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.

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.

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.

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.

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**COOPERATIVE EDUCATION PROGRAMS**

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<tr>
<th>Accounting</th>
<th>Geography</th>
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<tr>
<td>Architectural Drafting</td>
<td>Gerontology</td>
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<td>Auto Collision Repair</td>
<td>Graphic Design</td>
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<td>Automotive Service</td>
<td>Interior Design</td>
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<td>Biology</td>
<td>Landscape Design/Landscape Technology</td>
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<td>Biomedical Engineering Technology</td>
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<td>Bioscience Technology</td>
<td>Management and Supervisory Development</td>
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<td>Building Construction Tech/Management</td>
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<td>Multimedia/Video Production</td>
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<td>Business Administration</td>
<td>Music and Sonic Arts</td>
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<td>Career Development</td>
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<td>Emergency Management</td>
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<td>Exercise Science</td>
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*Transfer students and students in High School/Early College programs are also eligible.

**International students may be eligible if approved through the Office of International Student Services.**
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.

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

1. **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.

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

3. **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.

4. **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.

5. **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.

6. **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.

7. **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.

Portland Community College is an Affirmative Action, Equal Employment Opportunity Institution. If you need accomodations contact Disability Services at 971.722.4341.
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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**FORMS STUDENTS AND EMPLOYERS**

Student Information (Please Print)

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<thead>
<tr>
<th>Student Name</th>
<th>PCC/E-mail</th>
<th>Student I.D. Number</th>
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Address

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Program Major

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Trainee/Internship Coordinator

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Employer/Supervisor Information (Please Print)

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Employer Signature

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

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