



# Cooperative Work Experience LEARNING AGREEMENT

Date
Course #
Credits

TERM    SU    F    W    SP

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_ Major \_\_\_\_\_ Student Phone \_\_\_\_\_

Student Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Student Email \_\_\_\_\_

Name of Business / Host Site \_\_\_\_\_ Supervisor at Work Site \_\_\_\_\_ Supervisor Email \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

### Learning Outcomes

Learning outcomes are the key elements of cooperative education and should be Specific, Measurable, Achievable, Relevant, Time bound (SMART). If you need assistance, please contact CWE staff and/or review the "Learning Outcomes: What, Why, and How" document (attached).

- 1
- 2
- 3
- 4

<b>Weekly Schedule</b>	Th	Wage _____ per _____	Unpaid
M	F	<b>Workers compensation insurance paid by:</b>	
T	Sa	Work Site	No Coverage
W	Su	Work Study	College

**Special Notes:**

#### Student

I agree to participate in Cooperative Work Experience as shown above to receive CWE credit (33 hours per credit). *I will keep the CWE Program Manager informed of any change in my work status.* As individual department requirements may vary, contact your CCC advisor about total allowable CWE credits for your degree.

In compliance with the Federal Family Education Rights and Privacy Act of 1974, I authorize release of school records and other records maintained by the Cooperative Work Experience office and Human Resources in connection with the Cooperative Work Experience Program. It is understood that such information will be discussed only with College faculty and/or a potential work experience supervisor who will agree not to release the information to any third party.

***\*If an injury occurs while on the job, students covered by the College must complete a College SAIF form and return it to the Cooperative Work Experience Program Manager within 5 days.***

#### Unemployment

Under certain circumstances, a student who has been placed in a CWE position that has a beginning and ending work period may be denied unemployment benefits. Unpaid students are not eligible for unemployment benefits.

#### Work Site Supervisor

I will supervise the student as described in accordance with company rules and regulations. This is not an employment agreement. The work site reserves the right to take immediate corrective action should an issue arise with a student and shall inform the CWE coordinator of any such measures. It is also recognized that the work site has full authority in regards to taking first measures to resolve the problem to our satisfaction. It is my responsibility to comply with all applicable state and employment, health, and safety regulations. I agree to maintain a safe work environment, free from discrimination and harassment on the grounds of age, race, color, national origin, sex, gender, disability, marital status, parental status, religion, or sexual orientation. I agree that I will not release school records and work experience information to any third party without the express written consent of the student.

#### Clatsop Community College

The Cooperative Work Experience Program Manager, as a representative of the College, upon agreement with the work site supervisor will arrange appropriate times to visit the work site (either in-person or virtual visit) in order to address student progress or problems relating to the student's work experience. CWE students have general liability coverage under the College's insurance policy. If the student is participating in a non-paid work experience, the College may provide workers compensation insurance coverage for work-related injury only. Students will be accepted into this program without regard to age, race, color, national origin, sex, gender, disability, marital status, parental status, religion, or sexual orientation. The College is an equal opportunity/affirmative action institution.

Work Site Supervisor Signature

CWE Program Manager Signature

Student Signature

Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

**TERMS AND CONDITIONS**

**A. The Student/Employee agrees to:**

- be enrolled in a Clatsop Community College program which offers Cooperative Work Experience;
- interview and secure a job approved by the program instructor and related to his/her area of study;
- register for the appropriate number of credits in the CWE class and register for a CWE seminar;
- work the required number of hours during the term in relation to the number of credits requested;
- develop a set of learning outcomes in conjunction with the program instructor and the employer;
- immediately inform the CWE Program Manager of any problem or changes in job responsibilities;
- abide by the regulations and policies of both the employer and the CWE program;
- complete all assignments associated with the CWE Seminar.

**B. The Employer agrees to:**

- provide a work-based learning experience for the student which meets the learning outcomes;
- designate an individual as the Supervisor to orient, train, monitor, and evaluate the student, and to serve as a liaison between the employer and college;
- host the student for at least the minimum number of hours specified on the Learning Agreement;
- provide worker’s compensation insurance coverage and pay a salary which is consistent with the employer’s practices and policies for paid positions;
- involve the student with work based learning without regard to age, race, sex national origin, religion, disability, color, parental status, or marital status;
- be in compliance with OSHA regulations and orient student to company safety policies;
- notify the CWE Program Manager or the program faculty immediately of any change in the student’s job duties and/or work supervisor;
- provide feedback to the student on their work performance throughout the term;
- meet with the CWE Program manager & student at midterm to discuss student progress;
- evaluate the student at the end of the term on a form provided by the CWE Program Manager
- reserve the right to discharge the student for just cause with proper consultation with the CWE Program Manager;
- assume all liabilities associated with hosting the student;
- defend and indemnify College and the College’s agents, employees and volunteers against any claim for property damage or bodily injury arising out of hosting the student.

**C. The College agrees to:**

- provide program faculty and a CWE Program Manager to assist the student in the development of learning outcomes;
- provide a CWE Program Manager to monitor the progress of the student via visits to the worksite;
- determine a grade and award college credit for successful job performance and completion of related assignments;
- provide related classroom instruction in the student’s field of study;
- notify the employer if the student withdraws from the CWE program and/or the college;
- provide worker’s compensation insurance coverage for non-paid positions.

By signing below the employer, student, and the CWE Program Manager at Clatsop Community College agree to the terms and conditions.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Program Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CWE Program Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_