



## TERMS AND CONDITIONS

By signing the Agreement on the front side of this form, the employer, student, and the instructor at Clackamas Community College agree to the following terms and conditions:

A. The **Employer** agrees to:

- employ the student and assign jobs without regard to age, race, sex national origin, religion, disability, color, parental status, or marital status;
- designate an individual as the Supervisor to orient, train, monitor the student, and to serve as a liaison between the employer and college;
- provide the student employment for at least the minimum number of hours and weeks specified on front.
- cover the student in its workers' compensation policy;
- pay a salary which is consistent with the employer's practices and policies;
- provide training experience for the student and assist him/her in completing his/her learning objectives in consultation with the Co-op instructor;
- be in compliance with OSHA regulations and orient student to company safety policies;
- notify the Co-op instructor or the Co-op Office immediately of any change in the student's job duties and/or work supervisor;
- provide feedback to the student on their work performance throughout the term;
- evaluate the student at the end of the term on a form provided by the Co-op instructor;
- reserve the right to discharge the student for just cause with proper consultation with the Co-op instructor or the Co-op Office.

B. The **College** agrees to:

- provide a Co-op instructor to assist the student in the development of learning objectives;
- provide a Co-op instructor to monitor the progress of the student via visits to the worksite during the term;
- determine a grade and award college credit for successful job performance and completion of related assignments;
- provide related classroom instruction in the student degree field;
- notify the employer if the student withdraws from the CWE program and/or the college;
- provide worker's compensation insurance coverage for non-paid positions.

C. The **Student/Employee** agrees to:

- be enrolled in a Clackamas Community College degree program which offers Cooperative Work Experience;
- interview and secure a job approved by the program instructor and related to his/her area of study;
- register for the appropriate number of credits in the Cooperative Work Experience program and a CWE seminar or self study seminar;
- work the required number of hours during the term in relation to the number of credits requested;\*
- develop a set of learning objectives in conjunction with the Co-op instructor and the employer;
- immediately inform the CWE Office of any problem or changes in job responsibilities;
- abide by the regulations and policies of both the employer and the Cooperative Work Experience program;
- complete all assignments associated with the CWE Self Study seminar.

\*Please note - Credits may have to be adjusted to reflect actual hours worked and may adversely affect financial aid status.