

CLARK COLLEGE COOPERATIVE EDUCATION

PUB 002 | 1933 Fort Vancouver Way, Vancouver, WA 98663-3598 | (360) 992 2391

Co-op Student's Checklist

Welcome to the Co-op Education Work Experience Program at Clark College.

This program offers you a unique opportunity to earn college credits while working in an area related to your chosen career. This checklist will help you complete the necessary steps for a successful Cooperative Education experience. Please note that late or uncompleted assignments will lower your grade

Co-op Instructor's Name _____

Instructor email _____ Instructor Phone _____

Requirements for Co-op Credits

To qualify for a Cooperative Work Experience 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 job. The **Co-op position must be related to your major or career goal** and be approved by the Co-op instructor for Co-op credits; the work should reflect an increasing level of responsibility as time goes on.

- Arrange your job position with an appropriate employer, depending on your major
- Meet with your Work Supervisor and discuss tentative learning objectives
- Meet with your Instructor 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 instructor
- Confirm your **academic assignment(s)** with your instructor
 - 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) _____
- Submit your Co-op **Student Training Agreement**
- Arrange for a **site visit** with your supervisor and instructor 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)**