A Cooperative Education Program

PRINCIPLES OF COOPERATION
(Principles)

for
<Insert the name of co-op student>

(Name of Company) Calhoun Community College
(Address of Company) Decatur, Alabama

These Principles constitute a basis of understanding among the above parties and the co-op student concerning their mutual responsibilities in The Co-operation Program (Program). In addition, these Principles set forth the Program’s purpose and objectives and state requirements for attainment.

PROGRAM PURPOSE

1. To provide study-related work experience for individuals who are pursuing a <insert type degree/certificate> in subject matter fields useful to <insert name of Company> and to the student’s educational program and career goals.

2. The Program provides a resource for potential employment of student-trainees (co-ops) by Program partners following successful completion of the program and graduation. Full-time/regular employment is not guaranteed upon completing the Program.

PROGRAM OBJECTIVES

1. To provide qualified college students with supervised, on-the-job training and learning experience related to their field of academic study or major

2. To make available a variety of occupational experiences designed to assist co-op students in determining the professional fields for which they may be suited.

3. To acquaint co-op students with <insert the name of Company>’s mission, programs, and major projects.

4. To provide learning and employment opportunities for qualified co-ops regardless of race, color, sex, religion, disability, veteran status, or national origin.

5. To establish and strengthen the relationship between <insert the name of Company> and the academic community in order to ensure mutual reinforcement between college curricula and the world of work occupations.
A. Eligibility of the Co-op Student:

To be eligible for consideration for the Program, an applicant must:

1. Complete and submit a program application packet (application, resume, transcript release, and instructor recommendation)
2. Have/Maintain an overall 2.5 GPA (minimum)
3. Have declared major in field for which student is applying for co-op
4. Have taken the following coursework:
   a. Technologies: a minimum of 12 credit hours to include:
      • Successfully completed (a grade of “C” or better) ADM 100, Industrial Safety, and
      • Successfully completed (a grade of “C” or better) ADM 101, Precision Measurement—OR—ADM 106, Quality Control Concepts
   b. Pre-engineering: a minimum of 33 credit hours and
      • Have successfully completed Calculus II and Physics I (a grade of “C” or better)
      • Have taken/are taking EGR 101 for the semester s/he plans to co-op (pre- or co-requisite)
5. Be a minimum of 18 years old
6. Be eligible for employment in the United States
7. Adhere to Calhoun’s Attendance Policy
8. Adhere to company-specific personnel policies including those regarding time and attendance

B. Work Schedule:

<This section is to be used for technical co-op students only>

1. Each work experience shall be planned consistent with the co-op’s academic studies or career goals and be designed to meet the minimum work related hours required for selected academic credit hours;
2. Co-op students are expected on average to work a minimum of 20 hours a week and a maximum of 30 hours a week and take 12 semester credits (9 hours during the summer). When school is not in session, students may work more than the 30 hours a week maximum but are still expected to meet the 20 hours a week minimum. Exceptions to the work schedules of 20 minimum and 30 maximum hours will be handled on a case-by-case basis. Either the company or the co-op will make request to Calhoun’s Co-op Coordinator. The Co-op Coordinator will compile findings from the company, the instructor, and the co-op and submit this request to the Approval Board. The Approval Board will determine if the co-op is eligible for the exception and communicate this to the Co-op Coordinator. The Approval Board will consist of the industry leads from each of the co-op committees. (See Appendix A)
3. Co-op work schedules will follow Company guidelines and should not interfere with the co-op’s academic schedule.

4. If a student chooses to continue his/her studies by entering the pre-engineering program, continuation in the co-op experience will be handled on a case-by-case basis based on company and co-op student preferences. To be eligible, the co-op student must maintain the eligibility requirements outlined above.

This section is to be used for pre-engineering co-op students only

1. Each work experience shall be planned consistent with the co-op’s academic studies or career goals and be designed to meet the minimum work related hours required for selected academic credit hours;

2. The Program is designed as a one-semester experience. During this semester, the co-op student will work a regular 40-hour/week schedule for a minimum of 15 weeks (Fall or Spring semesters) or 12 weeks (Summer semester)

3. Continuation in the co-op experience beyond the one-semester opportunity will be handled on a case-by-case basis based on company and co-op student preferences. To be eligible, the co-op student must maintain the eligibility requirements outlined above.

C. Selection

<insert name of Company or designated employment agency> may select co-ops who:

1. Are enrolled in and recommended by the College’s Cooperative Education Program;

2. Are in good academic standing;

3. Meet qualification standards of the position

D. Pay and Benefits

1. Co-ops shall be paid in accordance with the company’s established pay schedule. Co-op students will be paid at a reasonable rate that is comparable to industry standards.

2. Part-time co-ops shall not be eligible for Company benefits or unemployment compensation when the co-op period ends.

3. Full-time co-ops may be eligible for Company benefits based upon the Company’s policies and procedures but will not be eligible for unemployment compensation when the co-op period ends.

E. Performance Appraisals

1. At the end of each semester, the supervisor for the co-op will complete a Supervisor’s Evaluation/Grade Sheet. The supervisor, instructor (or designee), and the co-op student will review the evaluation and discuss behaviors to continue and areas of improvement.

2. If the co-op student’s performance falls below standards, s/he may be given an opportunity to improve or will be separated from the program.

F. Termination
Appointments may be terminated at any time for the following reasons:

1. Resignation
2. Change to a curriculum that will not qualify co-op for the position
3. Suspension, expulsion, or withdrawal from the College
4. Unsatisfactory work performance and/or conduct
5. Failure to maintain academic standards
6. Failure to comply with company policies and procedures
7. Inability of <insert name of Company> to continue in the Program

Note: The appointment may also be terminated if the underlying agreement is terminated by either the Company or the College.

CONDITIONS OF AGREEMENT

This agreement will remain in effect until such time any of the above parties terminate said agreement.

A. <Insert the name of Company> will:

1. Designate a company point of contact to maintain coordination with Calhoun Community College
2. Provide job descriptions in advance of the co-op student assignment
3. Establish work schedules consistent with the co-op student’s class schedule to enable co-op to complete the program
4. Orient the co-op to <insert name of Company>’s mission, policy, and procedures
5. Select co-op students referred by College in compliance with EEO principles
6. Process all personnel actions and keep necessary records related to the co-op employment
7. Provide meaningful work assignments related to the co-op student’s academic studies or career goals where s/he can learn and be productive. Provide progressive and diversified experience to prepare co-op students for an occupation related to their academic program of study.
8. Designate a mentor/supervisor for the co-op student during the work period
9. Support completion of projects assigned by College as part of the co-op student experience
10. Conduct appraisals and review evaluations with the mentor/supervisor, the co-op student and the Calhoun instructor (or designee). Counsel co-op students regarding their performance by discussing behaviors to continue and areas that need improvement.
11. Notify the College in writing of any change in the co-op student’s employment status.
12. Commit to the co-op student completing his/her degree/certificate before offering to hire him/her into a regular position

B. Calhoun Community College will:

1. Designate a representative to work with <insert name of Company> to serve as liaison between College and the co-op student
2. Inform eligible students of the Program opportunities
3. Refer interested and qualified candidates to the Program without discrimination
4. Correlate work and study in a manner that will expand the co-op student’s educational development
5. Furnish <insert name of Company> with requested information related to the co-op student’s field of study and academic standing
6. Monitor academic progress
7. Inform (in writing) <insert name of Company> of any change in the co-op student’s progress and performance

C. <Insert name of co-op student> will:

1. Adhere to <insert the name of the Company> work schedule, policies, and procedures
2. Assume personal and professional responsibilities for actions and activities
3. Use a courteous, enthusiastic, and professional approach to policies and procedures within the Company
4. Meet academic, performance, and conduct standards set forth by <insert the name of the Company> and Calhoun Community College
5. Enroll in the appropriate co-op class (1 credit hour course).
6. Provide <insert the name of the Company> and Calhoun with periodic progress reports on the quality of work and study assignments
7. Submit transcripts at the end of each semester to supervisor
8. Work effectively with peers and supervisors
9. Notify (in writing) <insert the name of the Company> and Calhoun of changes in status as an employee or co-op
10. Meet citizenship and security requirements
SIGNATURES

This agreement is executed in good faith and is NOT a legally binding contract.

The Company and the Co-op each hereby release and hold Calhoun Community College, the State of Alabama, the State of Alabama Board of Education, the Alabama Department of Postsecondary Education, and each of their respective officials, employees, agents, and representatives, harmless from any and all liability or claims for damages that may arise directly or indirectly from the acts or omissions of the Company and/or the Co-op with regard to the Company’s participation in “The Co-operation Program” that is the subject of these Principles of Cooperation.

<insert name/position of Company representative>
<insert name of Company>
<insert address of Company>

Signature: ___________________________ Date: _________________

<Insert name of co-op>
<Insert co-op address>

Signature: ___________________________ Date: _________________

Diane Peck
Cooperative Education
Calhoun Community College
P. O. Box 2216
Decatur, AL 35609-2216
256-306-2515

Signature: ___________________________ Date: _________________