



LOS ANGELES VALLEY COLLEGE

Cooperative Education

Application Packet

Summer 2022

June 13, 2022 - August 12, 2022

For Office Use Only

1st 2nd 3rd 4th

Class Nbr:

Course:

STUDENT INFO:

Name: _____

Email: _____

Student ID: _____

Home/Cell #: _____

College Occupational Major: _____

EMPLOYER INFO:

Company Name: _____				
Address: _____				
Street		City	State	Zip
Supervisor's Name: _____			Title: _____	
Supervisor's Work Phone: _____			Supervisor's Email: _____	

STUDENT EMPLOYMENT INFO:

Job Title: _____

Hours Worked Per Week: _____

How Long Have You Had This Job? _____

Paid ☐ Intern/Volunteer ☐

Is your work remote or in person? _____

I hereby certify that I am/will be working the number of hours per week as shown above during **Summer 2022 (June 13, 2022 - August 12, 2022)**.

X

Student's Signature _____

EDUCATIONAL INFO:

Have you taken Co-op. Ed. in the past? YES ☐

NO ☐

If yes, at which college? _____

Are you taking other classes this semester? YES ☐

NO ☐

If yes, where? _____

SEMINARS:

Seminars aren't offered during the summer session. Seminars are only offered during the spring and fall semesters.

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Application Received: _____	Checked By: _____
Comments: _____	
Instructor's Signature: _____	Visit <input type="checkbox"/> Phone Call <input type="checkbox"/> Date: _____

COOPERATIVE EDUCATION STUDENT EXPECTATIONS CONTRACT

1. Student must be employed, volunteering or interning *prior* to registering for Cooperative Education and provide a business card or pay stub verifying worksite and employment. Students who are self-employed, temporary, substitutes, informal childcare providers or home-care providers are ineligible. **Any change of employment or supervisor has to be reported to the Cooperative Education Office immediately.** If the student drops the course, their supervisor will be notified they are no longer part of the program.
2. During spring and fall semesters, student must be concurrently enrolled in and complete at least one additional class at LAVC or a U.S. accredited regional institution and must provide proof of enrollment. This regulation does not apply to winter and summer enrollment.
3. Student may earn up to 4 units of major-specific elective credit if their job is related to their declared major. Please note: this only applies to career, technical, and education majors. If the student's job is *not* related to their major or if the student has not declared a major, the student may earn up to 3 units of general credit only. The number of units a student can qualify for is based on the average number of hours a student works/interns, or volunteers. Work hours can only be counted once the student officially enrolls in the class. Banking hours is not allowed.

For Paid Positions	Weekly Average	Internship/Non-Paid Positions	Weekly Average
75 hours worked = 1 unit	> 4.5 hrs	60 hours worked = 1 unit	> 3.75 hrs
150 hours worked = 2 units	> 9 hrs	120 hours worked = 2 units	> 7.5 hrs
225 hours worked = 3 units	> 14 hrs	180 hours worked = 3 units	> 11.5 hrs
*300 hours worked = 4 units	> 18.5 hrs	*240 hours worked = 4 units	> 15 hrs
*work must be major-related		*work must be major-related	

4. The Co-op. Ed. Application Packet must be submitted and approved by the Co-op Ed. Instructor before a permission code can be issued for enrollment. Students must also submit their learning agreement online through CollegeCentral.com/LAVC within **two days** of enrollment.
5. **Students enrolling in Co-op. Ed. for the first time at LAVC must** submit a written assignment that is provided at enrollment. They are required to complete and submit their written assignment **NO LATER THAN August 5, 2022**. Students can turn in assignments any time *prior* to the due date.
6. *All assignments must use college level English grammar, spelling and punctuation. Plagiarism and/or copying from another source results in a "0" for that assignment and will be reported to the college disciplinarian.* Grading is based on the total score of the assignment(s) completed by the student (up to 80 points) and the evaluation score submitted by the employer (up to 100 points). The grading scale is as follows:

153 – 180 points = A

126 – 152 points = B

108 – 125 points = C

90 – 107 points = D

By signing this document, you acknowledge that you have read the above regulations.

I certify that I have read the above regulations. I understand that I am responsible for submitting assignments and necessary paperwork on time. It is my responsibility to withdraw/drop from this course in the event I cannot comply with the regulations in this program. Failure to do so may result in a final grade of an "F." I acknowledge receipt of a copy of this form.

STUDENT'S SIGNATURE:

TYPE/PRINT NAME:

DATE:

Employer: Complete the information below and initial the bottom of the page

WORKPLACE LEARNING OBJECTIVES
(TO BE COMPLETED BY EMPLOYING SUPERVISOR AND STUDENT)

The Los Angeles Valley College student providing you this document is eligible to receive college credit through the Cooperative Education program for hours worked at your location. To participate in the program, both the student and employer need to be aware of program expectations and responsibilities.

This LAVC student and partnering employer supervisor are asked to set up 3 (or more) measurable learning objectives that can be completed on the job during this semester, which **begins on June 13, 2022 and ends on August 12, 2022**. These objectives might be special projects, learning a process, or a new skill set to benefit the workplace. These must be **new** skills for the student and they must be quantifiable to be evaluated. Objectives must be completed by the end of the semester. The employer supervisor will be asked to grade the LAVC student on these objectives as well as their general workplace performance. Your evaluation is worth over half of the student's grade.

The student's workplace will also be visited/contacted by the instructor (a state requirement), and the evaluation form will be discussed with the supervisor at that time. **If, for any reason, program requirements cannot be met, please inform our office.** If the student drops the course during the semester and/or no longer qualifies for Cooperative Education, the employer will be notified that our program no longer covers the student. If there are any questions, please call (818) 947-2334 or email coop@lavc.edu.

All employers and participating non-profit organizations providing in-person workplace experience to students are required to adhere to the Centers for Disease Control and Prevention (CDC) and the Los Angeles Department of Public Health COVID-19 guidelines.

Student's Full Name: _____

This is a worksheet for the employer and student to draft together prior to enrollment in the program.

Remember that this is worth 1 - 4 units of college credit for the student. Each objective should take from **16 to 20 hours each** to complete or **50 to 60 hours total** for the semester. Student has until **August 12, 2022** to learn the 3 skills below (Please attach an additional sheet if needed for space):

1. By **August 12, 2022** student will:

2. By **August 12, 2022** student will:

3. By **August 12, 2022** student will:

Employer's Initials: _____

Student: Email your completed application to coop@lavc.edu.