



# University of Limerick

## Cooperative Education & Careers Division

### Empowering Through Employability

## Cooperative Education

### What we will do for you

We will do our best to help you organise your Cooperative Education placement. We will serve all our customers in an equal, fair and courteous manner.

We are committed to:

#### Pre Placement

- Provide at least two Preparatory Programmes.
- Make available a Student Handbook to each student at the first Preparatory Programme.
- Provide up-to-date information and a guide to resources on the website, e.g. CoOp Report Guidelines; CV completion - [www.ul.ie/coop](http://www.ul.ie/coop).
- Provide access to CoOp Reports, where available, as part of your preparation for interview.
- Keep the Main Office open 19 hours a week in order to enable you to drop in if you have a query, viz:  
Monday 13:00 to 16:00  
Tuesday to Friday 12:00 to 16:00
- Provide you with a one-to-one appointment with a Cooperative Education Manager if you need to discuss your specific circumstances.
- Provide a tailored service for students with disabilities in order to facilitate equal participation.
- Circulate your CV to a number of employers, subject to meeting their selection criteria.

#### During Placement

- Guarantee that, while on placement, if you ring us with an urgent query we will respond within a day.
- Ensure that all other queries will get a response within five working days.
- Forward your placement details to faculty in order to facilitate a visit by a faculty member.
- Provide Guidelines for your CoOp Report on the website.
- Forward an evaluation form to your placement supervisor.

#### Post Placement

- Provide a receipt when you submit your CoOp Report.
- Ensure that your CoOp Report can be assessed on time for Examination Board, provided you have made the deadline.

### Help us to help you

- You are required to attend Preparatory Programmes, organised to help you with your Cooperative Education placement.
- Read the CoOp Handbook provided.
- Take ownership of the quality and accuracy of your CoOp CV (e.g. run a spell check, grammar – refer to the Guidelines in the CoOp Handbook).
- Check the CoOp Notice Board daily.
- Research employer information prior to interviews.
- Keep all interview appointments with employers.
- Please notify us in advance if you have any special requirements when planning for Cooperative Education and we will do our best to facilitate you.
- Adhere to all the CoOp deadlines.
- Provide us with your mobile phone number.

#### Comments/Suggestions

Your feedback is very valuable to us and we welcome receiving it. If you want to comment on our service you have two options: you can complete a Comment Card, available outside the Main Office EO 005, or you can access this form on the CoOp website. Please indicate if you would like a response and we will reply within five working days.

We will survey you after your CoOp placement for your assessment of our service.

## Career Service

### What we will do for you

We will do our best to help you plan your career by providing appropriate advice and information. We will facilitate equal participation for students with disabilities and other specific needs.

#### Careers Advice

- We will:
- Arrange an appointment with a Careers Advisor within five working days of your request.
  - Be available for short drop-in consultations on CVs or quick career queries on a daily basis Mon-Thurs from 1pm-4pm and Friday 1pm-2pm, during term time.
  - Help you to improve your CV and prepare for interviews.
  - Invite final-year and postgraduate students to attend at least one career information seminar at the beginning of your final year.
  - Provide you with access to career planning resources through the careers website.

#### Access to information

- We will:
- Provide you with up-to-date information on careers, postgraduate study and job vacancies through the website, notice board, email and publications.
  - Ensure that the careers website is always up to date - [www.ul.ie/careers](http://www.ul.ie/careers).
  - Send you a personal letter and emails in your final year telling you about employer presentations and other events organised by the Careers Service.

#### Careers Workshops

- We will:
- Invite you to attend a series of career planning workshops to help you prepare for your transition to employment or postgraduate study.
  - Respond to requests from you or your class to run specific career workshops.
  - Provide customised career workshops for postgraduate students, mature students and students with disabilities.

#### Access to Employers

- We will provide you with opportunities to meet a wide range of graduate employers through a continuous schedule of employer presentations and Careers Fairs on campus.

### Help us to help you

If you are a final year or postgraduate student, please:

- Check the website at least once a week to familiarise yourself with updated information.
- Check your UL Email account at least twice a week for any messages from the Careers Service.
- Provide us with sufficient time to schedule an appointment for careers advice.
- Inform us in advance, if you cannot keep an appointment with a Careers Advisor.
- Research employer information prior to interviews.
- Notify an employer in advance if you have to cancel an interview.
- Notify us in advance if you have any special requirements when participating in careers activities and we will do our best to facilitate you.
- Familiarise yourself with deadlines (e.g. job applications) and ensure that you adhere to them.

#### Comments/Suggestions

Your feedback is very valuable to us and we welcome receiving it. If you want to comment on our service you have two options: you can complete a Comment Card, available outside the Main Office EO 005, or you can access this form on the Careers website. Please indicate if you would like a response and we will reply within five working days.

We will survey you in your final year for your assessment of our service.

## Teaching Practice

### What we will do for you.

We are here to help you organise your two Teaching Practice placements and to help you prepare for a career in Teaching. This Charter describes what you can expect when you deal with us.

#### Pre Teaching Practice

- Provide you with a Student Handbook regarding Teaching Practice.
- Forward your details to schools regarding your forthcoming placement.
- Promote you to schools until you have been successfully placed.
- Forward your placement details to Tutors in order to facilitate supervisory Teaching Practice visits.
- Inform you of the names and contact details of your Education and Specialist Tutors.
- Provide you with a one-to-one appointment with the Teaching Practice Coordinator if you need to discuss your specific circumstances.
- Keep open the Teaching Practice desk in the Cooperative Education Main Office EO 005 for 10 hours a week in order to enable you to drop in and get an answer to your queries viz:  
Monday 13:00 to 16:00  
Tuesday to Friday 12:00 to 16:00

#### During Teaching Practice

- Guarantee that, while on placement if you ring us with an urgent query we will respond within a day.
- Ensure that all queries received will get a response within five working days.

#### Post Teaching Practice

- Coordinate submission of Tutors' grades and submit them to Grading Boards.
- Seek feedback from Principals regarding your performance on Teaching Practice.
- Coordinate Tutors' submissions regarding Teaching Practice Award nominations.

### Help us to help you

- Please attend meetings and appointments organised to help you with your Teaching Practice placement.
- Please read and familiarise yourself with the Teaching Practice Handbook provided for students.
- Please notify us if you have any special requirements when preparing for Teaching Practice so that we can try our best to facilitate you.
- Return to the Cooperative Education & Careers Division all information regarding your Teaching Practice timetables.
- Familiarise yourselves with appropriate deadlines (e.g. submission of option forms, graduate vacancy forms etc) and ensure you adhere to them.
- Maintain ongoing contact with your Tutors during Teaching Practice regarding any issues affecting your availability for classes.
- If you are ill during Teaching Practice send us your medical certificates.

#### Comments/Suggestions

Your feedback is very valuable to us and we welcome receiving it. If you want to comment on the service you receive please complete a Comment Card, available outside the Main Office EO 005. Please indicate if you would like a response and we will reply to you within five working days.