

Semester: _____

Odessa College
Cooperative Education Student Agreement

Student Name: _____
(Please Print) Last First MI

The objectives of the Cooperative Education Program are to help you (1) learn on your job, (2) improve your performance, and (3) accept new responsibilities and handle them successfully. To receive credit for your participation, you must agree to and meet the following commitments to your employer and to the Cooperative Education Program:

Responsibilities of Student

1. All students participating in the Co-Op program are required to attend the one hour lecture component each week of the semester.
2. The student, faculty coordinator, and employer will enter into a Cooperative Education Training Station Agreement.
3. With the assistance of the supervisor and faculty coordinator, the student has the responsibility of determining five (5) work place objectives to be accomplished during the semester student is enrolled in the course.
4. Student will work a minimum of 320 hours at a training station during the semester. Longer hours are permitted when agreed to by the employer and student.
5. Student will prepare a "Reaction Paper" at the direction of the classroom facilitator.
6. Student and employer will agree on compensation or commission before the student begins work. It is the student's responsibility to negotiate compensation terms.
7. Student will respect confidential information and practice ethical behavior regarding the workplace.
8. A record of the hours worked (timesheet) will be turned in to the faculty coordinator before the end of the semester.
9. Student will notify the faculty coordinator and the co-op program manager immediately of **ANY** changes regarding the training station – employer, hours, location, or phone numbers.
10. Student must have approval of faculty coordinator to drop the cooperative education course.

I have read all the above requirements and I agree to fulfill these commitments to earn credit for the cooperative education program. I understand that for purposes of determining my grade, my work will be evaluated by my employer (supervisor) and my faculty coordinator. I also understand that I may be denied credit for any one of the following reasons: unsatisfactory achievement of learning objectives on the job, discharge for cause, or failure to fulfill any other obligation listed above.

Student Signature Date SSN