

COOPERATIVE EDUCATION GUIDELINES



THE COOPERATIVE EDUCATION OFFICE WILL

- › Provide information and answer general questions about Midlands Technical College's Cooperative Education Program for students and employers.
- › Refer interested students to appropriate Academic Co-op Coordinator for approval.
- › Coordinate with the appropriate Academic Co-op Coordinator when employers desire Co-op agreements with Midlands Technical College.
- › Inform and advise approved Co-op students and employers of Co-op guidelines/requirements and secure signatures on agreement forms.
- › Provide Cooperative Education orientation for Co-op students.
- › Visit student(s) at Co-op site at least once per semester.
- › Coordinate the process for evaluations, reports and grade assignments.

THE ACADEMIC CO-OP COORDINATOR WILL

- › Determine Co-op slots and content of public relations information.
- › Qualify and approve Co-op student(s), to include special testing, if applicable.
- › Approve job descriptions and determine salary ranges with the employer.
- › Refer approved students to the Co-op Office.
- › Assist students and employers in developing "on-the-job" learning objectives.
- › Determine work pattern for Co-op students (alternating or parallel).
- › Develop evaluation instruments.
- › Monitor student progress to include monthly time sheets, work and class schedules.
- › Visit student(s) at Co-op sites at least once per semester.
- › Evaluate midterm and final report assignments (if applicable).
- › Assign grades.
- › Forward student forms to Co-op Office in a timely manner.

THE STUDENT WILL

- › Be enrolled at Midlands Technical College and hold at least a 2.0 (or better) cumulative GPA.
- › Complete at least 12 semester hours of curriculum coursework at Midlands Technical College prior to being approved for a Co-op position (Specific courses may be required by each program).
- › Remain in good academic standing with the college during the Co-op experience.
- › Agree to adhere to guidelines outlined, sign and abide by the Co-op agreement.
- › Complete Co-op orientation as required.
- › Establish learning objectives with Academic Co-op Coordinator.
- › Complete and return reports/forms in a timely manner.
- › Abide by employer's rules, regulations and requirements during work periods.
- › Notify Co-op Office and Academic Co-op Coordinator immediately when:
 - Employment changes
 - School/enrollment status changes
 - A serious problem arises

THE EMPLOYER WILL

- › Develop job descriptions and determine salary in coordination with Academic Co-op Coordinator.
- › Provide students with meaningful employment related to their field of study.
- › Designate a worksite Co-op Supervisor/Manager.
- › Develop learning objectives with student, in coordination with Academic Co-op Coordinator.
- › Provide proper supervision of work performed, to include completing and returning supervisor evaluation forms to the college.
- › Adhere to college timelines relative to work and school schedules, allowing flexibility for student registration, exams and graduation requirements. Establish and abide by working hours, salary and benefits agreed to by the student and employer.
- › Approve all hours worked by the student.
- › Meet with Academic Co-op Coordinators and Cooperative Education Office staff when visiting Co-op site.
- › Not discriminate in employment on the basis of race, sex, national origin or ethnic group, color, age, religion, disability, or military service.