Spokane Falls Community College
Student Professional Cooperative Education Agreement

Student’s Name ______________________ Primary Phone ______________________

Work Site ______________________ Address ______________________

Work Site Supervisor ______________________ Phone ______________________ Fax ______________________

Supervisor’s Email ______________________

Beginning Date _______________ Ending Date _______________ Total Hours _______________

Instructor ______________________ Department __________________ Program __________________

Phone ______________________ Email __________________ Fax __________________

☐ Paid Experience  ☐ Non-Paid Experience

The Work Site, the instructor, and the student all agree to abide by conditions set forth on the following page. Please note the following: Students are strongly advised to check with Financial Aid before beginning a cooperative education experience. Failure to do so may affect financial aid eligibility.

Learning Tasks / Objectives: The following are the skills that the student will learn and practice as part of this cooperative experience. The instructor and the Work Site Supervisor will periodically evaluate the student’s progress in accomplishing the assigned tasks.

1. ______________________

2. ______________________

3. ______________________

The student and Work Site understand that even if this is a non-paid position, the student will perform learning tasks similar to Work Site employees. The student understands that if this is a non-paid experience, there is no insurance coverage provided by the Work Site or Community Colleges of Spokane for on-the-job accidents or illnesses. Students are encouraged to obtain health insurance and students may be required by Work Site to provide evidence of medical coverage prior to participation. It is agreed by all parties to this agreement that neither Community Colleges of Spokane nor Work Site will be held responsible for accidents that occur as a result of the student’s participation in this work experience. Furthermore, each party to this agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement. ☐ Student’s Initials ☐ Supervisor’s Initials ☐ Instructor’s Initials

I have read and agree to the terms and conditions as outlined in this TWO PAGE agreement.

Student ______________________ Date _______________

print name signature

Work Site Supervisor ______________________ Date _______________

print name signature

Instructor ______________________ Date _______________

print name signature
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Student Responsibilities
1. Maintain regular attendance both in school and at the work site. Please note that while on a work-based learning experience you are still a student and must continue to pay your tuition costs.
2. If receiving financial aid, contact the Financial Aid Office to ensure that the work-based learning experience won’t affect financial aid eligibility.
3. Promptly inform the work site supervisor and instructor of any absence for any reason.
4. Be honest, punctual, cooperative, courteous, and willing to learn.
5. Meet Work Site and college expectations for items such as dress, timeliness, and maturity.
6. Complete assignments, evaluation, forms, and other activities required by your instructor.
7. Participate actively at the work site and at the college.
8. Work in a safe and responsible manner.
9. Inform your instructor of any problems that occur at the work site, especially those pertaining to racial or sexual harassment.
10. Understand that participation in this work-based learning experience is voluntary on the part of all parties and can be terminated at any time.
11. Notify the instructor promptly if either party ends the work-based learning experience.

Instructor Responsibilities
1. In cooperation with the employer determine what skills a student will learn/practice.
2. Ensure that the Work Site understands the purpose of a work-based learning experience and that he or she is willing to commit to providing a quality learning experience and to evaluating student progress.
3. Complete and keep on file a document that outlines rights and responsibilities.
4. Maintain regular direct contact with student.
5. Visit and review work site.
6. Monitor the adequacy and appropriateness of the work experience. Included within this responsibility is workplace safety, quality of learning experience, and protection from harassment, racial and gender discrimination.
7. The instructor has the right and responsibility to terminate work-based learning experiences that are inappropriate.

Work Site Responsibilities
1. Provide a real world work-based learning experience that supports the student’s educational goals.
2. Provide a thorough orientation to the job and work site, as well as a meaningful, well-supervised learning experience (the student is not to take the place of a regularly scheduled worker).
3. Guide and instruct the student in learning the various details of the job.
4. Provide a safe learning / working environment including protection from discrimination and sexual harassment.
5. Verify attendance and/or time records and provide periodic student evaluation reports (evaluation of the student’s performance will be the joint responsibility of the student’s instructor and the employer).
6. Be available to meet with the instructor to assess student progress and problems that may arise.
7. Accommodate contact between student and instructor.