

# *COOPERATIVE EDUCATION EMPLOYER INFORMATION*

---

## ***Welcome to the Highline Community College***

### ***Cooperative Education Program!***

Congratulations on your decision to work with a Highline Community College Student Intern! This information will help you understand your role in the Cooperative Education Internship Program.

As you know, internships benefit both you and the student. Your organization gains motivated, qualified interns and students are able to enhance their education through the integration of on-campus study with practical work experience.

Highline Community College requires the student to develop measurable learning objectives in order to receive college credit for the work experience. Learning objectives relate to the student's job assignments, focus on improving job performance, solving specific problems, enhancing human relations skills, and new skill development. Your suggestions and guidance encourage students to become more productive, valuable employees. Achieving the learning objectives creates a basis for evaluation at the end of the work experience.

### **What are Everyone's Roles and Responsibilities?**

#### **Employers are expected to:**

- Provide well-supervised, career-related opportunities for students.
- Review and approve learning objectives.
- Communicate periodically with the student and coop faculty advisor concerning the student's performance and progress.
- At the end of the quarter, the supervisor will be asked to evaluate the student's achievement of the learning objectives and personal work habits. Your input will provide valuable feedback regarding the student's progress and potential curricula improvements.
- Participate in a site visit with the coop faculty advisor and student.

#### **Students are expected to:**

- Develop learning objectives in consultation with the coop faculty advisor and employment supervisor.
- Adhere to all personal rules, regulations, and other requirements of the host organization, including regular and punctual reporting to work.

- Perform all assignments as required by the coop faculty advisor.
- Maintain communication with the coop faculty advisor and attend all meetings or seminars as required.
- Perform all assigned tasks to the satisfaction of the employment supervisor.
- Notify the coop faculty advisor of any problems or significant changes.

**Coop Faculty Advisors are expected to:**

- Determine that the student is adequately and appropriately prepared and that the work experience is appropriate.
- Review and approve the student's learning objectives.
- Provide guidance for the student including individual meetings, assignments, and employer visits as required.
- Maintain contact with the employment supervisor and provide appropriate assistance to maximize student learning experiences.
- Assess student learning and recommend a grade for the Coop work experience.
- Maintain records and documentation, and return forms in a timely fashion.

**Paperwork:**

See the coop website for forms: <http://coop.highline.edu/>