



COOPERATIVE WORK EXPERIENCE EDUCATION

LETTER OF AGREEMENT

Between

ALLAN HANCOCK COMMUNITY COLLEGE

and

AFFILIATING AGENCIES:

Allan Hancock College (hereinafter called "College") and

_____ (hereinafter called "Employer").

AFFILIATING AGREEMENT:

This is a mutual agreement between the College and the Employer. The mutual agreement is that the Employer will accept College students for supervised Cooperative Work Experience Education (CWE) at least one term per academic year.

THE EMPLOYER AGREES TO:

1. Accept qualified students without regard to ethnic group identification, creed or religion, sex, national origin, physical or mental disabilities, marital status or age.
2. As required by law, comply with all appropriate federal and state employment regulations. If the student is a minor, comply with all laws or rules applicable to minor in employment relationships.
3. Provide orientation and training regarding Employer's work performance expectations.
4. Provide direction to students in establishing specific, measurable and attainable work-based learning objectives.
5. Inform student of the probability of working sufficient hours for the number of CWE units attempted (1 unit= 75 hours paid, 60 hours volunteer/unpaid) during the current semester of enrollment.
6. Provide a safe and supportive atmosphere to enable students to apply academic learning to the work environment.
7. Provide adequate facilities, equipment and materials at the work-site to achieve on-the-job learning objectives.
8. Provide adequate supervision, which includes, but is not limited to, approving learning objectives, signing monthly time sheets and complete mid and end-of-term evaluations on student progress.
9. Notify the Cooperative Work Experience Director, or assigned faculty, immediately should problems arise.

THE COLLEGE AGREES TO:

1. Ensure that programs and services are available to all persons without regard to ethnic group identification, creed or religion, sex, national origin, physical or mental disabilities, marital status, or age.
2. Orient students to the Cooperative Work Experience Program.
3. Provide guidance to students in establishing specific, measurable and attainable work-based learning objectives.
4. Acknowledge the Employer's right to hire employees or accept volunteers based on the Employer's hiring criteria and availability of open positions.
5. Provide a Cooperative Work Experience coordinator/liaison, who will make at least one site visit to the work site.
6. Meet with work-site supervisor for the purpose of evaluating the student's success in achieving work-based learning objectives.
7. Meet with students on an as-needed basis to ensure they understand the requirements for succeeding in Cooperative Work Experience Education.
8. Provide Worker's Compensation and Liability insurance for unpaid/volunteer student interns.
9. Provide consultation to the Employer.

REQUEST FOR WITHDRAWAL:

The College may drop from the course any student whose progress does not justify his/her continuance with Cooperative Work Experience Education. The Employer, in consultation with the College, has the right to terminate the CWE work-site supervisor/student relationship if a student is not participating satisfactorily in the program.

DISCONTINUANCE OF THE AGREEMENT:

If either party to this Agreement wishes to withdraw from the Agreement, it is understood that at least two months' notice shall be given by either party. Students assigned to this Employer and who are otherwise meeting the Employer's expectations for continued employment shall be given an opportunity to complete the semester as a CWE student with this Employer.

EMPLOYER

Business Name: _____

Address: _____

Phone Number: _____

Employer's Agent: _____ **Date:** _____

Signature: _____

Title: _____

COLLEGE

Thomas Lamica, Director of Project Manager/K-12 Partnerships

Signature: _____ **Date:** _____

Dean of Academic Affairs

Signature: _____ **Date:** _____
