Co-op Student's Checklist

Welcome to the Co-op/Internship Program at Clark College.
This program offers you a unique opportunity to earn college credits while gaining practical work experience in an area related to your chosen career. This checklist will help you complete the necessary steps for a successful Co-op/Internship experience. Please note that late or uncompleted assignments will lower your grade.

Co-op/Internship Instructor's Name _____

Instructor email _____   Instructor Phone _____

Requirements for Co-op Credits
To qualify for a Co-op/Internship you must be pursuing a certificate or degree or have an approved individual educational plan at Clark College that is related to your Co-op/Internship position. The Co-op position must be related to your major or career goal and be approved by the Co-op Faculty Advisor for Co-op credits; the work should reflect an increasing level of responsibility as time goes on.

☐ Arrange your Co-op/Internship position with an appropriate employer (it needs to be related to your major)

☐ Meet with your Work Supervisor and discuss tentative learning objectives

☐ Meet with your Faculty Advisor to discuss requirements and deadlines for your Co-op course
☐ **Register for Co-op 199** (by permission only)
(See Co-op Instructor for Course Entry code if registering online, or signature on add/drop form)

☐ **Register for Co-op companion class**, depending on your major

(BTEC 141, 143 or 145; BTEC 147, HDEV 195, 198 or 200 - as appropriate)

☐ Confirm your **learning objectives** with your Faculty Advisor

☐ Confirm your **academic assignment(s)** with your Faculty Advisor

☐ Keep a weekly journal, documenting the work experience
Write a 3-4 page reflection paper, describing the work experience and how it relates to career goals.

☐ Compile a portfolio or any other proof of work performed
☐ Write a research paper related to the chosen career field (include work's cited)
☐ Conduct 3 informational interviews
☐ Other (faculty assigns) _____
___

☐ After it's signed by you, your employer and your instructor, then submit your Co-op **Student Training Agreement** to your Faculty Advisor

☐ Arrange for a **site visit** with your supervisor and Faculty Advisor to review your performance
 (this may also be arranged by your instructor)

☐ Submit your Co-op **Log of Hours**

☐ Submit your Co-op **Employer Evaluation**

☐ Submit your Co-op **Student Evaluation**

☐ Submit your Co-op **Academic Assignment(s)**