

Co-Op Registration Packet: Cooperative Education or Coordinated Internship Contract

Students must review and complete the "**Co-Op Registration Packet: Cooperative Education or Internship Contract**" by obtaining ONLY the signatures of the Student, Employer, and Coordinator of the Cooperative Education & Coordinated Internship Services as a part of the "Co-Op Registration Packet" to be reviewed for authorization by the Academic Division then signed by the course Instructor.

Purpose: Agreement between the Student, Employer, and NOVA is required to facilitate a Cooperative Education or Coordinated Internship course that supports work-based experiential learning in job as a student Intern employee.

Submit to: Coordinator of Cooperative Education & Coordinated Internship Services

Student (Student Intern Employee) Agreement

Student employed in a job that supports work-based learning and registered for the required Cooperative Education or Coordinated Internship course must:

- Comply with the **NOVA Cooperative Education & Coordinated Internships Contract**.
- Comply with the **NOVA College Catalog, Student Handbook, Schedule of Classes, and Cooperative Education & Coordinated Internships Co-Op Handbook**.
- Complete the required registration packet and receive authorization from the related Academic Department.
- Follow the customized Cooperative Education or Coordinated Internship Course Syllabus.
- Contact the Instructor via email, office visit, and/or telephone within one week of the 1st day of the session for the semester of the start of the course.
- Meet with the Instructor at the designated times for instruction and to submit course assignments as well as to communicate concerns or questions in accordance with the course schedule
- Meet with the Employment Supervisor at least once a week for supervision and to discuss responsibilities as well to communicate concerns or questions.
- Contact the Instructor and/or Employment Supervisor about concerns or questions in a timely manner.
- Adhere to the approved work schedule that consists of a minimum of at least 5 work hours a week and does not exceed 25 work hours a week; Credit to work hour ratio may not exceed 1:5.
- Plan absences and leave ahead of time with the Instructor and/or Employment Supervisor as necessary; contact the Instructor and/or Employment Supervisor immediately for sick leave or emergencies.
- Review and pay the NOVA tuition bill.
- Report immediately any decision to withdraw from a Cooperative Education or Coordinated Internship course to the Employer Supervisor, Instructor, and Coordinator of Cooperative Education & Coordinated Internship Services.
- Fulfill all Employer related requirements for employment; often completed in Human Resources.
- Fulfill all International Student Office related requirements for employment in the United States if under an international student status to include the submission of the C.P.T. form.
- Report any offer for permanent employment with the Employer to Cooperative Education & Coordinated Internship Services for statistical purposes.
- Communicate any concerns or questions that cannot be addressed by the course Instructor or Employment Supervisor to the Coordinator of Cooperative Education & Coordinated Internship Services.

Employer Agreement

Employers employing the NOVA student Intern employee in a job that supports work-based experiential learning in a registered Cooperative Education or Coordinated Internship course must designate an Employer Supervisor, and the Employer Supervisor must:

- Comply with the **NOVA Cooperative Education & Coordinated Internships Contract**.
- Comply with the **NOVA College Catalog, Student Handbook, Schedule of Classes, and Cooperative Education & Coordinated Internships Co-Op Handbook**.
- **Meet with the Student Intern Employee regularly throughout the semester to provide supervision, guidance, designate work responsibilities, and answer concerns or questions.**

- Thoroughly review with the student intern employee all information related to employment policies, procedures, manuals, handbooks, and etc. that will be necessary for the student to know while working; when available make electronic or hardcopies of these materials available to the students for review.
- Review with the student intern employee both the "**Performance Evaluation - Midterm**" and "**Performance Evaluation - Final**" course assignments. The performance evaluations will be used to document the performance of the student and provide the student feedback related to the job responsibilities and student learning outcome objectives. The performance evaluations should reflect a candid review of the student's performance in order to facilitate professional career development.
- Engage the student intern employee in conversations about the job that supports work-based experiential learning and encourage the student to share job experiences with the assistance of the '**Journal**' course assignment in which students log day-to-day experiences, questions, and concerns. Conversations should not only address questions and concerns of students, but also strive to facilitate deeper conversations that make connections between the academic major content and professional career development.
- Allow the student intern employee sufficient time off from work and employment responsibilities to meet with the NOVA instructor during instructional meetings for the Cooperative Education or Coordinated Internship course, and remain flexible in the work schedule to support the student in completing a NOVA program of study.
- Communicate with the course Instructor through the "**Performance Evaluation - Midterm**" and "**Performance Evaluation - Final**" course assignments, and collaborate with the course Instructor as necessary to address concerns or questions.
- Collaborate with the Coordinator of Cooperative Education & Coordinated Internship Services if any concerns or questions cannot be appropriately handled between the Instructor, Student, and/or Employer Supervisor, and permit site visits from NOVA faculty/staff as necessary.
- Report a Student Intern Employee who does not regularly attend work as scheduled Immediately to the Instructor and Coordinator of Cooperative Education & Coordinated Internship Services.
- Report a decision of a Student Intern Employee to withdraw from a Cooperative Education or Coordinated Internship course to the course Instructor and Coordinator of Cooperative Education & Coordinated Internship Services.

NOVA Agreement

Northern Virginia Community College and the Cooperative Education & Coordinated Internships Services that provide Cooperative Education and Coordinated Internship courses must:

- Comply with the **NOVA Cooperative Education & Coordinated Internships Contract**.
- Comply with the **NOVA College Catalog, Student Handbook, Schedule of Classes, and Cooperative Education & Coordinated Internships Co-Op Handbook**
- Provide an office of Cooperative Education & Coordinated Internship Services for general support to the instructor responsible for instruction of the course and employer as well as employer supervisor responsible for the supervision of the student.
- Provide an office of Cooperative Education & Coordinated Internship Services that may withdraw the student by the last day to withdraw without grade penalty for the respective semester in which the student has registered if the student has not submitted adhered to the respective contract.
- Provide a course syllabus for the student and instructor to include course description, student learning outcomes objectives with assessments, course assignments, course calendar, and etc. to share with Employer Supervisor.
- Employ an instructor to provide instruction in the academic department related to career field for the student.
- Employ an instructor to facilitate the course syllabus and determine a final grade for college cred It for the student.
- Employ an instructor that may withdraw the student by last day to withdraw without grade penalty for the respective semester in which the student has registered if the student has not submitted the scheduled required course assignments and/or regularly attended scheduled instructional meetings.
- Reserve the right to approve or deny any students future Cooperative Education or Coordinated Internships cou based upon the performance of the employer and/or student in which the respective contract is applied.
- Adhere strictly to the directive that as a public institution Northern Virginia Community College is forbidden to sign hold harmless agreements

Faculty who provide instructional supervision to students for jobs that support work-based experiential learning in Cooperative Education and Coordinated Internship courses must:

- Comply with the **NOVA Cooperative Education & Coordinated internships Contract**.
- Comply with the **NOVA College Catalog, Student Handbook, Schedule of Classes, and Cooperative Education & Coordinated Internships Co-Op Handbook**
- Meet with the student individually or in a group cohort at least 6 times throughout the semester to facilitate the individual study course to include an initial course meeting during the 1st week of the session, a final course meeting during the last week of the session or finals week, and then at least 4 more course meeting times spaced as evenly as possible throughout the respective session for the course. Instructors and students should collaboratively identify mutually agreeable dates and times to meet to discuss supervision for the course and submit course assignments;

these dates and times should be recorded on the syllabus. The 1st, 4th, and 6th meeting must be in person face-to-face unless the student is registered for an E.L.I. course.

- Review with the student during the 1st initial course meeting the course syllabus to include the learning outcomes and objectives, contact information, job description, course assignments, and course calendar in addition to the *Co-Op Handbook* and **Co-Op: NOVA Cooperative Education & Coordinated Internships Contract**.
- Engage the student in conversations about the job that supports work-based experiential learning and encourage the student to share job experiences with the assistance of the "**Journal**" course assignment in which students log day-to-day experiences, questions, and concerns. Conversations should not only address questions and concerns of the student, but also strive to facilitate deeper connections between the academic major content and professional career development.
- Communicate with the Employer Supervisor through the "**Performance Evaluation - Midterm**" and "**Performance Evaluation - Final**" course assignments, and collaborate with the employment supervisor as necessary to address concerns or questions.
- Collaborate with the Coordinator of Cooperative Education & Coordinated Internship Services if any concerns or questions cannot be appropriately handled between the Instructor, Student, and/or Employer Supervisor.
- Report a student who does not regularly attend meetings as scheduled immediately to the Coordinator of Cooperative Education & Coordinated Internship Services.
- Report a decision of a student to withdraw from a Cooperative Education or Coordinated Internship course to the Coordinator of Cooperative Education & Coordinated Internship Services.

Authorization

NOVA Student

Address: _____

Printed Name: _____

Telephone: (_____) _____

Signature & Date: _____

Email: _____ @email.vccs.edu

Employer Supervisor

Address: _____

Printed Name: _____

Telephone: (_____) _____

Signature & Date: _____

Email: _____ @ _____

Coordinator of Cooperative Education & Coordinated Internship Services

Printed Name: _____

Office: AN Campus; CA - 105 B
Career & Transfer Center

Telephone: (703) 323-3719

Signature & Date: _____

Email: jmoffett@nvcc.edu

NOVA Course Instructor

Office: Building/Rm: _____ Campus: _____

Printed Name: _____

Telephone: (_____) _____

Signature & Date: _____

Email: _____ @[nvcc.edu](mailto:email.nvcc.edu)