COOPERATIVE EDUCATION/INTERNSHIP AGREEMENT

Virginia Highlands Community College
Abingdon, Virginia

The following is the basis for participation in the Experiential Learning Program at Virginia Highlands Community College (VHCC).

PLACEMENT & EMPLOYMENT PROCECEDURES

VHCC and the cooperating employer respectively agree to comply with procedures and employment practices which conform to all applicable federal, state, and local laws and regulations (including refraining from any unlawful discrimination toward any participant or employee because of race, color, religion, sex, age, veteran's status, disability, or national origin).

COLLEGE RESPONSIBILITIES

1. Assess the student's skills, capacities, and career objective.
2. Give suggestions to the student to help find an interested employer. Provide consultation and coordinating service between the student, the employer, and the College.
3. Approve the student's Measurable Learning Objectives and evaluate (grade) the work experience.
4. Make arrangements for and conduct on-the-job visit (s) with the student and the Job Supervisor. Conduct student and Faculty Co-op Advisor conference (s) to monitor the work experience.

EMPLOYER RESPONSIBILITIES

1. Provide at least the minimum number of hours (from 75 to 375 hours) of employment per semester depending on the course credits to be earned by the student.
2. Identify a qualified employee to serve as the Job Supervisor (Mentor) who will assist the student in developing and evaluating Measurable Learning Objectives, supervise the student, and evaluate the student's work experience.
3. Permit on-the-job visit(s) by a VHCC representative. Notify, if at all possible, the Faculty Co-op Advisor or Co-op Education Program Leader at least one week before any action which might result in the termination or change of employment status of the student. Encourage the student to complete his/her higher education.
4. If this is a paid Co-op experience, pay should be at a level consistent with regular employees in a similar training situation.

STUDENT RESPONSIBILITIES

1. As an employee, conduct himself/herself in accordance with the employer's rules. Report punctually and regularly for work and do his/her individual best.
2. Getting academic credit requires an account of time and days worked on the job verified by the Job Supervisor.
3. Report punctually and regularly for work and do his/her individual best.
4. Develop Measurable Learning Objectives in conjunction with the Job Supervisor and VHCC Faculty Co-op Advisor.
5. Adhere to and complete the Experiential Learning Workbook.

STATEMENT OF COOPERATION

We fully understand the responsibilities of all parties involved in this Cooperative Education/Internship Agreement and shall give a sincere and reasonable effort as partners to make this a successful work-based learning experience.

Student/Employee Date

Job Supervisor/Employer Date

Faculty Co-op Advisor/VHCC Date