
Cooperative Education Handbook

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 volunteer.
- 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 needs
- 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 Cooperative Education 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 registering. Your instructor or a Cooperative Education specialist can grant approval of a site.
- 3 A permission form is required for registration.
- 4 A training agreement and learning objective form must be completed and returned to the Cooperative Education office, usually by the third week of the term.
- 5 Seminar sessions, for which credit is given, may be required.

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 coordinator.
- A Cooperative Education specialist or 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 co-op students.
- You may already have a job which will qualify as a co-op site.
- Employers are not obligated to hire a co-op student following a placement. 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 training at one site, or may train with more than one employer.
- Some programs require Cooperative Education; others consider it an elective course. A college advisor or the college catalog can explain how co-op ed fits into the degree 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.



INSURANCE COVERAGE

- 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 the Cooperative Education office in order for the insurance to be in effect.
- In case of an accident, you must immediately notify the site supervisor and the Cooperative Education specialist. Accident report forms must be completed for the college.
- If the employing agency provides insurance for volunteers, this should be indicated on the training agreement.
- Paid employees are subject to State of Oregon Employment Workers' Compensation laws.

WORK STUDY

Sometimes work study is confused with Cooperative Education. Co-op Ed 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 Co-op Ed, you may be able to earn academic credit. All Co-op Ed requirements must be met.

GRADING AND EVALUATION

- You must complete the agreed upon number of hours in order to earn credit.
- Training agreement and learning objective forms must be on file in the Cooperative Education office.
- The 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 Cooperative Education specialist plan an individualized set of assignments and there is no class meeting.
- Online seminars are offered in some programs.

COOPERATIVE EDUCATION PROGRAMS

Accounting	Gerontology
Alcohol and Drug Counselor	Graphic Design
Architectural Drafting	Health Information Management
Auto Collision Repair Technology	High School Completion
Automotive Service Technology	Interior Design
Aviation Maintenance Technology	Instructional Assistant: Special Education
Biology	Landscape Design
Biomedical Engineering Technology	Landscape Technology
Building Construction Technology	Legal Assistant
Building Inspection	Library and Media Assistant
Business Administration	Machine Technology
Career Development	Management and Professional Development
Civil Engineering Technology	Marketing
Computer Applications and Office Systems	Mechanical Engineering Technology
Computer Information Systems	Medical Assistant
Computer Science	Medical Laboratory Technology
Construction Management	Microelectronics Technology
Criminal Justice	Multimedia
Design/Build Remodel	Music (Professional) Program
Drafting	Office Systems
Early Education and Family Studies	Ophthalmic Medical Technology
Electronic Engineering Technology	Peace and Conflict
Emergency Medical Technician/Paramedic	Political Science
Facilities Maintenance	Psychology
Fire Protection Technology	Sociology
Fitness Technology	Veterinary Technology
Geography	Video Production Internship
	Website Development
	Welding

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, Co-op Ed specialists or supervisors may have suggestions for appropriate objectives.

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

- 1 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.

- 2 Objective:** Improve my report writing by being more clear and brief.
Activity: Have my supervisor proofread and evaluate my writing.


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

- 4 Objective:** Increase my knowledge of the prevention of child abuse.
Activity: Attend training sessions my employer offers, read literature available in the office and do library research.

- 5 Objective:** Learn about how the agency serves the public, and its daily operations.
Activity: Attend staff meetings and inservices, interview supervisor, observe daily activities.

- 6 Objective:** Gain speed and accuracy in servicing brakes.
Activity: Complete brake jobs under supervision of journeyman technician.

- 7 Objective:** Use and expand knowledge and skills obtained from plant propagation class to choose plants in display for spring time plantings.
Activity: Identify shaded and full sun areas in display spot. Become familiar with company names and contact people to buy plantings. Use negotiating skills to see if better prices can be obtained from supplier.



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

Cooperative Education Training Agreement

Due Date _____

Student Information (Please Print)

Student Name _____ E-mail _____ Student ID# _____
 Address _____ City _____ State _____ Zip _____ Program Major _____ Completion Date _____
 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 Co-op 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 Signature _____ Date _____ E-mail _____

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. 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 _____
 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).


Worker Compensation Paid by: Employer Employer Volunteer Program PCC Other

The student and employer listed above agree to work together in accordance with Co-op Education guidelines to satisfactorily complete the credit. The Co-op Ed Specialist is the liaison between the student, the college, and the employer in this training program.

Term/Year	Course No.	CRN No.	Credit

Instructor Signature _____ Date _____ Cooperative Education Specialist _____ Date _____

Distribution: White - Co-op Ed Specialist Yellow - Student Pink - Employer Print Center PMA4239 09/2007



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

Cooperative Education Learning Objectives

Due Date _____

Student _____ Supervisor/Title _____
 Program Major/Instructor _____ Job Title _____ Agency/Company _____ Phone _____
 Term _____ email _____ Address _____
 Student Work Phone _____ Home Phone _____ City _____ 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?


- 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 Cooperative Education Specialist should any major changes occur.

Student Signature _____ Date _____ Employer Signature _____ Date _____
 Instructor Signature _____ Date _____ Coop. Ed. Specialist _____ 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.

Distribution: White - Coop. Ed. Specialist Yellow - Student Pink - Employer Print Center PMA4239a 02/07



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

Cooperative Education Employer Evaluation

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

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

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.

Supervisor Signature _____ Date _____
White - Co-op Ed Specialist
 Canary - Student
 Pink - Employer Print Center PM 95155 02/07

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.

See the web page for forms online:
www.pcc.edu/coop
 Click on "Getting Started."