

STUDENT HANDBOOK

COOPERATIVE EDUCATION

*Learning Through
Internship Experiences*

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Cooperative Education Programs (back cover)



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Students will be accepted into this program without regard to their age, disability, national origin, race, marital status, parental status, religion, or gender. Lane Community College, as an educational institution and as an employer, does not discriminate on the basis of race, color, religion, ethnicity, national origin, age, disability, sex, marital or veteran status. This is a commitment made by the College and is in accordance with federal, state, and local laws and regulations.

COOPERATIVE EDUCATION

learning through internship experiences

Welcome to Cooperative Education (Co-op). You are joining over 2,500 Lane students a year who value on-the-job learning. Co-op offers you work experiences in your area of study for college credit and a grade. Through co-op you will gain actual job experience in a business or organization that will bring meaning and direction to your total education. And, most importantly, co-op helps you become career ready!

Co-op Offers You Opportunities To:

- Develop job skills and self-confidence
- Earn college credit for paid employment (professional technical or elective college transfer credit toward your degree)
- Explore and confirm career choice while gaining exposure to career paths and opportunities

- Receive guidance in career expectations and demands
- Locate part-time or full-time employment which often leads to regular employment
- Develop job contacts and a work history (looks great on your resume)
- Learn resume preparation and job interviewing skills
- Begin a co-op job any time during the school term

Cooperative Education represents a three-way partnership, which includes Lane Community College, the co-op employer, and you, the student. It provides a way for you to combine study at Lane with work experience under the supervision of an employer and, like classroom work, is an integral part of your educational preparation.

STUDENTS

cooperative education links classroom theory with real job experience

Earning Credits

Based on your field of study, you will be expected to successfully complete a specified combination of classroom and work experiences to earn co-op credit. You are required to:

- Meet with the faculty Co-op Coordinator who is assigned to your academic area before you begin earning credit
- Enroll in a minimum of 3 credits per term which equals 108 hours of work (36 hours per credit), an average of 10 hours per week for a full term

Co-op wages are at a rate of pay comparable to employees who do similar work. You may receive credit for non-paid work experiences. In certain cases, credit may be granted for current employment or Federal Work Study jobs when the job is relevant to your academic studies. Normally, a maximum of 18 Co-op credits can be earned at Lane. Specific professional technical programs require co-op credits. All co-op credits are graded.

To receive Co-op credit you must:

- Be currently enrolled at Lane Community College
- Be working toward a degree or program certification
- Register for three credits or more of Cooperative Education (Co-op Ed). Course fees are the same as any other credit course
- Complete and sign a Cooperative Education Agreement form (must be signed by you, your co-op employer and co-op coordinator prior to working)
- Work at your co-op site, performing assigned duties for the appropriate number of total hours, following company policies, procedures, especially all safety protocols
- Complete course assignments as required by your coordinator, which typically include the development of learning goals and objectives, preparation of weekly learning logs and a self assessment of your experience at the end of the term

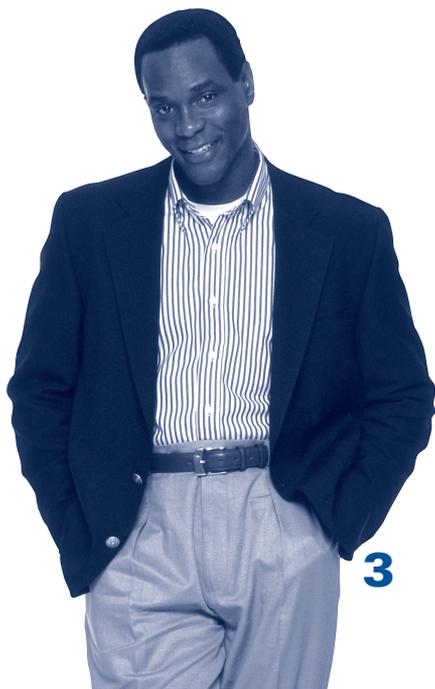
CO-OP COORDINATOR

Lane's representative connecting you with the business community

Your Co-op Coordinator

Lane's faculty Cooperative Education Coordinators work continuously with employers to promote student learning and career-specific skill development.

- Helps connect you with an appropriate, career-related work experience
 - Supports you in the development and attainment of learning objectives for your specific educational needs throughout the co-op experience
 - Assists with completion of Cooperative Education Agreement form
 - Determines the number of Co-op credits to be received for the work term, usually a minimum of 3 credits (36 work hours = 1 Co-op credit)
- Provides job search assistance including resume, cover letter and interviewing techniques
 - Visits with you and your site supervisor to assess your progress and to identify additional job site learning opportunities
 - Assigns appropriate grade for your co-op experience, utilizing your employer's evaluation of your work skills and professional development
 - Maintains relations with your employer



CO-OP EMPLOYER

Dedicated to providing valuable learning experiences for students

Over eight hundred employers provide cooperative education learning experiences for students every year. This has helped Lane become one of the largest cooperative education programs in the nation among two-year institutions. Employers participate in co-op because it connects them to skilled, motivated students for part-time temporary employment where they can also evaluate them for regular employment. Sixty-five percent of all Co-op students are retained by employers as regular employees, although employment is not guaranteed.

The Co-op employers' role is to:

- Develop job description and specific job qualifications
- For paid positions, determine the hourly wage
- Interview students prior to acceptance as a co-op student

- Once the student is selected, sign the Cooperative Education Agreement form
- Supervise student work and provide guidance and instruction
- Treat students as any other employee based on mutual expectations of standards and company policies
- Ensure that student works in a safe, discrimination and harassment-free work environment
- Help students accomplish their learning objectives

Once you begin your co-op, job-related concerns and personnel issues should first be discussed with your co-op employer. Your co-op coordinator can also help you work through issues if additional assistance seems appropriate.

When continuing co-op employment with the same employer into the next term, you must contact your coordinator to renew the agreement form and register for additional co-op credit.



Student Information Release

The Family Rights and Privacy Act of 1974 Public Law 93-380

Upon written request, Lane may release dates of enrollment, major, and graduation status of student. Further information required by an employer must be provided by the student or upon written release of the student. If a student requests that a transcript of academic records be sent to a prospective employer, that employer is forbidden by law to release this information to a third party. Students are not required to sign a release. Students who sign a release should understand the information provided to a coordinator or the Co-op office will be used for the sole purpose of assisting the student with cooperative education learning experience and his/her career development.

JOB ORIENTATION

Taking time to understand your new work environment will maximize your learning

Use this list during your orientation with your co-op employer to clarify what you need to know as a new employee. You will also find it helpful to refer to this list periodically throughout your work term. If your employer has not scheduled an orientation with you, request time within the first week to review the following information:

- Review description of your co-op job with clear expectations and tasks for your learning experience
- Immediately learn all safety-related locations, equipment and procedures such as emergency exits, evacuation routes, location and usage of eye/ear/hand protection equipment/guards, first aid materials, eye-wash stations, tag-out/lock-out systems, proper lifting, procedures for dealing with blood borne pathogens, and any other safety processes related to the business and industry

- Clear understanding of who has been assigned as your supervisor (mentor and role model), and if possible, a 'buddy' has been assigned
- Find out if regular employees have been advised of your status and are they available to share their expertise and support your learning experience (if not, make sure you introduce yourself)
- Request frequent, informal feedback on job performance and progress
- Learn about the organizational structure of the company as well as staff roles and responsibilities



- Ask about the company's products, services and especially who are its customers/clients
- Learn and follow company confidentiality policies
- Inquire about how your co-op role contribute to company's operations
- Verify hours, break and lunch times, and overtime policies
- Access to company information such as employee directory and computer network if applicable
- Opportunities to meet key personnel who have been informed of your role as a co-op student



ANSWERS TO FREQUENTLY ASKED QUESTIONS

What is the difference between cooperative education and work study?

Cooperative Education (Co-op) is an academic program, which offers credit for work experience related to your educational or career goal. Federal Work Study (FWS) is a financial aid program that provides job placements, primarily on campus and some in nonprofit organizations, and is a way to earn your financial aid award.

If your FWS job requires skills relevant to your academic/career goals, you may be eligible to also receive co-op credit for your FWS job. To find out if your FWS job qualifies for Co-op, meet with the Co-op Coordinator assigned to your academic department.

Do students attend school while working?

Yes. Most students follow a “parallel” pattern, working 10-25 hours per week while also attending classes. Some students prefer “alternating” arrangements, working 30-40 hours

per week with no classes or perhaps one class for that term and then returning to a regular load the following term. Out-of-state and summer Co-op jobs tend to follow an alternating pattern.

How many Co-op Credits should I take?

A minimum of three co-op credits is required each term. One co-op credit is awarded for each 36 hours you work. The number of credits earned each term is determined by the number of hours worked.

Some degree programs require a specific number of co-op credits while in others co-op is offered as an elective class. A maximum of 18 co-op ed credits may be applied toward an associate of arts transfer degree.

How many different co-op jobs can a student have per school year?

In most situations you are encouraged to work two terms with the same co-op employer before considering a new site. Site changes must be discussed with your co-op coordinator to establish that it meets educational and program guidelines.

Are all co-op jobs paid?

Your coordinator continuously works with employers to provide students with co-op positions. Availability of paid positions varies term to term. Non-paid work experiences are available.



If you are currently employed or seeking employment, you may be able to receive co-op credit for the job, providing that it is related to your career or major. Federal Work Study (FWS) positions may qualify for co-op credit. Discuss your job with your coordinator to see if it qualifies.

What kinds of co-op opportunities are available?

Lane's Cooperative Education program encompasses all Lane academic and professional technical programs. More than eight hundred employers in Lane County hire co-op students.

Co-op opportunities also extend beyond our local community. Regional, national, and international sites are available. For answers to other co-op questions contact your co-op coordinator or visit the FAQ page on our website, .

www.lanec.edu/coop_ed/stufaq.htm

COOPERATIVE EDUCATION OPPORTUNITIES

We're ready to hear from you! A phone call or visit to our office will give you more Cooperative Education information. We are located in Building 19, Room 231. Our phone is 541.463.5203.

Accounting
 Administrative Office
 Professional
 Aerobics
 American Indian
 Language
 Anthropology
 Apprenticeship Trades
 Art & Applied Design
 Athletic Training
 Auto Body & Fender
 Automotive
 Aviation Maintenance
 Avionics
 Baking/Pastry
 Biology
 Bookkeeping/Payroll
 Broadcasting/VDP
 Business Management
 Chemical Dependency
 CNC
 Coaching
 Computer Network
 Operations
 Computer Simulation
 and Games
 Construction
 Criminal Justice
 Culinary
 Dental Assisting
 Dental Hygiene
 Diesel/Heavy Equipment
 Dietary Manager

Drafting
 Early Childhood
 Education
 Electronics
 Emergency Medical
 Technology (EMT)
 Energy Management
 Engineering
 English/Writing
 Environmental Studies
 Ethnic Studies
 Fitness
 Flight Technology
 Food Service
 French
 Geography
 GIS
 Geology
 Graphic Design
 Health Records
 History
 Hospitality Management
 Human Services
 International Work
 Experience
 Journalism
 Juvenile Corrections
 Lab Assistant
 Landscape
 Legal Assistant
 Manufacturing
 Technology
 Mathematics

Medical Office Assistant
 Multimedia Design
 Music
 Nursing
 Office Software Specialist
 Pharmacy Technician
 Performing Arts
 Physical Education
 Physical Therapy
 Assistant
 Physics-Chemistry
 Political Science
 Pre-Law
 Pre-medical
 Pre-Veterinarian
 Programming
 Psychology
 Recreation
 Respiratory Therapy
 Sales & Marketing
 Science
 Small Business Ownership
 Sociology
 Spanish
 Speech
 Sustainability Coordinator
 TV Production
 Veterinary Assistant
 Water Conservation
 Technician
 Welding