

Instructions and Responsibilities

Responsibilities Under This Agreement: This Cooperative Work Experience (CWE) contract specifies the responsibilities taken on for the duration of the term by the Student, the Training Site Supervisor, CWE Instructor from the students' academic area and the CWE Coordinator from the CWE Department. By signing this agreement you assume the responsibilities listed for your role.

A. The CWE Student agrees to:

1. Obtain consent from the CWE Coordinator and register for the CWE classes.
2. Consult with the Training Site Supervisor and develop with the CWE Instructor measurable Learning Objectives.
3. Complete and return to the CWE office the Training Agreement/Learning Objectives contract with signatures by the date specified on the top of the form.
4. Establish a work schedule that allows for completion of required clock hours by the end of the term.
5. Follow all the rules, regulations, and safety requirements of the CWE training site.
6. Attend regular seminars or individual faculty/student conferences as required by the curriculum area.
7. Turn in, **on time**, any additional reports or projects as required by the CWE Instructor, as stated in the seminar course outline.
8. Keep the CWE Coordinator informed if there is a change in work or school status, provide a copy of the add/drop form if CWE credit hours change.
9. Report any on-the-job accidents or illnesses to the Training Site Supervisor immediately, notify Chemeketa's Risk Management Office (399-8635) and complete appropriate report forms.
10. Not file for unemployment insurance based solely against wages earned while participating in CWE.
11. In compliance with the Federal Family Education Rights and Privacy Act of 1974, I authorize release of school records and other records maintained by the Cooperative Work Experience Office and personnel in connection with the CWE program.
12. Complete all required training hours to receive a passing grade.

Student Initial: _____ Date: _____

B. The CWE Training Site Supervisor agrees to:

1. Provide adequate working space, supplies, and equipment to perform the job.
2. Assist the student in developing appropriate job-related Learning Objectives.
3. Supervise and train the student in the achievement of the Learning Objectives.
4. Establish a regular weekly meeting time to provide direction and feedback to the student.
5. Participate in at least one (1) on-site evaluation by a CWE Instructor or CWE Coordinator.
6. Train and orient student to all health and safety practices and organizational policies and procedures applicable to the job.
7. Provide Worker's Compensation coverage if an employer paid position.
8. Report accidents involving non-paid students within 48 hours to Chemeketa's Risk Management Office (399-8635) or after normal business hours to Chemeketa Security (399-5023).
9. Complete and return, by the due date, a final evaluation of the students' performance at the end of the term.
10. Contact the CWE Coordinator or CWE Instructor if questions or problems arise.
11. Assure that students will be accepted and assigned work without regard to age, handicap, national origin, race, marital status, parental status, religion, or sex.

Site Supervisor Initial: _____ Date: _____

C. The CWE Instructor agrees to:

1. Advise and assist the student in the development of concise, measurable, clearly stated Learning Objectives.
2. Coordinate the related instruction with the student's curriculum. This related instruction phase includes seminars or individual faculty/student conferences.
3. Provide the student with a course syllabus and be responsible for grading the student at the end of each term.
4. Assist employers in evaluating the student's success in achieving stated Learning Objectives through on-site visitations and/or telephone consultations.
5. Serve as a liaison between the college, the CWE student, and the CWE Training Site Supervisor.

CWE Instructor Initial: _____ Date: _____

D. The CWE Coordinator agrees to:

1. Recruit and refer students without regard to age, handicap, national origin, race, marital status, parental status, religion, or sex.
2. Meet with each student to provide consent to enroll in CWE and explain the CWE process, paperwork and timelines.
3. Coordinate receiving and distributing the Training Agreement Learning Objectives Contract with all parties involved.
4. Coordinate the mid-term evaluation process with the CWE Instructor and participate in on-site visitations with the CWE Training Site Supervisor.
5. Coordinate with the Training Site Supervisor the mailing, receiving, and distribution of the final evaluation forms.
6. Chemeketa CC provides Worker's Compensation insurance for students in non-employer paid CWE sites for the hours and dates designated on this form.
7. Serve as a liaison with the CWE Instructor, CWE Student, and CWE Training Site Supervisor.

CWE Coordinator Initial: _____ Date: _____