

Responsibilities of Employer, Student and College

Employer Responsibilities

- ◆ Provide on-the-job supervision including helpful direction to train the student in the usual job functions and to improve the student's knowledge.
- ◆ Provide a broad experience with a variety of responsibilities related to each students' major area of study and the objectives included in the Learning Objectives Agreement.
- ◆ Conduct periodic evaluations of each student's performance and provide counseling that will improve performance.
- ◆ Interact with faculty and other college personnel.
- ◆ Provide compensation based on the student's qualifications and job requirements.
- ◆ Contact a representative of the College (usually a faculty co-op advisor) if problems arise or if a student will be terminated.

Student Responsibility

- ◆ Read and follow the Cooperative Education Student Handbook for Cooperative Education
- ◆ Complete the Cooperative Education Learning Agreement.
- ◆ Report to work as arranged by the employer.
- ◆ Abide by employer's rules and regulations.
- ◆ Perform work in a timely and satisfactory manner.
- ◆ Attend the weekly seminar related to your program of study.
- ◆ Fulfill the obligations outlined in the Cooperative Education Handbook.

College Responsibilities

- ◆ Establish Cooperative Education employers.
- ◆ Recruit students who are qualified and prepared for application.
- ◆ Maintain contact with employer/supervisor to support both the employer and the student in Co-op experience.
- ◆ Establish a method of evaluation before the experience begins.
- ◆ Help students formulate learning objectives, activities and evaluation method.
- ◆ Review and approve Learning Agreement.