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What is Cooperative Education?

“Co-op” is the term used to represent Co-operative Education in relation to the state approved program of on-the-job, hands-on training. Such training is funded by the state when it meets guidelines set forth by the Texas Higher Education Coordinating Board (THECB).

Cooperative Education: A method of Workforce/Academic instruction for individuals who, through written co-operative arrangements between the school and sponsors, receive instruction, including required academic courses and related vocational instruction, by alternating study in school with a job in any occupational field. The two experiences must be planned and supervised by the school and sponsors so that each contributes to the student’s education and employability. Work periods and school attendance may be alternate between half days, full days, weeks, or other periods of time in fulfilling the cooperative education program.

“Co-op” at HCC, is that part of a workforce or academic program consisting of one or more approved courses. These courses carry the workforce program or academic area name and number. Each workforce course consists of 16 lecture hours per semester and a minimum of 20 hours per week of “hands on” job experience in a 3 semester hour course. Actual use of the credit hours toward degree requirements is specified on the degree plan or at the discretion of the instructional dean, within college rules and regulations.

Each course must have its own course prefix and course reference number. Training must be delivered, supervised and coordinated by a “qualified instructor” to satisfy the THECB requirements. The instructor and the program receive 21 contact hours per week, per student, per 3 or 4 semester hour course for a total of 336 contact hours per semester, per student. The program area is responsible for requesting course approval, student counseling, student registration and supervising the training, just as with any other course in the program curriculum.

The Cooperative Education Office was established to promote Cooperative Education, to assist and train workforce programs in procedures for conducting Cooperative Education courses, to assist the workforce programs in setting up job sites, to keep a coordinated system of Cooperative Education records and to function as an intermediary between the workforce programs and the Coordinating Board.
Texas Higher Education Coordinating Board Guidelines

The Texas Higher Education Coordinating Board (THECB) has specific guidelines that must be met by state approved cooperative education courses. A copy of those guidelines is located below, followed by a brief explanation of the HCC Cooperative Education Course as it relates to each guideline.

1. The cooperative education course must be planned in advance by the educational institution and the workplace, and should include established learning objectives outlined in a formal plan developed and documented by the educational institution and the sponsor. All work sites must be in the field of study and must be approved by the Department Chair or his/her designated Instructor. A separate “co-op” course name and syllabus must exist for each course and program. The Department Chair or the designated co-op instructor must approve each student’s preparedness and scheduling sequence. A student training plan defining the area of training to be received is established by the instructor and the workplace supervisor. The training plan should be retained for a period not to exceed the retention period the instructor has for other course documents.

2. A faculty member is responsible for the classroom instruction and the sponsor is responsible for the daily supervision of the student at the workplace. The faculty member insures that the co-op student completes all requirements listed in the course outline for cooperative education, and the co-op sponsor insures the student completes the requirements listed in the training plan.

3. An External Learning Experience Evaluation form must be initiated by the instructor for each student in the cooperative education course and maintained at the educational institution. This item is satisfied with the co-op evaluation form and is the basis for requiring the maintenance of all reports and evaluations on file. The evaluation form should be retained for a period not to exceed the retention period the instructor has for other course documents.

4. Faculty are required to visit the work site a minimum of once per session. It is optional to visit a second time; instead communications can be conducted via electronic means.

5. Co-op students may be a paid or unpaid work experience.

6. A typical semester length co-op course would have 1 contact hour of lecture per week and 20 contact hours of external learning experience, for a total of 336 contact hours per semester and would be awarded three semester credit hours. A typical HCC co-op student receives 1 semester credit hour for 1 lecture contact hour per week for 16 weeks and 1 semester credit hour for 7-10
co-op contact hours per week for 16 weeks.

7 Only students who have begun employment at approved work sites on or before the official class reporting date may be reported for funding.

Normally, the student must have reported to the job no later than the first class day of the semester. The latest a student may report to his job, under normal situations, is one day prior to the official date of record for the respective semester. HCC allows late registration up until that time.

The instructors of the external learning experience must be approved to teach in the specific program in which the student is enrolled.

All HCC instructors in a workforce program must meet THECB and SACS Rules for approval to teach classes in that program discipline.

8 Institutions are encouraged to obtain liability insurance for their students who are enrolled in the external learning experiences.

The topic of liability insurance for co-op students at HCC is being researched through coordination with other institutions, which have acquired insurance for their co-op programs.

9 External learning experiences must be governed by a written agreement of affiliation between the higher education institution and the affiliated public or private entities. The higher education institution must maintain copies of such agreements and have them available for review by the Coordinating Board staff.

All HCC co-op programs are required to procure and maintain letters of agreement between HCC, the student, and the co-op sponsor. These documents should be retained for a period of 5 years.

10 Colleges, business and industries participating in external learning experiences are encouraged to refer to the labor laws for clarification of employment versus non-employment relationships.

Co-op representatives at each of the HCC colleges are kept informed on current labor law issues through association with cooperative education organizations within the state and across the nation. They also stay current on labor laws through contact with system office.
HOUSTON COMMUNITY COLLEGE INTERNSHIP

Students interested in participating in a Capital Improvement Program (CIP) internship must obtain an internship assignment in a field specifically related to their present course of study. The student must have completed at least 50% of their program which makes them eligible for cooperative education assignment.

STEPS TO THE INTERNSHIP PROCESS:

1. The Purchasing Department will release the RFP/IFB/RFQ
2. Procurement selects and notifies vendor to set up internship orientation and job descriptions for specific job.
3. Internship director collects cooperative education forms and sets the up student on the web based tracking system through the Job Connections Network via the job developer
4. Department chair provides job order and contacts job placement office which sets up job order
5. Chair provides resumes and student recommendations
6. Vendors receives resumes and begins internship interviews
7. Interviews should take place either on the worksite or in the office of the job placement personnel
8. a) If student is chosen, work begins and follow up with student is initiated.
b) If student is not chosen, department chair/placement personnel will de-brief.

Students/Employers will be visited on site at least twice during the semester and are expected to adhere to Cooperative Education forms. (applications, training plans, work experience agreements, and evaluation forms.)
PROCEDURES FOR DEPARTMENT CHAIRS 
AND 
DESIGNATED COOPERATIVE EDUCATION INSTRUCTORS

The following steps and guidelines are to be followed by all participants in the co-op program. Some flexibility is allowed in procedural set-up, but each step is necessary to meet the goals, objectives and requirements of the program as well as guarantee the smooth operation of the cooperative arrangement. The System’s Workforce Program Initiatives office is available to assist in planning or execution of any of the guidelines.

STEP

1. Provide an orientation to all students, explaining all details concerning Co-op as early as possible in the semester proceeding the semester scheduled for co-op. The Cooperative Education Office may be called upon to conduct or participate in the orientation. The early start is to allow sufficient time to locate job-sites and allow the hiring process to be completed by the time of registration. All students applying for Cooperative Education classes must have a relative job per the discipline and must verify employment at the time of registration. It is anticipated that the job the student has will last until completion of the course. If the student loses the job, the department may grant an “I” or be dropped if student quits job.

2. Conduct a sign-up campaign. Have all students interested in Co-op for the up-coming semester to complete an application for Co-op. Use these applications as a guide to assist in placement of students and planning activities. This is not a state required document, but is very helpful in completing our stated goals. This process should be initiated as soon as possible in the semester. Applications for Co-op should be accepted through registration where job placement is possible; late applications reduce chance of placement.

3. Assist students in finding jobs before registration for the Co-op semester. It is the student’s responsibility to make contact, interview and get the job, but he or she should be assisted where possible. A work position cannot be guaranteed to the student, but every effort should be made to help by:
   a. Providing potential job location information to the students based on personal contacts, previous co-op locations and job announcements.
   b. Encouraging and teaching the students to look on his or her own for a job position.
   c. Requesting help from the System’s Director of Workforce Program Initiatives in locating job positions when you need more contacts. Copies of the Application for Co-op should be forwarded to the System Cooperative Education Office for each student needing assistance in locating a work site.
d. Counseling the students concerning interviewing and resume preparation. Advise the student as needed to achieve successful placement. Where possible, initiate the use of the workbook discussed in item 4 below.

4. Verify students have relevant employment by the final registration date. This can be a group session or covered individually with each student. Minimum topics to be covered are listed below:
   b. Necessity for what you expect in completion of the final report.
   c. Necessity for the completion of and return of the Training Plan no later than the end of the third week of the Co-op semester.
   d. Necessity for the return of the completed reports no later than one week following the two weeks reporting periods.

5. Provide departmental approval and register students during early registration or regular registration. At the time of registration, give the students his or her co-op packet, containing his or her reports and Training Plan. Remind the students of the importance of the prompt return of the Training Plan. All Cooperative Education class registration is to be processed in person to assure understanding of procedures and requirements.

6. Forward completed Training Plans to the System’s Workforce Program Initiatives office as soon as possible. Do not hold them until they all come in. Please send them upon receipt. These are required documents and must be kept on file in the System Cooperative Education Office. You should keep copies in your department files. All Training Plans should be turned in by the end of the third week of the co-op semester.

**Failure to return a completed Training Plan within a reasonable period will void the Co-op Agreement Course resulting in a “W” (WITHDRAW) or “F”**.

7. The co-op instructor should visit the work site to evaluate the student progress during the semester. Any competent instructor in the field, who is knowledgeable in the program, can make the visit to assist the co-op instructors. The first visit should be before the end of the sixth week and a second visit, which is optional, can be conducted via electronic means. You may request assistance from the department chair in case of hardship. Forward any and all evaluations to the System Cooperative Education Office at the end of the semester. These are required documents and must be kept on file. Copies may be kept in the department if desired.
DETERMINATION OF COLLEGE CREDIT

Credit for cooperative education during the semester will be based on the following:

1. A minimum of 21 cooperative contact hours/week (1 lecture, 20 co-op)=3 credit hours (1:5 ratio)
2. Attendance at seminars and completion of required seminar activities.
3. Successful achievement of the requirements listed on the course outline for Cooperative Education.
4. Completion of scheduled reports from first day of class to the last day of regular classes.

PREREQUISITES

1. The cooperative education student must have a declared major in the area of the co-op/internship and must have successfully completed a minimum of 75% of the courses leading to the AAS degree in his/her program area. These criteria must be completed prior to enrollment into the program’s designated capstone cooperative education course.

   OR

   The cooperative education student must have a declared major in the area of the co-op/internship and must have successfully completed a minimum of 66% of the courses leading to the certificate program in his/her program area. These criteria must be completed prior to enrollment into the program’s designated capstone cooperative education course.

2. To enroll in a cooperative education/internship course the student must have received the approval of both the department chair and the cooperative education instructor.
RESPONSIBILITIES

WHO IS RESPONSIBLE FOR WHAT?
The following separation and assignment of responsibilities is based on two factors, THECB requirements and workload requirements. The workload is divided between the Job Placement Counselor and at least one instructor from each participating course. The instructor should be credited with this assigned workload (contact hours) as part of his/her overload assigned duties.

WORKFORCE DEVELOPMENT PROGRAM RESPONSIBILITIES:

1. Maintain a database of work-sites. The program chair and instructor of the courses should use their expertise and personal contacts in the industry to locate and maintain sponsors, who are willing to provide work-sites for co-op students. There should be a continuing contact and search activity to maintain as many job-sites as needed. The program may look to the Director of Workforce Program Initiatives for assistance in this area, but primarily student placement responsibility must remain with the program. When assistance is desired from the Workforce Program Initiatives, it should be specifically requested, so that the staff may work effectively where needed, rather than randomly.

2. Conduct all of the steps listed under “Procedures for Program Chairs and Designated Cooperative Education Instructors”. All steps listed in that section relate either to routine student counseling or to direct Instructor responsibility, as specified by the THECB Guidelines. The Director of Workforce Program Initiatives may be requested to assist in some of these functions. Primary responsibility must stay with the Instructor.

SYSTEM WORKFORCE PROGRAM INITIATIVES OFFICE RESPONSIBILITIES:

1. Maintain contact with the Coordinating Board and other state offices to assure HCC is current on all Cooperative Education guidelines and regulations.

2. Maintain contact with Cooperative Education service and training centers and professional organizations to keep Houston Community College current with the latest trends and give HCC a prominent role in developing future trends.

3. Keep a centralized set of records to assure completeness and continuity of the Co-op Program at Houston Community College.

4. Act as quality assurance officer for the Cooperative Education program at HCC, by continued inspection of program and student status and reporting deficiencies to the instructors.

5. Maintain and supervise a travel budget for Cooperative Education travel expenses. The colleges are responsible for their own cooperative education travel expenses.

6. Assist the Workforce Development Program instructors in all areas of the Cooperative Education Program upon request.

NOTE: The priority of the Director of Workforce Program Initiatives is to assist the workforce program:

a. First, to programs with temporary or unexpected problems.

b. Second, to programs participating for the first time.
c. Third, to programs with small number of students participating that do not justify an Instructor for Co-op.
d. Fourth, to programs in order of request received.

7. Act as system administrator for routine Cooperative Education business.

8. Maintain a continuous search and contact effort to promote Cooperative Education with industry and to establish new job sites. New contacts will be passed on to the co-op programs. These contacts are to supplement the workforce program contacts, not completely replace them.

**INSTRUCTOR RESPONSIBILITIES IN COOPERATIVE EDUCATION:**

Instructors are responsible for the following:

1. Advising students regarding the Cooperative Education Program.
2. Assisting Cooperative Education sponsors/supervisors in outlining “on-the-job” learning activities.
3. Approving student work agreement learning plan.
4. Assisting students in obtaining suitable Cooperative Education assignments.
5. Consulting with the sponsor to confirm student’s progress.
6. Visiting student at place of employment.
7. Providing for 16 hours of student seminar activities each semester.
8. Outline the student’s course requirements, learning activities, and the method of evaluation at their first seminar meeting in an appropriate course syllabus.
9. Securing student evaluations from sponsors and making them available to the students.
10. Assigning each student a grade based on job performance; and the other requirements listed on the Cooperative Education course outline or syllabus.
11. Submitting students’ grades and other appropriate student records at the end of the semester to the Program Chair.

**STUDENT/EMPLOYEE RESPONSIBILITIES:**

1. Students have the over-all responsibility to see that all of the requirements for the Cooperative Education program are performed as described in this guide.
2. Complete and submit an application to the instructor.
3. Read and sign a Work Agreement.
4. Outline activity with the help of the supervisor.
5. Turn in Employee Work Reports to your instructor each week.
6. Attend seminars and complete required

**SPONSORS RESPONSIBILITIES:**

1. Agree to participate in the Cooperative Education Program and sign a Work Experience Agreement.
2. Agree to complete the Education Training Plan.
3. Participate in a minimum of one on-site visit with the instructor. Two visits are preferred.
4. Participate in student evaluation

**DR. WADE’S CO-OP & INTERNSHIP SPONSORS EMPLOYERS DATABASE**
MOST COMMON QUESTIONS ASKED BY STUDENTS

WHAT IS COOPERATIVE EDUCATION?

It is a team effort involving your work supervisor, you, and your instructor. Cooperative Education is a method of instruction that offers you the opportunity to earn college credit for the achievement of learning activities, which are accomplished through current work experience or a special project.

HOW MUCH CREDIT MAY BE EARNED?

You earn three (3) credit hours each semester in a typical co-op course. No more than twenty (20) hours of work may be credited to your work requirements each week.

HOW DO YOU QUALIFY FOR ENROLLMENT?

You must have successfully completed at least 75% of the associate’s degree or 66% of the certificate award and have departmental approval and meet individual department requirements.

DO VA BENEFITS APPLY?

Co-op is an approved course of study at HCC for graduate and VA programs. For all questions concerning VA benefits, check with the HCC VA office or Registrar.

MUST YOU HAVE A JOB TO ENROLL?

Yes. Your instructor will assist you in seeking approved employment. However, you must be employed by the official day of record.

ARE COOPERATIVE EDUCATION CREDITS TRANSFERABLE?

That depends on your major. Check with the college of your choice to be sure.

WHAT HAPPENS IF YOU QUIT OR CHANGE JOBS DURING THE SEMESTER?

You will be dropped if you quit working without an instructor’s written permission. If you change jobs, you must repeat the paper work for the new job just like you did at the beginning of the semester.

HOW DO YOU DROP OR ADD COOPERATIVE EDUCATION?

These courses are just like any other course. Regular registration procedures are to be followed.

WHAT KIND OF GRADE MAY YOU RECEIVE?

Grades are just like those in other courses. Your instructor will base your grade on how well you met the requirements listed on the course outline for Cooperative Education.
STEPS STUDENTS SHOULD TAKE

1. See the Department Chair or Co-op instructor for the program responsible for your area of study. Some requirements may vary slightly from program to program.

2. Read the Student Guide thoroughly. Any other questions can be answered in your major department.

3. Do not wait until registration. Make sure all forms and paper work are filled out and turned in on time.

4. In cooperation with your Co-op Instructor or Cooperative Education Office, secure approved employment and have it verified by the department.

5. With the help of your Co-op Instructor and employment supervisor, develop a work experience agreement and a training plan.

Remember there is a one (1) hour lecture seminar each week that must be attended.
COOPERATIVE EDUCATION STUDENT APPLICATION

This form is for organizational and communication purposes. It is a required documentation for permanent files. We strongly suggest that each program use this form. The form helps generate a list of all interested students, along with all data needed to allow follow-up and to assist in Co-op job placement. Completion of the form encourages the student to begin serious consideration of factors involved with Co-op. The forms will be completed and kept in the program files by the instructor.

When the instructor needs help in locating a Co-op job sites, they should send a copy of the application to the Cooperative Education Office. It is preferable that the instructor send the application rather than referring the student to the Cooperative Education Office. This assures the Cooperative Education Office that the student has his/her instructor's approval. All Co-op job sites located by the Co-op Office will be referred back to the instructor to allow verification of student needs and technical compatibility.

This form should normally be completed the first month of the semester, proceeding the intended Co-op semester. Such timing will allow sufficient time for placement of the student. Applications are accepted up until the last day of registration. The later the application, the less chance of placement.

(Blank example form follows)
HOUSTON COMMUNITY COLLEGE
COOPERATIVE EDUCATION STUDENT APPLICATION

**Program (Major):** ______________________________________
**Date:** ______/_____/______
(if not determined, determine by mid-semester)

**GENERAL INFORMATION**
(please type or print)

Name (last name first) ___________________________ Student I. D. Number (or) Social Security Number _______/_______/_______

Mailing Address ___________________________ City ___________________________ State/Zip ___________________________

Home Address (if different from above) ___________________________ City ___________________________ State/Zip ___________________________

**EMPLOYMENT INFORMATION**

Are you currently employed?  □ Yes  □ No  Date Verified _______/_______/_______

If employed, answer the following:

Job Title ___________________________ Work Phone Number ___________________________

Name of Company ___________________________ Name of Supervisor ___________________________ Office Phone Number ___________________________

Company Address ___________________________ City ___________________________ State/Zip ___________________________

IF NOT EMPLOYEED (Answer the following)

Employment desired:  (1) ___________________________

(2) ___________________________

Area of City preferred:

______________________________ ________________________________

______________________________ ________________________________

_____/_____/_____  _____/_____/_______  _______/_______/_______
Date you can start  Salary Desired  Estimated Graduation
COOPERATIVE EDUCATION PROGRAM

COOPERATIVE EDUCATION STUDENT APPLICATION (continued)

Are you currently enrolled in HCC?  □ Yes  □ No  ______/_____/_____  Date Verified/Waived

Number of hours you have completed?  ________________  ______/_____/_____
Date Verified/Waived

GPA  ________________  ______/_____/_____
Date Verified/Waived

Interview with Co-op Instructor?  ________________  ______/_____/_____
Date Verified/Waived

Work Agreement/Training plan filed?  ________________  ______/_____/_____
Date Verified/Waived

Approved by: ________________________________  ______/_____/_____
Date Verified/Waived

IN APPLYING FOR A CO-OP PROGRAM, I UNDERSTAND THAT:

1. My work assignment will be made by my supervisor and may not be the preference I have indicated. It will reflect the best balance among my interests, supervisor's interest, and my instructor's judgment. He may release copies of my unofficial college transcript to prospective and current co-op sponsor(s).

2. Pay rates while on Co-op are negotiated between the Sponsor and the student and is in no way controlled by the College.

3. I will be expected to sign a Co-op Training Plan that will identify my Co-op sponsor, rate of pay and training objectives to be completed.

4. I will supply a transcript and written resume, if requested by the Co-op Education Office.

5. I am expected to honor my commitment to the Co-op program, unless circumstances unknown to me now prevent my doing so.

I hereby apply for admission to the Co-op program.

Signature: ________________________________  Date: _________________________
COOPERATIVE EDUCATION PROGRAM

COOPERATIVE EDUCATION TRAINING PLAN

The Training Plan is a required document. This document must be completed and on file before a Co-op position is official. It is desirable that the Training Plan be completed before the student reports to work. We can satisfy the “Coordinating Board” requirement by having a verbal agreement with the sponsor to initiate hiring and have the actual written agreement (the Training Plan) delivered by mail or by the student as soon as possible. The due date for completing and filing the Training Plan is the end of the third week of the Co-op Semester.

NOTE: If there is no Training Plan on file, there is NO credit given for Co-op training. The program earns no contact hour and NO funding is received from the State.

The goals or training schedule must be developed and kept current by an instructor qualified to teach in the program. A general list of goals or training functions for all students is satisfactory, as long as they are acceptable to the sponsor and allow the students to significantly improve their knowledge and skills. Otherwise, a specific Training Plan should be developed for the student by the sponsor involved.

The signatures are essential to establish the cooperative agreement between the parties as spelled out in the THECB Guidelines.

(Blank example form follows)
This training plan is to document the intent of the sponsor to work with the student a period not less than twenty (20) hours per week for sixteen (16) weeks or an equivalent of 320 working hours. It also suggests training areas or topics that will benefit and expand the student's skills.

Student Name ___________________________ Student I. D. Number (or) Social Security Number ___________________________

Sponsor ___________________________ Department ___________________________

Sponsor Address ___________________________ City __________ State __________ Zip __________

Training (Work) Supervisor: ___________________________

Training (Work) Period: From: ___________________________ To: ___________________________

Wage or Salary (Base): $ ___________________________ Per: ___________________________

Training objectives for completion during the student’s Co-op Work Period:

1. ___________________________

2. ___________________________

3. ___________________________

4. ___________________________

5. ___________________________

This document is not a legal contract and may be terminated at any time by either party for just cause or reasonable need.

Student Signature ___________________________ Training Supervisor ___________________________

Program Instructor/Coordinator ___________________________ Director of Cooperative Education ___________________________
COOPERATIVE WORK EXPERIENCE AGREEMENT

All HCC co-op programs are required to procure and maintain cooperative education work experience agreement between HCC, the student, and the co-op sponsor. This document should be retained for a period of 5 years.

External learning experiences must be governed by a written agreement of affiliation between the higher education institution and the affiliated public or private entities. The cooperative education work experience agreement form is the initial document verifying employment. Please emphasize to the students the importance of turning in the agreement form as early in the semester as possible. It must be turned in by the deadline date assigned. Also, emphasize the importance of being accurate when filling out the form. The employer’s name and address are used for evaluation mail outs from the co-op office; therefore the correct information is essential.

(Blank example form follows)
HOUSTON COMMUNITY COLLEGE
COOPERATIVE WORK EXPERIENCE AGREEMENT

________________________________________________________       ____/_____/______
Student Name        Date

________________________________________________________       _____________________________
Student I. D. Number (or) Social Security Number  Major

Student Program

Employer

Employer Address       City  State  Zip

________________________________________________________
Type of Business

Employer/Company Phone

Student career objective

PURPOSE OF THIS AGREEMENT – To insure a joint understanding among the three parties to this agreement as to the goals, objectives, and responsibilities of this program.

1. HCC CO-OP Instructor – agrees to guide and coordinate the student's college course education and their job training, and to assist the Co-op Sponsor with matters related to the work experience program and requirements.

2. Co-op Sponsor – (Employer representative) – agrees to provide guidance and assistance to student in meeting requirements of this program including the Work Project, and to assist Instructor in evaluation of the student's performance.

3. HCC Student – agrees to abide by the rules of this program, and to keep HCC Instructor and Sponsor informed on progress of the Work Project and all other matters concerning job training/college instruction during the semester.

_________________________________ __________________  __________________
Semester     Start    End

________________________________________________________            ______/______/_____
Co-op Student

________________________________________________________            ______/______/_____
Co-op Sponsor         Date

________________________________________________________            ______/______/_____
HCC Instructor         Date

This agreement is not a legal contract and may be terminated by the Employer or HCC at any time with/without notice to other parties.
CO-OP STUDENT EVALUATION FORM

An external learning experience evaluation form must be initiated by the instructor for each student in the cooperative education course and maintained at the educational institution. The evaluation form should be retained for a period not to exceed the retention period the instructor has for other course documents.

(Blank example form follows)
## HOUSTON COMMUNITY COLLEGE
### CO-OP STUDENT EVALUATION FORM

**Student Name ________________________________________________**

**Affiliating Institution __________________________________________**

**Dates of External Learning Experience: From _____/_____/____ To _____/_____/____**

**Dates Absent: ______________________________________ Number of Days Late: _______**

Please circle the most representative response for each behavior demonstrated by the student:

**Key:**

5............Always  
4............Most Always  
3............Usually  
2............Occasionally  
1............Never  
N/A .....Not Applicable or Not Observed

### Affective Traits:

1. Starts activities immediately ............................................................ N/A 1 2 3 4 5
2. Respects the meaning of privileged information ............................. N/A 1 2 3 4 5
3. Maintains personal appearance and hygiene as appropriate for the workplace ................................................................. N/A 1 2 3 4 5
4. Is skillful in adapting to and working with others ......................... N/A 1 2 3 4 5
5. Approaches assignments with confidence ....................................... N/A 1 2 3 4 5
6. Maintains an orderly work area ....................................................... N/A 1 2 3 4 5
7. Replenishes supplies when needed .................................................. N/A 1 2 3 4 5
8. Willingly stays to complete or correct work .................................... N/A 1 2 3 4 5
9. Searches for answers to questions in available time ........................ N/A 1 2 3 4 5
10. Maintain/prepare 3 satisfactory records ........................................... N/A 1 2 3 4 5
11. Follows established company procedures .................................... N/A 1 2 3 4 5
12. Organizes workload ......................................................................... N/A 1 2 3 4 5
13. OTHER SKILLS UNIQUE TO THE OCCUPATION: .................. N/A 1 2 3 4 5

### Psychomotor Skills:

1. Routine tasks are completed within acceptable limitations ............ N/A 1 2 3 4 5
2. Routine tasks are completed within acceptable time ....................... N/A 1 2 3 4 5
3. Sophisticated tasks are completed within acceptable limitations
4. Sophisticated tasks are completed within acceptable time .............. N/A 1 2 3 4 5
5. OTHER SKILLS UNIQUE TO THE OCCUPATION ................... N/A 1 2 3 4 5
6. ____________________________________________________________

### Cognitive Skills:

2 3
1. Transfers knowledge of principles and procedures to new techniques ................................................................................................................. N/A 1 2 3 4 5
2. Recognizes tasks that are beyond student capacity .......................................................... N/A 1 2 3 4 5
3. Applies classroom learning to workplace setting ............................................................... N/A 1 2 3 4 5
4. Interprets charts, graphs and data correctly ........................................................................ N/A 1 2 3 4 5
5. Troubleshoots equipment ................................................................................................ N/A 1 2 3 4 5
6. Identifies and attempts to solve discrepancies in systems, results or information .......................................................... N/A 1 2 3 4 5
7. OTHER SKILLS UNIQUE TO THE OCCUPATION ................................................................. N/A 1 2 3 4 5

This student has entry-level skills:

_____ Now
_____ After additional external learning experiences
_____ After additional course work
_____ After additional course work and additional external learning experiences
_____ No (explain obstacles to obtaining entry-level skills)

Please provide additional information regarding your evaluation of the student’s performance in this external learning experience.

Comments:________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
_________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Student’s Signature _______________________________ Date __________/_______/_______
(I have seen this evaluation and discussed it with my workplace supervisor)

Sponsor’s Signature _______________________________ Date __________/_______/_______

Reviewed by College Instructor _______________________________ Date __________/_______/_______

Download a map from MapQuest leading your instructor to your place of employment from your school location:

- Your map should be from your class location to place of employment
- Consider the times most convenient for all parties
- Note security precautions, if any
- List alternative phone numbers
Map to place of Employment
STUDENT/EMPLOYEE WEEKLY WORK REPORT
(Hours actually committed to project per week)
To Be Checked Each Class

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<th>WEEK</th>
<th>DATE</th>
<th>ACTIVITY DESCRIPTION</th>
<th>TOTAL HOURS</th>
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**TOTAL HOURS**
If you have any questions, please contact the System’s Workforce Program Initiatives Office at
713.718.7596 or your cooperative education instructor