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# Cooperative Education Handbook

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## WHAT IS COOPERATIVE EDUCATION?

- It is a program that helps you practice skills you have learned in the classroom in a real job setting.
- It is a credit course offered in most areas of study. Credit is given for learning in a worksite related to your major area of study.
- Credit can be earned regardless of whether you are paid or volunteering.
- It is a coordinated effort between a student, the college, and an employer to prepare a student for employment.

## BENEFITS OF COOPERATIVE EDUCATION

### FOR STUDENTS

- A chance to practice skills learned in class.
- An opportunity to learn things not taught in class.
- Work experience for a resumé.

### FOR EMPLOYERS

- A source of enthusiastic and motivated workers for part-time or short-term activities
- An opportunity to pre-screen potential workers with no obligation to hire
- An avenue for direct input into college education and training

## ENROLLING IN COOPERATIVE EDUCATION

- 1 Check with your instructor or a Career Services Specialist to see if you qualify. In some cases, prior course work or a certain GPA are required.
- 2 You must have an approved worksite prior to being registered. Your instructor can grant approval of a site.
- 3 Training Agreement and Learning Objective forms must be completed and returned to a Career Services Specialist to process registration.
- 4 Seminar sessions, for which credit is given, may be required.
- 5 All Cooperative Education credits must be paid for at the current PCC payment rates and schedules.

## IDENTIFYING ELIGIBLE WORKSITES

- The worksite must offer experience which is directly related to your career goals.
- The work experience must provide an opportunity for new learning and skill development.
- A worksite supervisor must be available and willing to train, supervise, and evaluate you, and to communicate with the college representative.
- An instructor will visit the site one or more times during the term to review your work and talk to your supervisor. When possible, a brief conference with you and your supervisor is scheduled.
- Large, medium and small companies in the public and private sector hire students.
- You may already have a job which will qualify as a worksite.
- Employers are not obligated to hire a student. However, employment is sometimes offered after a successful Cooperative Education experience.
- Any career-specific part-time job is a potential Cooperative Education opportunity.

## COOPERATIVE EDUCATION CREDITS

- The amount of credit earned is based on the amount of time spent working. A minimum of 30 hours per credit is required. Program requirements may vary.
- Time requirements of the employer, your time availability, and course requirements will determine how much credit you will earn.
- You may repeat Cooperative Education with one or more employers.
- Some programs require Cooperative Education; others consider it an elective course. A college advisor or a Career Services Specialist can explain how Cooperative Education fits into the degree/certificate requirements for your major.
- If you're interested in transferring credits to another college, you must check with the admissions office of that college to find out if the credit will be counted. In most cases, Cooperative Education credits transfer as electives.



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## WORKERS' COMPENSATION

- Students working at non-paid training sites are eligible for accident insurance, at no cost, provided by the college. You must be registered and the Training Agreement form must be completed and submitted to a Career Services Specialist in order for the insurance to be in effect.
- In case of an accident, you must immediately notify the site supervisor and the Career Services Specialist. Accident report forms must be completed for the college within 24 hours.
- If the employing agency provides insurance for volunteers, this should be indicated on the Training Agreement.
- Paid employees are subject to Workers' Compensation laws.

## WORK STUDY

- Sometimes Cooperative Education is confused with work study. Cooperative Education is an instructional program. Work study is a financial aid program in which eligible students are paid for working on campus or for a non-profit organization.
- If the work study job meets the guidelines for Cooperative Education, you may be able to earn academic credit. All Cooperative Education requirements must be met.

## GRADING AND EVALUATION

- You must complete the agreed upon number of hours of work in order to earn credit.
- Training Agreement and Learning Objective forms must be on file with a Career Services Specialist.
- An Employer Evaluation must be completed and must indicate completion of learning objectives and satisfactory job performance.
- For most curricula, Cooperative Education work experience is graded on a "pass/no pass" basis.
- Seminars are graded separately.

## THE CO-OP SEMINAR

- Seminars are required for some programs.
- The curriculum is designed to help you develop skills which will enhance your success as an employee.
- Seminar students may have a weekly class meeting with an instructor. In some cases, students and the Instructor plan an individualized set of assignments and there is no class meeting.
- Online seminars are offered in some programs.

## COOPERATIVE EDUCATION PROGRAMS

Accounting	Geography
Architectural Drafting	Gerontology
Auto Collision Repair	Graphic Design
Automotive Service	Interior Design
Biology	Landscape Design/Landscape Technology
Biomedical Engineering Technology	Machine Technology
Bioscience Technology	Management and Supervisory Development
Building Construction Tech/Management	Marketing
Building Inspection	Multimedia/Video Production
Business Administration	Music and Sonic Arts
Career Development	Paralegal
	Political Science
Computer Information Systems	Sociology
Computer Science	Veterinary Technology
Criminal Justice	Welding
Electronic Engineering Technology	Writing
Emergency Management	*Transfer students and students in High School/Early College programs are also eligible.
Exercise Science	**International students may be eligible if approved through the Office of International Student Services.
Facilities Maintenance Technology	

# WRITING LEARNING OBJECTIVES

## PURPOSE

Cooperative Education is a course that is customized for you and your worksite. The learning objectives outline what you will learn in the course.

You will discuss potential objectives with the worksite supervisor. You must ask, "What do I want to learn?" and the supervisor will determine if it will be possible to learn it on the job. Instructors, Career Services specialists or supervisors may have suggestions for appropriate objectives. Objectives are subject to approval by the instructor.

## CONTENT

Objectives may focus on various types of learning:

- Practicing skills and applying knowledge learned in class.
- Learning new skills or acquiring new information.
- Enhancing attitudes or motivation.

Duties or activities will be planned for each objective. What activities or duties will give you an opportunity to accomplish each goal? Objectives should be clear and specific. Consider how progress will be measured. At the end of the term, the supervisor will be asked to evaluate whether you met the objectives.

## A FEW EXAMPLES FROM VARIOUS WORKSITES

- Objective:** Perform maintenance and repairs, servicing suspension and steering systems on heavy duty trucks and other vehicles.  
**Activity:** Complete suspension and steering jobs under supervision of journeyman technician.

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- Objective:** Increase client contact in the corrections field.  
**Activity:** Each week perform four interviews, and make a minimum of four telephone contacts.

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- Objective:** Learn how the company writes the Scope of Work on a project.  
**Activity:** Assist in the development of a Scope of Work that is concise and incorporates protective inclusions/exclusions for a project. Participate in presentation of project deliverables.

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- Objective:** Assess needs and desires of the clients and evaluate sites with regards to those objectives.  
**Activity:** Interview clients and define design program. Measure and analyze sites.

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- Objective:** Practical, hands on experience with Windows set-up and tuning.  
**Activity:** Set up PC software, including upgrading printer drivers, setting or adjusting swap files, File Manager proficiency, application installation or activation.

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- Objective:** Gain speed and accuracy in performing warranty servicing of medical equipment..  
**Activity:** Complete warranty work under supervision of a Biomedical Engineer. Document complete servicing.

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- Objective:** Assist office transition from Outlook calendar to Google calendar.  
**Activity:** Transfer currently scheduled events to Google calendar, and start scheduling all future office activities using Google calendar.



## Cooperative Education Training Agreement

P.O. Box 19000, Portland, Oregon 97280-0990

**Student Information (Please Print)**

Student Name \_\_\_\_\_ PCC E-mail \_\_\_\_\_ Student I.D. Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Program Major \_\_\_\_\_

Telephone \_\_\_\_\_ Student Status: ☐ Full-time ☐ Part-time ☐ International

I agree that I will receive Cooperative Education credit upon completion of the work experience requirements in accordance with school policy. I will keep my Jobs & Internships coordinator and/or instructor informed of my work activities and consult with them prior to changing my work status. Provisions outlined in the Federal Unemployment Tax Act and Oregon Revised Statutes apply.

\_\_\_\_\_  
Student Signature Date \_\_\_\_\_

**Employer/Supervisor Information (Please Print)**

Company/Agency Name (Print) \_\_\_\_\_ Telephone \_\_\_\_\_ Supervisor's Name (Print) \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax \_\_\_\_\_

**Employer/Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Email** \_\_\_\_\_  
We are an equal opportunity employer and committed to a policy of non-discrimination for all people regardless of race, color, religion, sex, age, disability or national origin. Cooperative Education sites are required to comply with all applicable federal, state and local Occupational Safety and Health Administration (OSHA) requirements for the work performed under this agreement. I agree to work with the above student and the college representative while the student is completing the Cooperative Education objectives specified.

Job Status: ☐ Paid ☐ Non-paid Hourly Wage \$ \_\_\_\_\_ Dates Worked: From \_\_\_\_\_ to \_\_\_\_\_

☐ Remote ☐ On-site ☐ Both ☐ International Site Total number of hours to be worked in term for credit \_\_\_\_\_

Please be advised that all PCC students enrolled in Cooperative Education are covered by Worker's Compensation insurance for their work experience, unless they are still covered by their prior employer (based on a job injury), or will be covered as a paid employee, or will be covered through a company-sponsored program (such as an Employer Volunteer Program). For more information about Worker's Compensation see <https://www.pcc.edu/resources/careers/internships/insurance.html>


Workers' Compensation Paid by: ☐ Employer ☐ Employer Volunteer Program ☐ PCC ☐ Other

The student and client listed above agree to work together in accordance with Cooperative Education guidelines to satisfactorily complete the credit. The Jobs & Internships Specialist is the liaison between the student, the college, and the client in this training program.

Term/Year	Course No.	CRN No.	Credit	Grade Option

\_\_\_\_\_  
Instructor Signature Date \_\_\_\_\_ Specialist Signature Date \_\_\_\_\_

Please retain a copy for your records.



## Cooperative Education Learning Objectives

P.O. Box 19000, Portland, Oregon 97280-0990

Student \_\_\_\_\_ Supervisor/Title \_\_\_\_\_

Program Major \_\_\_\_\_ Job Title \_\_\_\_\_ Agency/Company \_\_\_\_\_ Phone \_\_\_\_\_

Term \_\_\_\_\_ Email \_\_\_\_\_ Address \_\_\_\_\_

Student Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax \_\_\_\_\_

Work Schedule: Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thur. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat. \_\_\_\_\_ Sun. \_\_\_\_\_

The Learning Objectives/Activities listed here will describe the student's job related goals and the work site activities to meet those goals. See the **Cooperative Education Student Handbook** for details.

**OBJECTIVE:** What do you want to learn? **ACTIVITIES:** What will you do to learn it? ☐ Addtl learning objectives / activities attached

1

a. Objective: \_\_\_\_\_  
b. Activities: \_\_\_\_\_

2

a. Objective: \_\_\_\_\_  
b. Activities: \_\_\_\_\_

3

a. Objective: \_\_\_\_\_  
b. Activities: \_\_\_\_\_

4

a. Objective: \_\_\_\_\_  
b. Activities: \_\_\_\_\_

5

a. Objective: \_\_\_\_\_  
b. Activities: \_\_\_\_\_


Work schedule and duties may be subject to change. Contact your Jobs & Internships Education Specialist should any major changes occur.

\_\_\_\_\_  
Student Signature Date \_\_\_\_\_ Employer/Supervisor Signature Date \_\_\_\_\_

\_\_\_\_\_  
Instructor Signature Date \_\_\_\_\_ Specialist Signature Date \_\_\_\_\_

Portland Community College is an Equal Opportunity Employer and committed to a policy of non-discrimination for all people regardless of race, color, religion, sex, age, disability or national origin.

Please retain a copy for your records.



## Cooperative Education Employer Evaluation

P.O. Box 19000  
Portland, Oregon 97280-0990

Due Date \_\_\_\_\_

Student \_\_\_\_\_ Supervisor \_\_\_\_\_

Program Major/Instructor \_\_\_\_\_ Agency/Company \_\_\_\_\_

Term \_\_\_\_\_ Address \_\_\_\_\_

Please Return This Evaluation To \_\_\_\_\_ On or Before \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

OUTSTANDING VERY GOOD AVERAGE NEEDS IMPROVEMENT UNSATISFACTORY	ATTITUDES TOWARD WORK	OUTSTANDING VERY GOOD AVERAGE NEEDS IMPROVEMENT UNSATISFACTORY	JOB LEARNING/SKILL IMPROVEMENT
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Uses time effectively. <input type="checkbox"/> Keeps busy, looks for work to do. <input type="checkbox"/> Looks for ways to improve; is alert to new methods. <input type="checkbox"/> Practices businesslike habits.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Shows continual improvement and speed in completing work. <input type="checkbox"/> Can work independently. <input type="checkbox"/> Exhibits adequate knowledge learned in class to perform tasks.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>RELATIONS WITH OTHERS</b> <input type="checkbox"/> Cooperates with supervisors, is respectful. <input type="checkbox"/> Works well with others, shares in workload. <input type="checkbox"/> Accepts suggestions. <input type="checkbox"/> Is courteous and helpful with public/customers.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>QUALITY OF WORK</b> <input type="checkbox"/> Uses care with equipment and materials. <input type="checkbox"/> Completes job in minimal time. <input type="checkbox"/> Able to follow and understand direction. <input type="checkbox"/> Is accurate and careful in work, will ask questions when needed.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>ATTENDANCE</b> <input type="checkbox"/> Is on time to work, remains until required hours are completed. <input type="checkbox"/> Alerts supervisor if absent or late for work. <input type="checkbox"/> Plans ahead to re-arrange work schedule.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>APPEARANCE</b> <input type="checkbox"/> Dress appropriate for job setting. <input type="checkbox"/> Exhibits cleanliness, good hygiene.
<b>OVERALL PERFORMANCE:</b> <input type="checkbox"/> OUTSTANDING <input type="checkbox"/> VERY GOOD <input type="checkbox"/> AVERAGE <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> UNSATISFACTORY			

**Directions:**  
When completing this section of the evaluation, refer to the list of Learning Objectives the student was assigned for the term.

Did the student meet the objectives? \_\_\_\_\_

What are the student's strengths? \_\_\_\_\_

What areas of work does the student need to improve? \_\_\_\_\_

Would you recommend this student for employment in your own or another firm? \_\_\_\_\_

This evaluation has been completed comparing this student to:  
☐ Other students ☐ Other employees ☐ What you feel this student is capable of doing ☐ Other

Has this report been discussed with the student? ☐ Yes ☐ No

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\_\_\_\_\_  
Supervisor Signature Date \_\_\_\_\_

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## THESE ARE ILLUSTRATIONS OF THE FORMS STUDENTS AND EMPLOYERS WILL COMPLETE.

Training Agreement and Learning Objective forms are given to the student at the beginning of the work experience. Employers and students sign both forms.

- 1 The Training Agreement serves as a contract between the student, the employer, and PCC. The form specifies who pays Workers Compensation, the agreed upon duration of the work experience, and the credit the student will earn.
- 2 The Learning Objective form describes what the student can expect to learn from the work experience. See the inside of this brochure for more detail about writing objectives.
- 3 The Employer Evaluation is completed by the worksite supervisor near the end of each academic term. The supervisor is asked to use the form to give the student and the college feedback about various aspects of work performance.
- 4 Program-specific forms may be required.

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