



Cooperative Education: 199 Course Requirements

- The Co-op position **must** be related to the student's 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. If there is a question as to who the coordinator is, contact the Co-op Coordinator.
- The Co-op work experience credits are listed in the class schedule as a 199 course.
- The student should be pursuing a certificate or degree or have an approved individual educational plan at Clark College that is related to his/her Co-op job.
- The Co-op **Training Agreement** form is completed by the student and work supervisor within the first three weeks of work, signed by them and the Co-op instructor. A copy is submitted to the Co-op office @ PUB 002 and retained by the respective parties.
- The student will do one of the following (or any other assignment the instructor feels is relevant):
 - Write a 2-3 page summary paper, describing the work experience and how it has affirmed or conflicted with his/her career goals
 - Compile a portfolio or any other proof of work performed
 - Write a research paper related to the chosen career field (include bibliography)
 - Conduct 3 informational interviews (see hand-out in Student Employment Center)
 - Other assignments, at the discretion of the instructor
- The Co-op instructor will make a **work site visit** to meet jointly with the work supervisor and student to discuss the student's progress and job performance; arrangements to be initiated by student or instructor.

- An **Evaluation** form will be completed by the work supervisor, turned in to the Co-op instructor at the end of the quarter and discussed with the student and Co-op instructor, either by phone or at the site visit.
- A Co-op **Log Sheet** and/or **journal** must be completed and turned into instructor/coordinator at end of quarter.
- **Copies of the Training Agreement, the Site Evaluation form and the Student Evaluation of Employer form must be submitted to the Co-op office at PUB 002.**
- Remember to also register for the **Companion Seminar**, listed in the schedule. The Co-op companion seminar, unless otherwise noted by the department, is either HDEV 195, 198 or 200. Other seminar listings for business technology students are BTEC 141, 143 or 145 or BTEC 147 for business administration students.

Grading Policy

The student will receive a letter grade (**or** satisfactory/unsatisfactory grade, depending on department's policy) for the Co-op credits at the discretion of the Co-op instructor, and based on the following criteria:

- Submitting appropriate documentation to instructor/coordinator on time - 20%
- Quality and completion of written assignments (learning objectives, log, summary paper, etc.) - 30%
- Employer's evaluation of work performance - 50%