

Cooperative Education Employer Forms

(Co-op student is responsible for the
completion of all required documentation)

COOPERATIVE EDUCATION AGREEMENT

Student/Employee _____ Date _____

Student ID # _____ Semester _____ Curriculum _____

COE _____ Section _____

I Am Using My Current Employer: _____ Yes _____ No
Employer _____

Is This A Family Operated Business: _____ Yes _____ No

Supervisor _____ Phone _____
(Supervisor Evaluating Student's Co-op Work Experience Cannot Be Related to Student Unless a Family-Owned Business and Unavoidable – *Must Be Approved By Cooperative Education Coordinator*)

Employer Address _____

The following statements constitute the Agreement on which participation in the Cooperative Education Program at VANCE-GRANVILLE COMMUNITY COLLEGE is based:

Placement and Employment Procedures

VANCE-GRANVILLE 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

1. Assess the student's skills, capacities, and career objective.
2. Refer the student to an employer of interest.
3. Provide consultation and coordination between the student, the employer, and the college.
4. Approve and evaluate the student's MLO's for each training period.
5. Make arrangements for and conduct on-site visits with the co-op students and their immediate supervisor.
6. 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

1. Provide a minimum of at least 160 or 320 hours of employment per semester/term depending on course credit assigned.
2. Provide an orientation of the student to the rules, regulations, written policies, dress, code, company expectations, and/or other pertinent information necessary to employees. This includes background checks, drug testing, and other standard procedures required of all new employees.
3. Identify a qualified employee to serve as the immediate supervisor who will assist the student in developing and evaluating the Measurable Learning Objectives that will be related to the student's academic studies, model a professional manner, and provide timely feedback to the student regarding his/her job performance.
4. Permit on-site visits by a college representative.
5. Notify the Cooperative Education Office at the college at least one week before any action that might result in the termination or change of employment status of the student.
6. Encourage the student to continue his or her higher education to completion.
7. Compensate co-op student at a level consistent with regular employees in a similar training situation.
8. Provide Worker's Compensation Liability Insurance for a co-op student during the entire work experience period.
9. Evaluate the student's performance during on-site visits and at the end of the semester/term.
10. Adhere to the Fair Labor Standards Act.
11. Give permission to use employer's name in co-op marketing/promotional materials.
12. Provide the student with a supervised, progressive, and meaningful work experience.
13. Assure a safe and healthy work environment.

Student Responsibilities

1. Dress in a professional manner appropriate for the job placement.
2. Report punctually and regularly for work.
3. Strive to do the best possible job for the employer.
4. Adhere, at all times, to the employer's work rules and regulations. Failure to do so may result in termination from the worksite and the Co-op program.
5. Notify the employer promptly if unable to work for any reason.
6. Develop Measurable Learning Objectives in conjunction with the immediate supervisor and faculty coordinator during the first two weeks of the work experience.
7. Be covered by adequate accident insurance.
8. Inform the college's Financial Aid Office of their co-op employment and report wages earned during the co-op work experience, if appropriate.
9. Maintain an attitude of helpfulness and goodwill.
10. Abide by the college's co-op rules and regulations and immediately report to the Cooperative Education Coordinator any problems occurring on the job or changes in job duties and responsibilities.

Student Name _____
COE _____ **Section** _____
Instructor _____

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. Further, the student grants permission for the employer to discuss the student's progress with the Cooperative Education Coordinator and/or Instructor.

Student Signature _____
Date

Cooperative Education Coordinator Signature _____
Date

Employer Signature _____
Date

Student Name _____

COE _____ Section _____

Instructor _____

COOPERATIVE EDUCATION

MEASURABLE LEARNING OBJECTIVES WORKSHEET

(STUDENT PLACED WITH NEW EMPLOYER ONLY)

The Measurable Learning Objectives (MLOs) must clearly describe what you intend to accomplish during your work term. The MLOs must be reviewed by your supervisor (who can suggest modifications) during the first two weeks of the term and approved by your Cooperative Education Coordinator. At the end of the work term, your supervisor will evaluate how well you accomplished each of the objectives. The suggested number of MLOs to complete is 2-3.

MLO 1: _____

MLO 2: _____

MLO 3: _____

Student Signature

_____ Date

Employer Signature

_____ Date

Cooperative Education Coordinator Signature

_____ Date

Student Name _____
COE _____ Section _____
Instructor _____

**COOPERATIVE EDUCATION
ON-SITE VISITATION WORKSHEET (page 1 of 3)**

Date of Visit: _____

Student Name: _____
Last First MI.

Curriculum Program: _____

Course: COE _____ Section _____ FALL SPRING SUMMER 20_____

Employer: _____

Address: _____

Supervisor Name: _____

Cooperative Education Coordinator Name: _____

I. Interview between supervisor and Cooperative Education Coordinator:

a. Does this co-op student fully understand the assigned responsibilities? ___ Yes ___ No
(If "no", please explain.)

Comments:

b. Does this co-op student have the knowledge to competently perform the assigned responsibilities? ___ Yes ___ No (If "no", please explain.)

Comments:

c. Has this co-op student helped to meet the needs of your department? ___ Yes ___ No
(If "no", please explain.)

Comments:

d. Rate this co-op student's overall job performance so far.

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

(If rated "Very Good" or "Very Poor", please explain.)

Comments:

Student Name _____
COE _____ Section _____
Instructor _____

ON-SITE VISITATION WORKSHEET (page 2 of 3)

II. Cooperative Education Coordinator and Employer Evaluation of Co-op Student's Performance at this time:

If rated "Very Good" or "Very Poor", please explain.

- a. Appearance
___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor
- b. Punctuality / Dependability
___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor
- c. Subject knowledge
___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor
- d. Quality of work
___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor
- e. Quantity of work
___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor
- f. Attitude towards work assignments
___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor
- g. Interaction with co-workers
___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor
- h. Interaction with supervisor
___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor
- i. Leadership ability
___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor
___ Not Applicable At This Time

Do you have any concerns regarding the student's job performance that need to be addressed at this time? ___ No ___ Yes (Please explain.)

Employer Signature

Date

Cooperative Education Coordinator Signature

Date

Student Name _____
COE _____ Section _____
Instructor _____

ON-SITE VISITATION WORKSHEET (page 3 of 3)

III. Interview between co-op student and Cooperative Education Coordinator:

a. Is your co-op work assignment consistent with the initial job description?

___ Yes ___ No (If "no", please explain.)

Comments:

b. How are you able to relate your co-op assignment to your class work?

Comments:

c. How are you challenged by your co-op work assignments?

Comments:

d. How do you think this co-op work assignment will help you meet some of your career goals?

Comments:

e. Have you encountered any problems related to your Measurable Learning Objectives?

___ Yes ___ No (If "yes", please explain.)

Comments:

f. Rate this co-op work assignment so far.

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

If rated "Very Good" or "Very Poor", please explain.

Comments:

Student Signature

Date

Cooperative Education Coordinator Signature

Date

(Note: This is to be completed independently by the student's supervisor at the end of the term.)

**COOPERATIVE EDUCATION
EMPLOYER
EVALUATION OF STUDENT (END-OF-TERM)
WORKSHEET**

Date of Evaluation: _____

Student Name: _____
Last First MI.

Curriculum Program: _____

Course: COE _____ Section _____ FALL SPRING SUMMER 20_____

Employer: _____

Address: _____

Supervisor Name: _____

Cooperative Education Coordinator Name: _____

Please evaluate the co-op student objectively, as compared with other students of similar academic level, with other personnel assigned similar jobs, or with individual standards.

I. Evaluation of Co-op Student's Performance at completion of the term:

If rated "Very Good" or "Very Poor", please explain.

a. Appearance

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

b. Punctuality / Dependability

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

c. Communication skills

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

d. Subject knowledge

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

e. Quality of work

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

f. Quantity of work

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

Student Name _____

COE _____ **Section** _____

Instructor _____

g. Attitude towards work assignments

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

h. Interaction with co-workers

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

i. Interaction with supervisor

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

j. Leadership ability

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor
___ Not Applicable At This Time

k. Potential for future development in this career

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

II. Describe the co-op student's strengths.

III. Provide suggestions for improvement in the student's performance.

IV. Please provide a percentage grade (0-100%) of the co-op student's job performance. _____

V. Do you have comments or suggestions regarding the cooperative education program?

VI. Would you be willing to serve as a placement site for another co-op student in the future?

___ Yes ___ No

Employer Signature

Date

Cooperative Education Coordinator Signature

Date