DEVELOP TOMORROW'S LEADERS

CHOOSE CO-OP TODAY

COOPERATIVE EDUCATION

Central Piedmont Community College (CPCC) and the cooperating employer agree to observe placement procedures and employment practices which conform to all federal, state and local laws, and the CPCC Policies and Procedures (including nondiscrimination toward any participant or employee because of race, color, national origin, religion, gender, disability, age, genetic information, or any other protected classification). The following statements constitute the agreement on which participation in the Cooperative Education Program at Central Piedmont Community College (CPCC) is based:

STUDENT RESPONSIBILITIES

- Report punctually and regularly for work. Complete required hours for course credit.
- Conduct yourself in accordance with the employer's work rules and appropriate business behavior.
- Meet with your employer and start Co-op during the first week of classes or by date specified by the Co-op Coordinator.
- Notify the employer promptly if you are unable to work for any reason.
- Keep the Faculty Coordinator updated on your progress and any change in your schedule.
- Develop Measurable Learning Objectives (MLOs) in conjunction with supervisor and Faculty Coordinator.
- Meet with Faculty Coordinator to review mid-term evaluation.
- Participate in site visit with Faculty Coordinator and employer.
- Turn in all completed Co-op paperwork, including workbook, according to the Co-op calendar.
- Understand that federal and state law prohibits a student from collecting unemployment after a paid Co-op work experience ends.

EMPLOYER RESPONSIBILITIES

- Provide a minimum of 160, 320, 480 or 640 hours of employment per semester depending on course credit assigned.
- Identify a supervisor to assist the student in developing Measurable Learning Objectives (MLOs) related to the student's program of study. If student's Co-op is at current place of employment, the MLO's must be different than the current job description.
- Rate the percentage (%) of MLO's completed at the end of the semester.
- Provide Worker's Compensation Liability Insurance coverage as applicable according to state law.
- Receive and read the Department of Labor's Fact Sheet regarding unpaid internships, if applicable.
- Provide a job description for the student's Co-op position.
- Evaluate the student's performance during the faculty visit and at the end of the semester/term.
- Permit on-site visit by CPCC representative(s).
- Notify the Cooperative Education office of any action that might result in termination or change of status.
- Adhere to the Fair Labor Standards Act. Ensure a safe and healthy work environment.
- Encourage the student to continue his or her higher education to completion.

CPCC FACULTY COORDINATOR RESPONSIBILITIES

- Coordinate services between the student and the employer.
- Review and approve the student's Measurable Learning Objectives.
- Complete and discuss the mid-term evaluation with the student at a location other than the student's worksite to get their feedback.
- Conduct at least one (1) on-site visit with the student and supervisor before the end of the class date.
- Collect and submit Co-op paperwork according to the Co-op calendar.
- Determine a grade for the Co-op experience according to college policy, taking into consideration completion of the required hours, submission of completed paperwork and performance on the job.

CPCC CO-OP COORDINATOR RESPONSIBILITIES

- Conduct initial site visit when applicable.
- Review Measurable Learning Objectives (MLO's).
- Support student and Faculty Coordinator during the Co-op work experience.
- Maintain student file with required documentation.
- Ensure student, Faculty Coordinator and employer adhere to state regulations (Section 20) governing Co-op.

STATEMENT OF COOPERATION

I have read and fully understand the responsibilities of all parties involved in this Cooperative Education Agreement and shall strive to make this a successful learning experience.

www.cpcc.edu/cooperative_education • co-op@cpcc.edu • Phone: 704.330.6217 • Fax: 704.330.6201