

Cooperative Education Updates

Effective Spring 2013 Semester

With the recent reorganization of the Student Affairs areas, it was determined that the processing of Cooperative Education was more properly handled by faculty rather than a student services department. The development and maintenance of curriculum along with the awarding of academic credit is a responsibility that faculty have been entrusted with.

The processing and handling of paperwork for Cooperative Education will be completed by each department/division and they will have the freedom to adapt the process to meet their specific needs.

Please refer to the course description from the course bank to see specific requirements, prerequisites, and co-requisites to participate in Cooperative Education.

Process Flow:

1. Student contacts faculty of record to find out about Cooperative Education
2. Faculty and student meet together to determine the learning objectives associated with completing the Cooperative Education course. The required deliverable of the course is also determined by the faculty member and may be a daily journal, portfolio, project, or any other artifact.
3. Faculty searches the district website to see if the company already has an Experiential Education Partnership Agreement (EEPA) on file.
http://www.maricopa.edu/legal/search_eeepa/index.html
4. Faculty and student make a site visit to the company to review learning objectives and to cover any paperwork to be completed by the employer.
5. Student completes course requirements and submits final paperwork to faculty to receive credit.

Guidelines:

1 credit = 80 hours per semester

Employer site visit required

Forms:

Student

Cooperative Education Enrollment Form

Training Agreement (paid or unpaid)

Assumption of Risk – Experiential Education

Learning Objectives Form

Student Feedback Form

Employer

Experiential Education Partnership Agreement (new employers only)*

Employer Evaluation Form

* The employer will also need to provide a certificate of insurance. Both this and the EEPA will be submitted directly to the District Office.

Faculty Payment Processing:

The faculty of record will receive the RFP mandated payment for each student in Cooperative Education. The following will need to occur in order for payment to be processed:

1. Learning objectives established
2. Training agreement signed by all parties
3. Site visit to employer

Once these have been completed, the Faculty Coordinator Payment Form will be completed, signed and approved by the Department or Division Chair and forwarded onto Vicky Owen in Human Resources for the contract to be created.