
SUBJECT: COOPERATIVE EDUCATION WORK EXPERIENCE CREDIT

Purpose

Lewis-Clark State College recognizes that a pre-planned learning experience is a valuable component of a student's educational program whether the experience is gained in a classroom or other venue. College credit may be earned through a pre-planned contractual learning experience in any approved Cooperative Education worksite. Credit cannot be awarded after an experience when the student does not have a prior approved contract.

1.0 Policy

- 1.1 A maximum of 36 Cooperative Education credits is allowed within a 128 credit graduation requirement and 18 within a 64 credit requirement.
- 1.2 Cooperative Education credits may be used to fulfill general elective requirements.
- 1.3 Cooperative Education credits may be incorporated into major requirements for a degree.
- 1.4 Cooperative Education credits may fulfill residency requirements.
- 1.5 Credit is awarded for meeting pre-planned learning objectives in a work environment, not for the work itself.

2.0 Procedures

- 2.1 Cooperative education work/learning sites may be identified by any of a variety of people: faculty, students, faculty coordinators, cooperative education staff, employers, and/or employees.

3.0 Faculty Supervisors

- 3.1 Faculty Supervisors are appointed by each division and are responsible for supervising students involved in Cooperative Education from their respective divisions and/or their respective area of expertise.
- 3.2 Faculty supervisors are responsible for certifying that all Cooperative Education contract requirements are fulfilled in a satisfactory manner.

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- 3.3 A minimum of three (3) work site evaluations per student per semester will be made by the Faculty Supervisor or institutional representative.
- 3.4 Each division is responsible for proposing a Cooperative Education release time/work load policy for approval by their respective deans.

4.0 Enrollment (New Coop Students)

- 4.1 Students interested in Cooperative Education should contact the division through which the credits would be offered.
- 4.2 The completed learning contract must contain signed approvals by the: a) student, b) work supervisor, c) faculty supervisor, and d) division chair before it is valid (see appended Learning Contract).
- 4.3 Learning Contract: A learning contract will be developed for every Cooperative Education student and will contain: (1) specific learning objectives and performance measures that link Cooperative Education work experience to credit hours, (2) provision for related learning activities such as reading, library research, weekly journals, data collection, (3) appropriate assessment procedures for documenting the attainment of learning objectives. (See appended Learning Contract).
- 4.4 The contract can be terminated before fulfillment by the student or the work supervisor with two weeks written notice.

5.0 Contract Completion

- 5.1 The student is to notify the division office when the contract is completed.
- 5.2 The division office will schedule a contract performance review with the work and faculty supervisors.
- 5.3 The faculty supervisor will forward approval or disapproval of credit to the division office.
- 5.4 The division office is responsible for providing the registrar all credit award information in a timely manner.

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6.0 Records

- 6.1 The division office will maintain student records related to Cooperative Education.
- 6.2 A copy of the Learning Contract will be maintained in the student's official file and will become a part of the student's permanent record.

7.0 Liability

- 7.1 Worker's compensation insurance must be provided for all Cooperative Education participants regardless of wage arrangements.
- 7.2 The division office is required to inform Cooperative Education participants of risk of financial responsibility in case of injury or death.
- 7.3 No hold harmless contract will be allowed between the participant or college employee and the work/learning site management.