



## CLARK COLLEGE COOPERATIVE EDUCATION

| 1933 Fort Vancouver Way, Vancouver, WA 98663-3598

### CO-OP 199 INSTRUCTOR RESPONSIBILITIES

1. Meet with student
2. Tell them about the companion seminar course
3. Refer the student to the Career Services Co-op Coordinator to have their resume reviewed
4. Work with them on filling out the Training Agreement – number of outcomes should match the number of credits they plan to take
5. After student has found suitable employment, give the student the registration code

### COORDINATOR VISITATION/PHONE CONTACT:

**According to Washington State Technical and Community College Co-op regulations, you are required to make contact with the worksite supervisor at least twice per quarter in order to monitor the student's progress. During this time, you may choose to call the supervisor to review the learning objectives and discuss the student's progress. You may also make suggestions to make the job a more challenging one for the student. The end-of-the quarter contact should be done in person, if at all possible.**

Please keep records regarding your contact with the work supervisor for future reference or auditing purposes.

6. When meeting with the employer –
  - a. Go over employer responsibilities
  - b. Assess related risks
7. Fill out the electronic Acknowledgement of Risk form for the student, email to student for signature
8. Check in the on-line database to be sure the risk release has been signed before the student begins working.

### REMINDERS:

**Penguin Jobs** ~ Clark College's own online job database is a resource for students, a place to look for internships. The website is [www.clark.edu/cc/penguinjobs](http://www.clark.edu/cc/penguinjobs)

**Existing Job** ~ A student's current job may qualify for Co-op credits if it is related to his course of study; consider if there is an opportunity for on-going learning and career progression. If they need help in finding a co-op placement, refer them to the Co-op Coordinator. She will assist them with their resume and job search. It is the student's responsibility to obtain the internship.

**Determining the number of credits to award** ~ the ratio of credits to hours worked is as follows:

- 1 credit: 30 hours worked (entire quarter) **WITH** companion class **or**
- 1 credit: 50 hours worked (entire quarter) **WITHOUT** the companion class

**A Companion Class (BTEC 141, 143 or 145 for BTEC; BTEC 147 for BUS students; HDEV 195, 198, 200 for everyone else)** is a requirement at least once during a student's Co-op work experience program (if they are doing the 1 credit to 30 hours).

**CLARK COLLEGE~ CO-OP COORDINATOR, CAROLYN JOHNSON @ PUB 002**  
**360-992-2391 or [cjohnson@clark.edu](mailto:cjohnson@clark.edu)**



## **199 CO-OP INSTRUCTORS FORMS REQUIRED**

### **1. Training Agreement**

The training agreement/learning objective form should be filled out and signed **BEFORE THE STUDENT STARTS WORKING**.

### **2. Site Evaluation**

After the site visit, a site evaluation form must be completed by the instructor and turned into the Career Services Co-op Coordinator.

### **3. Student Evaluation of Employer**

The student evaluation of the employer form must be filled out by the student and returned by the end of the quarter.

### **4. Acknowledgement of Risk Form**

Each instructor must be aware of the risks that each of their students may face during their on-site work experience.

These risks must be addressed on the computer generated Acknowledgement of Risk form on the intranet. This new form allows you to build the form specific to your needs, send the URL (electronically) to your students so they can read it; they submit it (this is an electronic signature). You can then track the signed form via an electronic database. It is the instructor of record's responsibility to make sure the form has been signed by each student participating in off-campus activities endorsed by Clark College. This form is valid for the whole time the student is with the company. **THIS MUST BE DONE BEFORE THE STUDENT STARTS WORKING.**

**Link:** [https://clarknet.clark.edu/adminservices/risk/risk-management/acknowledgement\\_of\\_risk\\_forms.php](https://clarknet.clark.edu/adminservices/risk/risk-management/acknowledgement_of_risk_forms.php)

**ONLY THE FIRST THREE FORMS (Listed Above) must be turned into the Career Services Co-op Coordinator, Carolyn Johnson @ PUB 002.** This paperwork is kept in this office for approximately four years.

**All forms are on the Clark College website @ [www.clark.edu/campus-life/careers/coop-internship/co-op\\_instructors.php](http://www.clark.edu/campus-life/careers/coop-internship/co-op_instructors.php)**

*If you have questions or require assistance, please contact  
Carolyn Johnson @ 360-992-2391 or [cjohson@clark.edu](mailto:cjohson@clark.edu)*