

Business Division

THE MCKAY CENTER

CO-OP EDUCATION: WORKING FOR YOUR FUTURE

The McKay Co-op Center provides clerical services to students, people in the community, and organizations in the community. Fees for clerical services are very nominal, and the services of the Center are available to everyone in the community.

[Advantages to Employer](#)

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The McKay Co-op Center was established in October 1993 as a model office for students to work in an ergonomic environment. If you would like to use the services of the Center, students who work in the Center will format resumes, brochures, newsletters, reports, spreadsheets, research papers, labels, proposals, dissertations, graphs, memos, and letters; build data bases, coordinate mass mailings; address envelopes; transcribe from audio cassettes; prepare transparencies; develop questionnaires; conduct telephone surveys; conduct workshops; and fax communications; tabulate surveys and analyze the data.

You, as a Mott student or as an employer or community member, may be interested in information about Mott Community College Co-op. This is the place to find out! Thousands of Mott Community College students have gained valuable career-related work experience through the Mott Community College Co-op.

So... What is Co-op?

Co-op is earning course credit and career-related experience for your degree while you are attending Mott Community College. MCC Co-op offers part-and full-time student employment in a career-related position. Through the combination of study and work, you will achieve academic success and professional preparation.

The goal of MCC Co-op is to place students in full-time employment upon completion of the two-year Associate Degree or the one-year Certificate of Achievement.

Since February 1946, MCC was the first community college in the U.S. to offer students and employers the opportunity to participate in Co-op.

What are the Advantages of Co-op for Students?

- Apply classroom theory at work
- Consider career opportunities
- Enhance your marketability
- Work in a supervised situation
- Develop human relations skills
- Increase problem-solving skills
- Earn academic credit Increase academic performance
- Network for future employment
- Earn wages to help defray education expenses

McKay Co-op Center

Ellen's Closet

CM 2137

Contact Us:

Phone: 810-232-7629

What are the Advantages for Employers?

- Reduce recruitment costs
- Locate highly motivated students
- Encourage students who are interested in pursuing a career
- Relieve high-salaried professionals from tasks that are excellent learning experiences for students
- Have the opportunity to more directly interact with the academic program at MCC and demonstrate support for education
- Train future employees to meet a specific need
- Screen potential employees before possible permanent career employment
- Provide both short- and long-term employment needs

How does the MCC Co-op Education Program Work?

To qualify, Students should:

- Complete 12 credits with a 2.0 GPA
- Complete the co-op application
- Schedule for an interview with the co-op coordinator to discuss qualifications and possible interviews with sponsoring employers
- Register for the 2-credit hour related co-op course

To qualify, Employers should:

- Be willing to provide a 15-week meaningful career-related work experience
- Provide financial support
- Complete a performance evaluation with the student

The office hours of the Center vary each semester. For more information, please telephone 810-232-7629.