place at the organization.
- Confirm whether your job requires personal protective equipment (PPE) such as helmets, gloves, safety shoes, or goggles, and ensure they are provided by the company.
- Familiarize yourself with emergency and evacuation procedures.
- Request proper training before operating heavy machinery or specialized equipment.
- Always follow the host company's health and safety policies and encourage your colleagues to do the same. Refrain from any actions that could harm yourself or others.
- Work closely with your Organization Supervisors to ensure you can perform your tasks safely and confidently.
- If you experience any safety concerns or harassment, whether verbal or physical, report it immediately to your supervisor, Co-op academic coordinator, or the Khalifa University Co-op office.

Remember, following safety rules is essential. Failure to do so may result in immediate termination of your Co-op program.

For more information about health and safety and COVID-19 procedures at the Co-op workplace, please watch the video Health and Safety at Co-op.



## INSURANCE AND LIABILITY

### Insurance Coverage

1. Health Insurance: Khalifa University requires all students participating in the Co-op Program to maintain active health insurance coverage throughout their Co-op terms. This coverage may be provided through the student's existing health insurance plan or through a plan offered by the University. Students must ensure that their health insurance is valid in the location of their Co-op job and covers any medical expenses that may arise during their work term.
2. Accident Insurance: Khalifa University provides accident insurance coverage for students during their Co-op terms. This insurance covers injuries sustained while performing duties related to the Co-op job. Students are encouraged to familiarize themselves with the specifics of this coverage, including any limitations or exclusions.
3. Liability Insurance: The Host Organization is responsible for providing liability insurance coverage for students during their Co-op terms. This insurance should cover any claims arising from the students' actions or omissions while performing their duties as part of the Co-op job. The Host Organization must ensure that this coverage is adequate and complies with all relevant legal requirements.

## RESPONSIBILITIES

1. University Responsibilities: Khalifa University is responsible for ensuring that students are informed about the insurance requirements and coverage available to them. The University will facilitate communication between students and Host Organizations to confirm that appropriate insurance coverage is in place before the commencement of the Co-op term.
2. Host Organization Responsibilities: The Host Organization must provide liability insurance coverage for students and ensure that the work environment complies with all health and safety regulations. The organization is also responsible for providing students with any necessary personal protective equipment (PPE) and training related to health and safety protocols.
3. Student Responsibilities: Students are responsible for maintaining their health insurance coverage and understanding the terms of their accident insurance. They must report any incidents or claims to their Organization Supervisor and Co-op academic coordinator promptly. Students should also adhere to all health and safety protocols established by the Host Organization.

## INCIDENT REPORTING AND CLAIMS PROCEDURES

1. Reporting Incidents: In the event of an accident or incident during the Co-op term, students must immediately report the occurrence to their Organization Supervisor and Co-op academic coordinator. Prompt reporting ensures that appropriate measures can be taken to address the situation and that any necessary claims can be processed efficiently.
2. Claims Procedures: Students should follow the procedures outlined by their insurance provider to file any claims related to health or accident coverage. The Host Organization should assist students in filing liability claims, if necessary, and provide any required documentation to support the claim.

## COMPLIANCE WITH LEGAL REQUIREMENTS

All parties involved in the Co-op Program must ensure compliance with legal requirements regarding insurance and liability. This includes adhering to local laws and regulations governing workplace safety and insurance coverage. The University, Host Organizations, and students must work collaboratively to maintain a safe and legally compliant Co-op environment.

## CONFIDENTIALITY AT WORK

It is very important that you adhere to the rules and regulations regarding confidentiality and maintain the privacy of the products and procedures of your Co-op organization. You should check with your supervisor(s) at the organization. This may apply to weekly and final reports, the logbook, what is said to people outside the company (including the Co-op academic coordinator), where visitors to the company are taken, and what they are shown.

## STUDENT ACCOMMODATION

While you are encouraged to complete your Co-op in your home cities, Khalifa University can arrange housing at the University Hostel for those whose Co-op opportunities are in Abu Dhabi but are from outside the emirate. In these cases, applicable fees will be charged according to University policy.

## CO-OP COMPLETION REQUIREMENTS

Co-op experiences will provide you with an opportunity to gain practical insights and different perspectives related to your major beyond the classroom. While many find these experiences rewarding, you should also be prepared for situations that may be challenging or demanding. Regardless of the nature of experience, each Co-op opportunity offers valuable learning and growth, contributing to informed career decisions and professional development.

By the end of the Co-op period, you must do the following to qualify for a passing grade:

- Successfully complete at least 26 weeks
- The student should submit the following to the Co-op coordinator:
  - > Co-op agreement (Organization, student and the college must sign)
  - > Mid-Term Report
  - > Employer evaluation form
  - > Final Report
  - > Post-Co-op Survey

## CO-OP AGREEMENT

To ensure a successful Co-op and achieve the defined learning outcomes, each student needs to be guided through a Co-op plan that is developed closely with the assigned Co-op organization supervisor, with input from students, and approved by the Co-op academic coordinator and the Dean. It is important to complete and submit this document promptly to ensure that all parties are officially aligned and ready to begin the work term on schedule. Khalifa University role under the Co-op plan shall be limited to academic coordination and facilitation of the Co-op experience, hence, under no circumstances shall the student be considered an employee of Khalifa University, nor shall any employer-employee relationship exist between the university and the student.

## MID-TERM REPORT

The Mid-Term Report is to be submitted halfway through the work period. This report provides an opportunity to review progress, address any challenges, and ensure goals are on track.

It is typically due around the three-month mark, allowing for feedback and necessary adjustments moving forward.

## EMPLOYER EVALUATION FORM

The employer evaluation form should be completed and shared directly from the employer supervisor with the Co-op coordinator approximately one month before the work period concludes. This process allows sufficient time for review and any follow-up, facilitating an effective assessment of performance and supporting ongoing development.

## CO-OP FINAL REPORT

The final report is due within 2 to 3 weeks after the work period ends. This document summarizes the experience, including achievements, skills gained, and reflections. Submitting it promptly ensures a comprehensive review of the work done. Additionally, since the Co-op report may contain details of a confidential nature, students are required to obtain permission from the Organization Supervisor before submitting their report.

## THE POST CO-OP SURVEY

The Post Co-op Survey should be completed within two weeks after the work period ends. This survey offers valuable feedback about the overall experience and helps improve the program for future participants.



# SELECTION PROCESS

Navigating the process of securing an opportunity is an important part of the Co-op program. It is designed to ensure you find opportunities that align with your academic background, career goals, and learning objectives. Here's a step-by-step guide to understanding how the process works, from applying to confirming your work opportunity:

## 1. Co-op Orientation Meeting

This is a meeting that all Co-op students need to attend to understand the Co-op process and guidelines. During this meeting, students will be taken through the whole cycle of their Co-op program, including registration, site selection, selection criteria, etc. Other meetings may be scheduled when needed.

## 2. Invitation to Apply

Eligible students will receive an official email from the University's Co-op team inviting them to apply. Make sure your contact information is up to date in the University records so you don't miss any alerts.

## 3. First Interview with the Co-op Team

After applying, you will participate in a preliminary interview conducted by the KU Co-op team and your department's Co-op coordinator. This interview assesses your motivation, communication skills, and readiness for work experience.

## 4. Creating a Profile on Symplicity

If you pass the initial interview, you will be invited to create a detailed professional profile on the 'Simplicity,' alumni platform designed to help you stay connected, grow professionally, and access exclusive opportunities. Once your profile is approved, you'll be able to view available opportunities and submit applications for roles that interest you.

## 5. Viewing and Applying for Jobs

Most Co-op roles are posted on Symplicity, where employers list positions relevant to your discipline and interests. When applying, make sure to include a tailored CV and cover letter customized for each role.

## 6. Employer Review and Interview

Employers will review applications and conduct interviews with short-listed students to evaluate skills and compatibility. Prepare thoroughly for these interviews, which may be held in person or via video call.

## 7. Receiving and Responding to Offers

If you're selected for a role, the employer will send you a formal offer. Review all the details carefully and confirm your acceptance or decline through the KU Co-op portal. Your acceptance must be officially submitted to proceed.

## 8. Final Registration and Preparation

After accepting an offer, complete the registration by submitting any required documents, such as the signed job agreement. This step officially registers your work term. Before starting, confirm that all health and safety procedures are clear and follow any employer-specific protocols.

### Additional Tips:

Throughout this process, maintain professional communication and punctuality. The university aims to help you find experiences that support your academic and career goals. If you face multiple rejections, consider seeking support from Co-op office to develop additional skills and improve your applications.

### Confirming Co-op opportunities

The process of confirming Co-op positions can take some time, as it depends on receiving feedback from organizations regarding their decisions and subsequently offering positions to nominated students. Keep in mind that organizations are often busy, and there may be delays or hold-ups in their responses. While the university will do its best to facilitate this process and help you secure multiple opportunities, it is important to understand that finding a Co-op position is a collaborative effort. Be proactive, flexible, and patient during this time, recognizing that the responsibility is shared between you and the university. Planning for the possibility that some students may not find a position immediately is essential, and maintaining open communication will help manage expectations. Once an organization confirms a position, you will receive an official confirmation email promptly.

### CO-OP TIMELINE



## PREPARING FOR THE CO-OP

To make the most of your Co-op experience, preparation is key. The University offers a series of mandatory workshops designed to help you develop key skills for a successful work term.

- Participation is mandatory before you start your Co-op program.
- Details and schedules will be provided in advance.
- These sessions will prepare you for a smooth transition into your Co-op program

### CO-OP SESSIONS & WORKSHOPS (ALL MANDATORY)

#### INFO SESSION (STUDENTS): CO-OP INTRODUCTION REGISTRATION

Workshop 1: CV & Cover Letter

Workshop 2: Interview Skills 1

#### KHALIFA UNIVERSITY INTERVIEWS

Workshop 3: Symplicity Training

#### PROFILE CREATION

Workshop 4: LinkedIn Profile Creation Training  
(Mandatory Session)

Workshop 5: Job Search Techniques

#### JOB APPLICATIONS

Workshop 6: Interview Skills 2

#### JOB INTERVIEWS

Workshop 7: Employability Skills 1

#### JOB MATCHING

Workshop 8: Employability Skills 2

#### JOB OFFERS

Workshop 8: Employability Skills 3

Workshop 9: Workplace Readiness & Transition

Workshop 10: Workplace Legislation & Safety

#### CO-OP START





## **CONCLUSION**

As you consider participating in the KU Co-op Program, it is important to weigh how this experience aligns with your academic goals and career aspirations. The program offers significant opportunities for professional growth, practical skill development, and industry exposure, but it also requires your commitment and proactive engagement. Carefully read the information provided, assess your readiness, and decide whether participating in the Co-op program is the right choice for you at this stage of your academic journey. If you choose to proceed, utilize the resources and support available to maximize your experience. For any questions or further guidance, contact the Co-op Office. Your decision today can lay a stronger foundation for your future career.

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