

Coop Employer Handbook General Information

Preface

This handbook has been prepared especially for the student. It includes information of interest and value about the cooperative work experience program. This work experience program should be very valuable to the student and the employer.

Please study this booklet very carefully, as it explains the requirements and responsibilities for participating students. Sample forms have been included for your information.

This handbook should prove interesting and useful in understanding the demands made upon all concerned and will explain how the cooperative work experience program operates.

Table of Contents

Coop Employer Handbook General Information	1
Preface.....	2
Definition of Terms.....	3
Cooperative Work Experience Program Overview	5
Advantages to the Student	5
Advantages to the Employer	5
Advantages to Both.....	6
Employer Information and Responsibilities	7
Employer Qualifications for Participation in the Co-op Program	8
Student Compensation	8
Supervisor/Coordinator Conferences.....	9
Course Outline	10
Forms	11
Tomball College Cooperative Agreement	12-13
Objectives Sample Form.....	14
Objectives Form.....	15
Office/Business/Computer Co-op Supervisor's Evaluation	16
CO-OP Student Schedule and Information Sheet.....	17
Training Plan-Log – Office CO-OP.....	18-19

Definition of Terms

Term	Definition
Co-op worksite	<p>There are two types of approved co-op worksites:</p> <p>The first is an approved worksite at which a student is placed for only one or two semesters. This worksite is not designed for permanent employment.</p> <p>The second is a worksite at which a student is already employed in a career-related field. This represents a full- or part-time job that the student has obtained for him or herself and may last longer than just one or two semesters.</p> <p>Both types of approved worksites will provide work experiences that are consistent with industry standards and emphasize current practices in the student's field of study.</p>
Employer	An organization that has been approved to participate in the cooperative work experience program.
Coordinator	The faculty professor to whom a student is assigned during the cooperative work experience. The faculty coordinator works in cooperation with the student and his/her supervisor to develop cooperative work experience learning objectives.
Supervisor	Person for whom the student works during the cooperative work experience. The supervisor helps the student determine the objectives and helps evaluate the student during the cooperative work experience in cooperation with the coordinator.
Learning Objectives	Written statements defining the educational experiences and tasks each co-op student expects to accomplish during the semester.

Cooperative Work Experience Program Overview

The cooperative work experience is a program that combines the training efforts of both the college and the workplace. This partnership allows the student the opportunity to develop an understanding of the relationship between school and work by working in a career-related field and coordinating that work with their college program. It is an educational program, which recognizes that the workplace offers tremendous hands-on training and awards college credit for the knowledge, skills, and attitudes so gained.

The purpose of this program is to provide students with real-world work experience and career awareness in the occupation related to their college major, thus providing an effective mode of transition from school to work.

The cooperative work experience program developed for Tomball College students is designed to allow students to simultaneously work and attend college. This plan requires that the student coordinate and balance the cooperative work experience with remaining specific, technical and general education courses needed to complete certificate and/or degree requirements.

Each student is assigned a coordinator who will work with the student and supervisor to set individual learning objectives related to job growth, personal development, problem solving, routine duties, or future career aspirations. The coordinator will make on-site visits to assist the student and supervisor in developing and evaluating program objectives. The student must be employed at least 20 hours a week in a position related to his/her degree or certificate plan. Three (3) semester hours of credit may be earned each semester. Three (3) semesters of cooperative work experience are required for a degree with a fourth semester optional.

Advantages to the Student

Enrollment in the cooperative work experience program allows a student to receive college credit for on-the-job experience. The program enhances classroom instruction by providing a realistic medium for the application of that instruction.

Advantages to the Employer

The cooperative work experience program allows an employer the opportunity to become a partner in the educational process by actively participating in the training and development of students. During the cooperative training period, the supervisor assists with learning objectives development, job assignments, and student evaluation. A co-op program allows the supervisor to evaluate the knowledge and skills gained by the student as a basis for possible full-time employment upon the student's graduation from his/her program.

Advantages to Both

The program incorporates the skills and competencies necessary to succeed in today's work place as outlined by the SCANS report for America 2000 (the Secretary's Commission on Achieving Necessary Skills). The SCANS skills are applied as follows:

Resources – the student learns to manage time and materials at work to enable completion of his/her learning objectives.

Interpersonal skills – the student learns to use interpersonal skills to work well with others at work, including his/her supervisor as he/she is evaluated in terms of attitude and cooperation on the job. This includes working on teams and/or serving the customer.

Information – the student develops specific, job-related learning objectives that include one or more of the following: acquiring and evaluating data, organizing and maintaining files, interpreting and communicating, and using computers to process information. Each student's objectives are developed in the context of his/her particular job or career objective.

Systems – the student learns to incorporate social, organizational, and technological systems to succeed on the job and monitors his/her performance by weekly progress reports sent to his/her coordinator.

Technology – the student uses the equipment and tools provided at his/her particular worksite to complete one or more specific learning objectives.

Basic skills – the student must write three measurable learning objectives after speaking and listening to his/her supervisor and coordinator regarding what is needed at the worksite. In addition, the student prepares a final report documenting his/her completed learning objectives.

Thinking – the student uses and develops the ability to learn, reason, and think creatively while completing his/her learning objectives.

Personal Qualities – the student is evaluated by his/her supervisor in terms of attitude, attendance, cooperation, and punctuality on the job. The student is also evaluated by the coordinator in terms of attendance, participation, and punctuality at college seminars and conferences.

Employer Information and Responsibilities

Employer Qualifications for Participation in the Co-op Program

To participate as an employer in the co-op work experience program, the worksite must be approved. To be approved, a representative of the company must sign the Tomball College Cooperative Agreement as shown on pages 22-23. This non-binding agreement provides that the employer must:

1. Be in agreement with the educational objective of providing work experiences for students which are consistent with industry standards, are new and varied, and emphasize current practice in the field of specialization.
2. Fulfill the intent and purpose of the Cooperative program.
3. Offer a reasonable probability of continuous work through the end of the semester.
4. Agree to evaluate the student on his/her learning objectives.
5. Have adequate equipment and facilities to provide appropriate learning opportunities.
6. Provide adequate supervision to ensure a planned work program in which the students may receive maximum educational benefit.
7. Comply with all appropriate federal and state employment regulations.
8. Qualify for approval by a Tomball College co-op coordinator and/or advisors.
9. Meet with faculty coordinator as needed.

Student Compensation

The Tomball College Office Management Technology Co-op program provides participating students with the opportunity for employment within their career field. The College and participating employers assure students that the work experiences are consistent with industry standards, are new and varied, and that they represent current practices in the field of specialization.

Although the College, in partnership with local employers, has established specific procedures for employment of students, it is each employer's decision to determine the rate at which the student will be paid based on the student's experience and the responsibilities of the job.

Supervisor / Coordinator Conferences

As a part of the total co-op program, the supervisor is required to evaluate the student twice during the semester, using a form provided by the coordinator (found on page 26 of this booklet). The coordinator will consult with the supervisor through an on-site visit regarding the first evaluation during the semester. This visit helps to more accurately evaluate students, and is used as a counseling tool to more effectively assist them in solving job-related problems. In addition, the coordinator is charged with the responsibility of assuring that the job/work station qualifies for participation in the program.

The second evaluation will be provided to the coordinator by the employer at the end of the semester, and will be used to help determine the student's grade.

There is no reason for the students to be concerned about any on-site visits. The coordinator will be very tactful. He/she will do nothing to damage the student's image with his/her supervisor. In fact, the exact opposite usually occurs. If there is some aspect about contacting the supervisor that concerns the student, the matter should be discussed with the coordinator before the initial contact.

Remember, the basic reason for the requirement of supervisor/coordinator conferences is to allow the coordinator to assist students in coping with the job and successfully completing learning objectives.

Course Outline

Upon successful completion of each cooperative work experience course, the student will be awarded three hours of college credit. Successful completion will be determined by the co-op coordinator and the supervisor, based on the following general criteria:

OBJECTIVE I. **Cooperative Job:**

I will satisfactorily perform the tasks and duties of my job by working at the worksite 20 hours a week during the semester. The supervisor's evaluation will be used as part of the final grade.

OBJECTIVE II. **Semester Project:**

As part of my Co-op responsibilities, I will satisfactorily complete two learning objectives and a self-improvement objective approved by my supervisor and coordinator.

OBJECTIVE III. **Class Activities:**

- A. Maintain an appropriate course load
- B. Keep up with assignments as indicated on syllabus
- C. Meet class deadlines
- D. Complete a Training Plan Log each week (form on pages 29-30)
- E. Turn in a written assignments
- F. Complete any special assignments

EVALUATION PERCENTAGE:

<u>Objective</u>		<u>Grade Percentage</u>
I	Supervisor's Evaluation	20%
II	Semester Project	40%
III	Class Assignments	<u>40%</u>
		100%

The North Harris Montgomery Community College District shall not discriminate against, or exclude from participation in any benefits or activities either on the staff or in the student body, any person on the grounds of sex, race, color, religion, national origin, age, or handicap.

Forms

Last Name

First Name

Your Coordinator

TOMBALL COLLEGE

Cooperative Agreement

The Cooperative Program incorporates work experience with classroom learning providing an opportunity for the student to relate and correlate classroom learning with application in a job situation.

The student Co-op will work an average of 20 hours per week and attend the Co-op Seminar class one hour each week during his/her enrollment in the Cooperative Program. The Co-op will be supervised and evaluated by the employer and the college coordinator of the Cooperative Program. Three semester hours credit can be earned each semester if the student satisfactorily meets the approved objectives of the Cooperative Program. The Co-op student must satisfy the hourly enrollment requirements of the supervisor and Tomball College.

The student agrees to perform diligently in the work assigned by the employer; to pursue the objectives in the course of study; and to take advantage of every opportunity to improve his/her problem-solving skills and personal business qualities. The student agrees to permit the employer and college to have free access to information in his/her records for the purpose of placing the student in a position in which he/she will be successful, learn, and progress. The student also recognizes that he/she is not guaranteed employment under the program, and performs under the same conditions of hiring or release, as other employees of the firm, except that the term of the employment is for a specific semester and does not entail a "layoff" when the semester has ended.

The student fully understands that the employer will deduct, from payments given the student for work performed during this Cooperative Program, all applicable and legally required Federal taxes. The student further understands and acknowledges that none of the monies deducted by the employer are unemployment insurance or benefits, and that he/she is not entitled to unemployment benefits.

The employer recognizes that the Cooperative Program is a training program to help prepare the student for a career related to their studies through on-the-job experiences, training, and constructive supervision.

The employer agrees to employ this student in a position as Co-op until such time as the student fails to meet the objectives and responsibilities of the program, the company has no need for the trainee, or by mutual agreement of the company and coordinator that the Co-op should be moved.

As a Co-op supervisor, I will not discriminate on the basis of race, color, national origin, sex, handicap, or age.

As a student Co-op, I understand my job-site supervisor will do an evaluation, and this evaluation may be used as part of my final grade.

Student Co-op

Date

Company Co-op Supervisor

Date

Coordinator of Cooperative Program

Date



TC Student:

Work Supervisor:

TC Coordinator:

Co-op Class:

INSTRUCTIONS: Please complete two (2) copies: Sign and give one copy to your Co-op Coordinator at the time of the objective review conference.

Self Improvement Objective	Approved/ Not Approved	Coordinator Comments
1. Improve self-confidence or Improve communications skills or Improve money management skills		
Learning Objectives		
1. Write the Customer Service Specialist section of the Policies and Procedures Manual by <insert date>. or Learn Excel and then design and produce a spreadsheet form consisting of spare parts, vendors, and part numbers, etc. by <insert date>.		
2. Schedule training classes for the employees in our department and complete the paperwork and certification for those classes by <insert date>. or Re-design safe work procedures so that there is one electronic system for procedures and one hard copy by <insert date>.		
Signatures		
Student:		
TC Coordinator:		
Supervisor:		



TC Student:

Work Supervisor:

TC Coordinator:

Co-op Class:

INSTRUCTIONS: Please complete two (2) copies: Sign and give one copy to your Co-op Coordinator at the time of the objective review conference.

Self Improvement Objective	Approved/ Not Approved	Coordinator Comments
Learning Objectives		
Signatures		
Student:		
TC Coordinator:		
Supervisor:		

Office/Business/Computer Co-op Supervisor's Evaluation

Coordinator

Date

Supervisor and Department

Name of Intern

- 1 – Exceeds what is expected at the current intern level (EXCELLENT)
 2 – Fully meets what is required at the current intern level (ABOVE AVERAGE)
 3 – Adequately meets what is required at the current intern level (AVERAGE)
 4 – Sometimes meets what is required at the current intern level (BELOW AVERAGE)
 5 – Unsatisfactory progress
 N – Not rated or applicable. Insufficient data.

Evaluation Areas	1	2	3	4	5	N	COMMENTS
Work Attitude:							
1. Listens--follows instructions							
2. Willing to do any task assigned							
3. Aims for quality work or service							
4. Uses initiative							
5. Works well with others (teamwork)							
6. Appropriate office manners							
7. Cheerful/Enthusiastic							
8. Dress appropriate for office							
Dependability:							
9. Meets deadlines							
10. Attendance							
11. Punctuality							
12. Calls in if going to be late/off							
13. Honest/ethical							
Skills:							
14. Speed of work sufficient							
15. Quality of work (accuracy, formatting)							
16. Proofreading before passing work on							
17. Decision Making/Problem Solving							
18. English--oral grammar/diction							
19. English--written							
General:							
20. Follows company policies							
21. Follows safety procedures							
22. General job knowledge							
23. Learning new skills (training plan)							
24. Overall Evaluation							

Date

Time

Approved

CO-OP STUDENT SCHEDULE AND INFORMATION SHEET

Student: _____

SSN# _____

Home Address: _____

Instructor: _____

Home Phone () _____

City: _____

State _____ Zip _____

Company: _____	Supervisor/Evaluator: _____
Department Name: _____	Supervisor's Phone: _____
Bldg. No./Office No. _____	Student's Phone: _____
Address: _____	Department Fax: _____
City: _____ Zip: _____	Employer's e-mail: _____

Please verify that the phone numbers above are correct.

LIST COURSES IN DATE AND TIME ORDER:

[illegible]

Your Coordinator _____

TRAINING PLAN LOG – OFFICE CO-OP

Name of Intern (PLEASE PRINT)

Company/Department

	<i>Month/Day/Year</i>	<i>WORK HOURS</i>		<i>Number of Hours Per Day</i>
		Time Started Work	Time Ended Work	
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Total Hrs/Wk				

Classes Missed this Week: (Please check all classes missed)

No classes missed: _____

SUBJECT	MON	TUES	WED	THUR	FRI	Did you report to work?

I verify that this information is correct and understand that misrepresentation will result in dismissal from the co-op.

Signature

Date

TRAINING PLAN LOG – OFFICE CO-OP

Page 2

☒ List jobs accomplished this week:

[illegible]

☒ Do any jobs accomplished relate to the training plan? Yes _____ No _____

☒ What is your next step toward the accomplishment of your training plan goals?

ADDITIONAL COMMENTS ABOUT WHAT HAPPENED THIS WEEK: (Topics for “Log Jam”)

OPPORTUNITIES: _____

CHALLENGES: _____