

**SUBJECT: COOPERATIVE EDUCATION AND VOCATIONAL LEARNING  
CONTRACTS**

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Learning contracts for Cooperative Education and Vocational Education have been modified to address employers' liability and workmen's compensation insurance coverage. The faculty supervisor shall review all responsibilities as outlined in the agreement. Employers should report coop employees to their liability and worker's compensation insurance carriers prior to signing the learning contract (see sample copies of contracts). Contracts are maintained in the appropriate division office.

**Responsibilities under this Agreement**

The parties to this contract assume the following responsibilities:

The Student:

1. Perform to the best of my ability those tasks assigned by my Work Supervisor which are related to my job responsibilities and my Learning Objectives.
2. Perform to the best of my ability those tasks assigned by my Faculty Supervisor which are related to my Learning Objectives and the academic component of this contract.
3. Follow all personnel rules, regulations, and other standard requirements of my host organization/employer.
4. Fulfill the Learning Contract under the direction of the Faculty Supervisor and the Work Supervisor and consult with them as needed for guidance and evaluation.
5. Notify my Faculty Supervisor of any revisions in the contract.
6. Will, if necessary, purchase a liability insurance policy to protect myself from claims arising out of my activities under this agreement.

The Faculty Supervisor:

1. Maintain the quality of the Learning Contract by providing assistance to students in the development of their Learning Contracts.
2. Provide teaching support and guidance by communicating with the student regularly and by the most direct means possible.
3. Initiate contact with the Work Supervisor before the final copy of the contract is prepared for signatures.
4. Maintain communication with the Work Supervisor for consultation and collaboration in guiding the student's learning and evaluating the student's performance.
5. Assess the student's learning based upon the Learning Objectives and the Work Supervisor's evaluation no later than one (1) week after the completion of the Learning Contract.

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The Work Supervisor:

1. Provide the student with normal supervision and guidance as needed in the performance of the tasks as described in the Learning Contract.
2. Communicate periodically with the student and Faculty Supervisor concerning the student's performance and learning achievement; the minimum being three times - at the beginning, in the middle, and at the end of the CO-OP experience.
3. Provide the student, Faculty Supervisor with a copy of the final evaluation of the student's performance and learning achievement.

Liability Insurance and Workman's Compensation (Completed by Employer)

(Circle where appropriate)

1. My organization does/does not have workman's compensation coverage for its employees.
2. I have/have not reported the student for workman's compensation.

Please see the Appendix for a sample Training Agreement.