



Cooperative Education Application

Student Information

Student Name: _____
Last First Middle Initial

Student ID Number: _____ Email: _____

Current Address: _____
Street/PO Box

City State Zip

Permanent Address: _____
Street/PO Box

City State Zip

Major: _____ Instructor: _____

GPA: _____ Semester Hours Completed: _____ Expected Graduation Date: _____

Placement Information

Business Name: _____ Business Phone #: _____

Business Address: _____
Street/ PO Box

City State Zip

Supervisor Name: _____ Supervisor Phone (Ext.): _____

Work Experience

Employer: _____ Supervisor: _____

Address: _____
Street/PO Box

City State Zip

Duties: _____

Employed: _____ to _____

Employer: _____ Supervisor: _____

Address: _____
Street/PO Box

City State Zip

Duties: _____

Employed: _____ to _____



Cooperative Education Release Agreement

I, _____, understand that I have been accepted for a Cooperative Education work assignment. The work and learn partnership will involve Haywood Community College and _____ (employer).

I acknowledge that the college will assume no financial responsibility in the event of any accident or illness suffered by said student as a result of the student's work activities while enrolled in Cooperative Education classes at Haywood Community College. I also understand that I am personally responsible for seeing that arrangements are made through personal insurance or private funds to cover costs incurred for the medical, surgical, or emergency treatment of any accident or illness suffered while involved in the co-op partnership between the college and the employer.

The presence of the student's signature on this form acknowledges that the student understands the information stated in the release agreement. This agreement must be signed at the time of initial enrollment in the co-op program.

Student Signature

Date

Instructor Signature

Date

Co-op Coordinator Signature

Date



Orientation Certification

Student Name: _____

Instructor Name: _____

My signature below certifies that I attended and on-campus orientation or received orientation information electronically. The orientation included the following topics:

- Purpose of Cooperative Education
- Explanation of the Cooperative Education enrollment process
- Cooperative Education workbook and deadlines
- Requirements for successfully completing a Cooperative Education Work Experience
- Benefits of work experience in securing employment upon graduation
- Policies regarding sexual harassment and discrimination

Student Signature _____

Date _____

Acknowledgement of Workbook Completion Requirements

I _____ acknowledge that unless my workbook is turned in with *all* necessary documentation and signatures, I will receive a course grade of Incomplete until the completed forms are turned in. I also understand that NO paperwork substitutions will be accepted. The official HCC Cooperative Education Time/Wage report found in this workbook is the only acceptable verification of hours worked during the co-op work experience. Company timesheets, handwritten notes, or other typed documents will not be accepted, even when signed by the employer.

Student Signature _____

Date _____

Cooperative Education Agreement

The following statements constitute the Agreement on which participation in the Cooperative Education program at Haywood Community College is based:

Placement and Employment Procedures

Haywood Community College and the cooperating employer agree to observe placement procedures and employment practices which conform to all federal, state, and local laws and regulations (including nondiscrimination toward any participant or employee because of race, color, religion, sex, veteran's status, handicap, or national origin).

College Responsibilities

- Assess the student's skills, capabilities, and career objectives
- Refer the student to an employer of interest
- Provide consultation and coordination between the student, the employer, and the college
- Approve and evaluate the student's Measurable Learning Objectives
- Make arrangements for and conduct on-site visits with the co-op student and the immediate supervisor
- Determine a grade for the co-op experience and award college credit based on the student's performance and completion of required reports

Employer Responsibilities

- **Provide a current job description for each student (to be turned in at the beginning of the work experience)**
- Provide a minimum of 160 or 320 hours of employment per semester depending on course credit assigned
- Identify a qualified employee to serve as the immediate supervisor who will assist the student in developing and evaluating Measurable Learning Objectives that will be related to the student's academic studies
- Permit on-site visits by a college representative
- Notify the instructor at the college at least one (1) week before any action that might result in the termination or change of employment status of the student
- Compensate co-op student at a level consistent with regular employees in a similar training situation *if possible*
- Provide Workmen's Compensation Liability Insurance for the co-op student during the period of the work experience for *paid co-op work experiences*.
- Evaluate the student's performance during on-site visits and at the end of the semester
- Adhere to the Fair Labor Standards Act
- Give permission to use the employer's name in co-op marketing/promotional materials
- Provide the student with a supervised, progressive, and meaningful work experience
- Assure a safe and healthy work environment

Student Responsibilities

- **Develop 3 Measurable Learning Objectives in conjunction with the immediate supervisor and instructor during the first two weeks of the work experience.**
- Provide a current Resume' to your instructor
- Report punctually and regularly for work
- Adhere, at all times, to the employer's work rules and regulations
- Notify the employer promptly if unable to work for **any reason**
- Inform the college's Financial Aid Office of co-op employment and report wages earned during the co-op work experience, if appropriate.



Note: It is suggested the student seek adequate health and accident insurance during their co-op.

Cooperative Education for the Employed Student

A student may earn academic credit while working for his or her current employer. This should be permitted only in limited situations where there are assurances that the student's experience will complement the classroom experience, and that the co-op experience will be different from those the student/employee has already experienced. The college will follow all procedures for establishing an existing job as a co-op experience so that the position meets all requirements for an effective co-op learning experience. In this instance the college must:

- Verify with the employer that the student's work level will increase at least 25% as his/her skill level increases
- Verify that the work activity and the level of learning is relative to the requirements of the curriculum

The Measurable Learning Objectives for currently employed students should be written to increase the student's skill level from their current job description. Complete Measurable Learning Objectives must be signed by the student, employer and faculty or co-op coordinator prior to the start of the work experience.

Statement of Cooperation

I fully understand the responsibilities of all parties involved in this Cooperative Education Agreement and shall strive to make this a successful learning experience.

Student Signature

Date

Supervisor Signature

Date

Instructor Signature

Date

Co-op Coordinator Signature

Date



Job Description

Student Name: _____

Job Title: _____

Company Name: _____

Worksite Supervisor: _____

Phone Number: _____

Write in or attach job description here:

Employer/Worksite Supervisor Signature

Date

Note: Employer signature is required, even if separate page is attached.