

WHAT IS CO-OP?

Clark College
The Next Step

1933 Fort Vancouver Way
Vancouver, WA 98663-3598

Cooperative Education (Co-op)/Work Experience is a partnership among employers, students, and the college, designed to provide students with on-the-job training, college credit, and in most cases, wages. Co-op is an integral part of degree and certificate programs that enhances the educational process for students by integrating classroom instruction with hands-on experience. This union results in a learning experience not available in the classroom, and an enriched work experience.

The Co-op office, in the Career and Employment Services Center, helps students find paying jobs or volunteer internships related to their major course of study. Under the supervision of their Co-op Faculty/Coordinator and employer, students connect work and study by developing a set of individualized Learning Objectives.

A yearly average of 400 Clark College students work for employers such as Clark Public Utilities District, Vancouver Clinic, Hewlett-Packard, Bonneville Power Administration, Columbia Machine, Walt Disney World, and many others. If you would like more information please contact:

Clark College
Career and Employment Services
(360) 992-2964 or 992-2239
internships@clark.edu

AVAILABLE CO-OP PROGRAMS

ACADEMIC

Art/Photography
Biology
Business Administration
Chemistry
Computer Science
Communication Studies
Education
Engineering
English
Environmental Sciences
Geology
Graphic Design
Health
History
Human Development
Journalism
Management
Mathematics
Political Science
Physical Education
Physics
Psychology
Sociology
Speech
Theatre

PROFESSIONAL/TECHNICAL

Agriculture-Horticulture

- Landscape Maintenance
- Landscape Technology
- Nursery Operations

Automotive Technology

- Toyota Technology

Business Administration

- Accounting
- Business Administration
- Management/Supervisory
- Marketing
- Small Business Management

Business Technology

- Administrative Assistant
- Business Software Applications Specialist
- Clerical Assistant
- Medical Assistant
- Medical Office
- Office Assistant
- Office Software Applications
- Office Support Specialist
- Receptionist

Legal Office

- Legal Administrative Assistant
- Paralegal

Computer Aided Design & Drafting (CADD)

Field Survey Technician

Power Utilities Technology

Radiography

Computer Technology

- Computer Network Administrator
- Microcomputer Support Specialist
- Software Solutions Development
- Database Development
- Web Programming
- Computer Network Administrator (CNET)
- Web Design & Development

Construction Technology

Culinary Arts

- Bakery Management
- Cooking/Restaurant Management

Data Networks and

Telecommunications

- CISCO Certified Network Associate (CCNA)

Dental Hygiene

Diesel Technology

Early Childhood Education

Electronics Technology

Machining Technology

Phlebotomy

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ADVANTAGES OF CO-OP

ADVANTAGES TO THE EMPLOYER

“Clark College is an institution that I can depend on when searching for qualified-diverse applicants of outstanding moral fiber, motivation to get the job done, and dependability to finish the tasks at hand for the good of the project.” -Craig Rademacher, Agency Recruiter, Bonneville Power Administration

“The Walt Disney World College Program gives Clark College students the opportunity to expand their knowledge and develop a unique insight into one of the most renowned companies in the world. Through this program, students at Clark College have the opportunity to participate in educational courses and earn college credit. They can also gain exposure to several different career paths through our informal networking events. It is truly an experience that will allow Clark College students to develop both personally and professionally.” -Bryan Quick, Walt Disney World College Program Recruiting

Every year, more area employers enjoy the advantages of hiring Clark College Co-op students. Your business may also benefit because the Cooperative Education program provides:

- ✓ Cost-effective recruiting tool for potential career employees
- ✓ Access to pre-screened, motivated students who possess a wide range of skills
- ✓ The opportunity to meet immediate, long-range, or temporary (3 month minimum) personnel needs
- ✓ Professional guidance of trainees by Clark College instructors
- ✓ Opportunity to participate in and influence the educational process
- ✓ The chance to perform public service and reap the benefits of an enhanced public image

ADVANTAGES TO THE STUDENT

“Doing this co-op has been a real eye-opener for me because it allowed me to see if I still wanted to pursue the degree for this field. Experiencing it has made me more determined to seek out my degree in human resources management.” -May Wiger, Human Resources Intern, SW Washington Medical Center

- ✓ College credit toward a degree or certificate
- ✓ Reinforces classroom learning and increases motivation to learn
- ✓ Valuable work experience related to career goals
- ✓ Integrates theory with practical job experience
- ✓ Establishes productive work habits and attitudes
- ✓ Enhances academic and overall college experience
- ✓ Money for college expenses

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RESPONSIBILITIES

EMPLOYER'S RESPONSIBILITIES

The majority of responsibility within the Co-op program rests with the student. However, the employer's participation does require:

- ◆ The willingness to work with students
- ◆ Selecting students according to the organization's standard hiring procedures
- ◆ Helping the student and College Co-op Faculty/Coordinator formulate learning objectives (the student's personalized goals for betterment at work) at the beginning of each quarter
- ◆ Providing a safe working environment
- ◆ Acquainting the student with the standards of your business and field
- ◆ Reporting changes in the student's employment status to the College Faculty/Coordinator
- ◆ Signing the Training Agreement/Learning Objectives Form (see packet for form)
- ◆ Evaluating the student's work performance (see packet for form)

FACULTY/COORDINATOR'S RESPONSIBILITIES

The role of Clark's Co-op Faculty/Coordinators is to provide students with the means to cross the bridge between academic training and the working world. His/her role is to:

- ◆ Help develop placement sites for Co-op students
- ◆ Give student permission to register for Co-op program
- ◆ Assist students in setting clear and measurable learning objectives
- ◆ Meet at the workplace once or twice each quarter with students and employers
- ◆ Facilitate employer evaluation of students at the end of each quarter
- ◆ Assign credits and a grade based on completion of course requirements

STUDENT'S RESPONSIBILITIES

Students also have obligations to their employers and Co-op Faculty/Coordinator. Students must:

- ◆ Complete a successful job interview
- ◆ Be enrolled in course work related to the job
- ◆ Obtain permission to register from Co-op Faculty/Coordinator
- ◆ Register for Co-op 199
- ◆ Enroll in Co-op Work Experience Seminar, when appropriate
- ◆ Complete Co-op Training Agreement/Learning Objectives form
- ◆ Meet regularly with Co-op Faculty/Coordinator to discuss progress
- ◆ Complete academic assignment (journal, documentation of work, summary paper, etc.)
- ◆ Notify Co-op Faculty/Coordinator of changes in job status
- ◆ Notify employer of pending absences from work
- ◆ Fulfill individual program requirements

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EMPLOYER'S HANDBOOK

Getting the Most Out of the Co-op Partnership

The co-op experience should be productive for all involved. Employers may assist students and help themselves by:

- ✓ Telling your new student trainee exactly what you expect in matters of dress and behavior as well as the procedures your business follows
- ✓ Communicating with the student and Co-op Instructor regularly
- ✓ Assigning an experienced employee as a mentor
- ✓ Letting other employees know the Co-op worker is there to learn
- ✓ Giving students the responsibility to originate, develop, and complete work projects

Cooperative Education is available year-round. For specifics on programs within your business's field, contact the Co-op office at (360) 992-2964 or 992-2239. Either way, the program follows the quarter system, with each quarter approximately 10 weeks long.

A Word about Student Evaluations

Students earn credits and grades for their Co-op participation. Your careful evaluation of a student's progress and performance is an important component in a student's final grade and learning process. Your evaluation also becomes part of the student's reference file for future employment, so it is recommended that employers take time to discuss their evaluations with students.

Termination

Every attempt is made to match a student carefully with the work environment and job description. However, difficulties do sometimes arise. Termination may occur:

1. In case of general employee layoff
2. If the student is unable to satisfactorily meet the requirements of the Co-op position (tardiness, absenteeism, inappropriate behavior)
3. In the case of an inappropriate non-learning work environment

If requested, the Clark College Co-op office will provide assistance to the employing organization and to the student to find a replacement or position that is more suitable for all parties involved.

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CHECKLIST

CLASSES BEGIN

First Week

- First Meeting

Co-op Instructor meets with student to:

1. Approve position for co-op credits
2. Discuss co-op requirements
3. Assist student in establishing objectives
4. Student meets with employer to develop learning objectives on Training Agreement Form

Within First Three Weeks

- First Visit (*optional)

Co-op Instructor meets employer to:

1. Discuss concept of Co-op program
2. Review student objectives on Employer-signed Co-op Training Agreement Form

* a phone call may be made in lieu of a personal visit

Last Two Weeks

- Second Visit

Employer completes Co-op Evaluation for student
Co-op Instructor meets with employer to evaluate student's work performance

End of Quarter

- Co-op Instructor receives Employer Evaluation
- Student turns in assignments to Co-op Instructor.
- Final grade for student in Admission and Records



The Employer and/or student should alert the Co-op Instructor in the event of any problems.