

STUDENT HANDBOOK

COOPERATIVE EDUCATION

*Learning Through
Internship Experiences*

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Cooperative Education Programs (**back cover**)



***Cooperative Education Department
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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