



Cooperative Education Statement of Cooperation

<p><u>Jane Student</u> Student Name (please print or type)</p> <p>Student I.D. # 1 2 3 - 4 5 6 - 7 8 9</p> <p><u>12345</u> Class #</p> <p><u>4 units</u> Units</p> <p><u>Fall 2000</u> Semester/Year</p>	<p><u>Company of the Community</u> Company Name (please print or type)</p> <p><u>123 Main St.</u> Business Address</p> <p><u>Joe Smith</u> Supervisor</p>
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STATEMENT OF COOPERATION AGREEMENT

The student will comply with the Cooperative Education program guidelines and regulations. The employer will provide necessary supervision and counseling to insure that the student/employee receives appropriate educational experience. The instructor-coordinator will visit the student/employee's place of employment, consult with the employer regarding the student's performance, and grant academic credit for successful completion of the program. It is understood the employer will, as required by applicable federal regulations. Students will be accepted and assigned to jobs and otherwise treated with regard to race, national origin, sex, and other factors. The undersigned agree with the validity of the job-oriented learning objectives listed below.

Jane Student Student's Signature Joe Smith Supervisor's Signature (employer) _____ Date

 Instructor/Coordinator _____ Date

EXAMPLE

JOB-ORIENTED LEARNING OBJECTIVES

For each semester that a student is enrolled in Cooperative Education it is necessary to identify new or expanded job-oriented learning objectives. These objectives are formulated by the student, reviewed, and approved by both the supervisor/employer and the instructor-coordinator.

The objectives must be SPECIFIC, MEASURABLE, and ATTAINABLE. Should an objective require revision any time during the semester, the instructor-coordinator must be notified. The student/employee and supervisor will evaluate objective accomplishments at the end of the semester.

<p>1. <u>By the end of the semester, I will be able to type 40 words per minute with a 95% accuracy rate.</u></p> <p>2. <u>By mid-semester, I will have increased the number of Follow-up Reports from 2 to 4 per week.</u></p> <p>3. <u>By the end of the semester, I will reduce errors on all paperwork, including completed work orders and timesheets to fewer than six mistakes per month.</u></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">End of Semester Rating*</th> </tr> <tr> <th>Student</th> <th>Supervisor</th> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> </tr> </table>	End of Semester Rating*		Student	Supervisor	1	1	2	2	3	3
End of Semester Rating*											
Student	Supervisor										
1	1										
2	2										
3	3										

*Rating Scale:
 4 = Outstanding 3 = Above Average
 2 = Satisfactory 1 = Limited

FINAL EMPLOYER EVALUATION

Supervisor's End of Semester Comments:

If you were to issue the student/employee a letter grade for level of attainment of these objectives and student's total semester work, the grade would be:

A B C D F (please circle one)

Rated By: _____ (signature)
 Title: _____
 Date: _____