



## Co-op Student's Checklist

### Welcome to the Work-Based Learning Program at Clark College.

Co-op/Internships 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
  - ☐ Confirm your **learning objectives** with your Faculty Advisor
  - ☐ Confirm your **two academic assignments** 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 (arrange career guided conversations with professionals in your field)
  - ☐ Other (faculty assigns) \_\_\_\_\_
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- ☐ 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)**