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 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.

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 being registered. Your instructor or a Cooperative Education specialist can grant approval of a site.
3. A training agreement and learning objective form must be completed and returned to the Cooperative Education office.
4. Seminar sessions, for which credit is given, may be required.
5. If you are receiving financial aid, you are responsible for meeting any deadlines.

www.pcc.edu/coop
INSURANCE COVERAGE

- Students working at non-paid training sites are covered for workers compensation insurance 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  
Alcohol and Drug Counselor  
Architectural Drafting  
Auto Collision Repair Technology  
Automotive Service Technology  
Aviation Maintenance Technology  
Aviation Science  
Biology  
Biology/Management of Zoo Animals  
Biomedical Engineering Technology  
Bioscience Technology  
Building Construction Technology  
Career Development  
Civil Engineering Technology  
Computer Applications and Office Systems  
Computer Information Systems  
Construction Management  
Criminal Justice  
Design/Build Remodel Drafting  
Early Education and Family Studies  
Electronic Engineering Technology  
Emergency Telecommunicator/ 911 Dispatcher  
Facilities Maintenance  
Fire Protection Technology  
Fitness Technology  
Geography  
Gerontology  
Graphic Design  
Health Information Management  
High School Completion  
Interior Design  
Landscape Design  
Landscape Technology  
Legal Assistant  
Machine Manufacturing Technology  
Management/Supervisory Development  
Marketing  
Mechanical Engineering Technology  
Medical Assisting  
Medical Laboratory Technology  
Microelectronics Technology  
Multimedia/Video Production  
Music (Professional) Program  
Ophthalmic Medical Technology  
Peace and Conflict  
Political Science  
Psychology  
Sociology  
Veterinary Technology  
Website Development  
Welding 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, 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

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Practical, hands on experience with Windows set-up and tuning.</td>
<td>Set up PC software, including upgrading printer drivers, setting or adjusting swap files, File Manager proficiency, application installation or activation.</td>
</tr>
<tr>
<td>2 Improve my report writing by being more clear and brief.</td>
<td>Have my supervisor proofread and evaluate my writing.</td>
</tr>
<tr>
<td>3 Increase client contact in the corrections field.</td>
<td>Each week perform four interviews, and make a minimum of four telephone contacts.</td>
</tr>
<tr>
<td>4 Increase my knowledge of the prevention of child abuse.</td>
<td>Attend training sessions my employer offers, read literature available in the office and do library research.</td>
</tr>
<tr>
<td>5 Learn about how the agency serves the public, and its daily operations.</td>
<td>Attend staff meetings and inservices, interview supervisor, observe daily activities.</td>
</tr>
<tr>
<td>6 Gain speed and accuracy in servicing brakes.</td>
<td>Complete brake jobs under supervision of journeyman technician.</td>
</tr>
<tr>
<td>7 Use and expand knowledge and skills obtained from plant propagation class to choose plants in display for spring time plantings.</td>
<td>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.</td>
</tr>
</tbody>
</table>
Cooperative Education
Training Agreement

Date:

Student Information (Please Print)

Name:

Address:

City: Zip: Phone:

Employer/Supervisor Information (Please Print)

Company/Agency Name (Print):

Supervisor’s Name (Print):

Phone:

Date:

Job Status: Full-time Part-time International

Report Signature:

Employer/Supervisor

Date:

Employer/Supervisor Signature:

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.

1. Objectives:

2. Activities:

3. Objectives:

4. Activities:

5. Objectives:

6. Activities:

Program-Specific forms may be required. See the web page for forms online: www.pcc.edu/coop

Click on “Getting Started.”

Cooperative Education Learning Objectives

Date:

Student Information (Please Print)

Name:

Address:

City: Zip: Phone:

Work Schedule:


The Learning Objective/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. Objective:

2. Objective:

3. Objective:

4. Objective:

5. Objective:

Program-Specific forms may be required. See the web page for forms online: www.pcc.edu/coop

Click on “Getting Started.”

Cooperative Education Employer Evaluation

Date:

Program Major/Department:

Company/Agency:

Supervisor:

Date:

Job Title:

Address:

City: Zip: Phone:

Employee Evaluation:

Date:

Program-Specific forms may be required. See the web page for forms online: www.pcc.edu/coop

Click on “Getting Started.”

Cooperative Education Employee Evaluation

Date:

Program Major/Department:

Company/Agency:

Supervisor:

Date:

Job Title:

Address:

City: Zip: Phone:

Employee Evaluation:

Date:

Program-Specific forms may be required. See the web page for forms online: www.pcc.edu/coop

Click on “Getting Started.”

Cooperative Education
Employer Evaluation

Date:

Program Major/Department:

Company/Agency:

Supervisor:

Date:

Job Title:

Address:

City: Zip: Phone:

Employee Evaluation:

Date:

Program-Specific forms may be required. See the web page for forms online: www.pcc.edu/coop

Click on “Getting Started.”

Cooperative Education
Employer Evaluation

Date:

Program Major/Department:

Company/Agency:

Supervisor:

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Job Title:

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Program-Specific forms may be required. See the web page for forms online: www.pcc.edu/coop

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