Foothill - De Anza Community College District
Co-operative Education Work Experience Program

De Anza College

COOPERATIVE EDUCATION APPLICATION AND STUDENT AGREEMENT

Co-op Course #: _____ **Units:**____ **Instructor:**_____ **Quarter:**_____

Student Name | Student ID Number | Cell Phone Number

Home Phone Number | E-mail Address | Major / Career Goal

Workplace Name | Workplace Address

Supervisor's Name | Supervisor 's Phone Number | Student's Work Position

Courses enrolled in other than Co-op:_____

Have you previously enrolled in Co-op? Yes___ No__ Number of Weekly Hours Worked:_____ Work Schedule_____

The objectives of the Cooperative Education Work Experience Program are for you to:

- Learn on your Job
- Improve your job performance
- Accept new responsibilities and handle them successfully.

To receive credit for your participation in this course, you must agree and meet the following commitments. Your commitment is to your employer and to the Cooperative Education Program.

STUDENT AGREEMENT: I agree to meet the following commitments in order to receive credit each quarter that I am enrolled in the Cooperative Education Program.

- Work to achieve the Cooperative Education learning objectives that my supervisor, instructor, and I agreed upon.
- Be prompt in my job attendance, be appropriately groomed, honest, courteous, and willing to learn under supervision.
- Work 50 hours per quarter for each unit of credit in a paid employment, or work 40 hours per quarter for each unit of credit in unpaid community based learning position. (Unpaid positions must comply with all labor law requirements.)
- If I am released from my employment, I understand that I need to notify my instructor, the office, and drop the course.
- Complete and submit all required documents, written reports, and Cooperative Education Program time cards of my hours worked to the Office with-in the required time.
- Call or visit my instructor as required by the program, and comply with all reasonable requests.
- Notify my instructor or the Co-op Office of any changes in my academic or work schedule.
- I must enroll in a minimum of seven units including Work Experience during the regular quarters. In the summer quarter, I must concurrently enroll in a minimum of one other course. (See schedule of classes for more information).
- I have read all statements and I accept and agree to fulfill these obligations to earn credit for participating in the Cooperative Education Work Experience Program. I understand that my employer and my instructor will evaluate my work before I am allowed to receive credit for participation. I further understand that I will be subjected to the current grading policies of Foothill - De Anza College District as well as the policies of the Cooperative Education Program.
- I authorize the Foothill - De Anza Community College District to give my employer information from my academic records that is needed to facilitate my participation in the Cooperative Education Program.

For information on the District's policies and procedures regarding anti-discrimination and harassment issues, please refer to the following areas: The Foothill/De Anza District's web site at: http:/www.fhda.edu; the De Anza College Catalog; the De Anza College Class Schedule; or contact the office of the Dean of Student Development and EOPS.

Student's Signature Date | Instructor's Signature Date