

# INDIVIDUALIZED COOPERATIVE EDUCATION PLAN

## STUDENT CONTACT INFORMATION

Student ID \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Last First Alias, Nick Name

Student E-mail: \_\_\_\_\_, PH# Cell \_\_\_\_\_ PH# Home \_\_\_\_\_

Instructor Name: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Last First Alias, Nick Name

Program: \_\_\_\_\_, Course #: \_\_\_\_\_, and Term: \_\_\_\_\_

## COMPANY AND SUPERVISOR CONTACT INFORMATION

Company/Employer Name: \_\_\_\_\_

Company/Employer address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor Title: \_\_\_\_\_

## KEY QUESTIONS

1. Expected Work Schedule (e.g. Monday, Wednesday, Friday 2:00 p.m. – 6:00 p.m.)
2. Description of the Cooperative Education Work Experience
3. Technical Skills (Describe all technical skills that students will be expected to learn while on the job) Please attach O-NET List for job and please highlight
4. Employability skills (Describe employability skills that students will focus on during the course of the job)
5. Required Reading (List any books/resources required as part of work experience)

PROGRAM INSTRUCTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COOPERATIVE EDUCATION SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SITE SUPERVISOR'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

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## MEMORANDUM OF AGREEMENT

This agreement is made between \_\_\_\_\_ (student and employer) and Bluegrass Community & Technical College.

The purpose of this agreement is to provide students, instructors and participating companies a clear understanding of their roles and expectations as a party to the Practicum.

### **THE STUDENT AGREES TO:**

- ☑ Be courteous and considerate of the company, co-workers and others.
- ☑ Keep the company's interest in mind and be punctual, dependable and loyal.
- ☑ Notify the company and your instructor as soon as possible if unable to attend the work site.
- ☑ Complete the monthly Student Performance Reviews with earned hours worked, and answer the questions. Submit the forms on or before the specified deadlines.
- ☑ Update your resume at the end of the term and submit the resume electronically to the coop coordinator.
- ☑ Conform to the policies and regulations of the Company.
- ☑ Register for the Practicum and complete any required paperwork or electronic surveys.
- ☑ Maintain a satisfactory performance level on the job.
- ☑ Abide by the Training Plan Agreement developed by the instructor and employer.

### **THE INSTRUCTOR, ON BEHALF OF THE COLLEGE, AGREES TO:**

- ☑ Prepare, with the help of the employer, a Training Plan Agreement.
- ☑ Revise the Training Plan Agreement as needed to enhance the student's work experience.
- ☑ Contact the student and employer during the Practicum to determine instructional needs and to insure that the student receives job training and supervision as well as variety of job experience.
- ☑ Recognize that some of the information gathered at the company may be confidential.

### **THE EMPLOYER AGREES TO:**

- ☑ Take an active part in the training and supervision of the student while providing relevant work experience in the student's field of study in accordance with the Training Plan Agreement. Students may only work days and hours as outlined in agreement.
- ☑ Assist the instructor in evaluating the student's performance on the job by completing the Midterm Company Performance Review at midterm and the Final Company Performance Review by the last day of the term. (Complete electronic surveys)
- ☑ Avoid subjecting the student to unnecessary or unusual hazards.
- ☑ Notify the instructor or co-op coordinator immediately in case of accident, sickness or any other serious problems that require medical attention.
- ☑ Permit and expect the coop coordinator to visit and/or contact the employer to discuss the progress of the student and /or observe the student on the job.
- ☑ Give the same consideration to the student as given to other employees in regard to safety, health, and general employment conditions and other regulations to the business.
- ☑ Comply with all regulations prohibiting discrimination on the basis of race, national origin, sex, disabilities, religion, marital status or age.

For Students being paid: Employer certifies that Worker's Compensation Insurance covers this student and that the policy is now in force and registered with the Department of Workers Claims in Frankfort, KY as prescribed by law (KRS 324.630) (or with the appropriate agency if outside of Kentucky).

## INDIVIDUALIZED COOPERATIVE EDUCATION PLAN

Individual Training Plans designed to develop skills and abilities in the O-Net job profile. The following are a suggested list by major. The principal instructor will choose the appropriate code.

MAJOR	O_NET CODE
Air Conditioning Technology	49-9021.01
Architectural Technology	17-3011.01
Automotive Technology	49-3023.00
Biotechnology	43-9111.01
Business Administrative Systems	11-3011.00
Civil Engineering Technology	17-3011.02
Computer- Aided Drafting & Design	17-3013.00
Computer Information Technologies	15-1199.09
Computerized Manufacturing & Machining	51-4011.00
Construction Technology	47-2031.01
Cosmetology	39-5012.00
Criminal Justice	33-3021.03
Education Teacher Preparation	25-9041.00
Electrical Technology	47-2111.00
Energy Technology	13-1199.01
Engineering & Electronics Technology	17-3023.01
Environmental Science Technology	19-4091.00
Equine Studies/NARA	39-2011.00
Film Studies	27-2012.02
Fire Rescue Science	33-2011.00
Human Services	21-1021.00
Industrial Maintenance Technology	49-9041.00
Information Management & Design	27-1024.00
Integrated Engineering Technology	17-3026.00
Interdisciplinary Early Childhood Education	25-2011.00
Library Information Technology	25-4031.00
Medical Information Technology	29-2071.00
Office Systems Technology	43-6014.00
Real Estate	41-9022.00
Theater	27-2012.00
Welding	51-4121.00
Dental Hygiene	Clinical program placed
Medical Assisting	Clinical program placed
Nursing	Clinical program placed
Radiography	Clinical program placed
Respiratory Care	Clinical program placed
Surgical Technology	Clinical program placed
Pharmacy Technology	Clinical program placed

O-NET plan based on placement and program learning objectives. Additional Codes and Information at <http://www.onetonline.org/find/>



# INDIVIDUALIZED COOPERATIVE EDUCATION PLAN

## Frequently Asked Questions

### **How do I find a cooperative education placement site?**

Sources that will aid you in finding a site are your faculty, the program advisory committee, the Cooperative Education Coordinator and the BCTC Career Network at

[www.collegecentral.com/bluegrass](http://www.collegecentral.com/bluegrass)

### **How do I get college credit?**

You must meet the requirements and enroll in the appropriate class for your program and credential. Check your program plan, the Cooperative Education Comprehensive Plan and or the KCTCS catalog course descriptions at [www.bluegrass.kctcs.edu/education-training/class-schedules/course\\_catalog.aspx](http://www.bluegrass.kctcs.edu/education-training/class-schedules/course_catalog.aspx)

### **Who do I contact if I have questions about cooperative education?**

Laura Lynch

Assistant Dean Workforce

859-246-6583

[laura.lynych@kctcs.edu](mailto:laura.lynych@kctcs.edu)

### **Is there a class and opportunity for career exploration for undecided majors?**

Yes EX-196 Experiential Education is designed for a work experience related to a major or exploratory in nature. See the Cooperative Education Plan and or the KCTCS catalog course descriptions at

[www.bluegrass.kctcs.edu/education-training/class-schedules/course\\_catalog.aspx](http://www.bluegrass.kctcs.edu/education-training/class-schedules/course_catalog.aspx)

### **If I am an international student can I participate in cooperative education?**

**Contact:** Brian Schanding, Ed.D.

Asst. Director of International Student Services

859-246-4647

[brian.schanding@kctcs.edu](mailto:brian.schanding@kctcs.edu)

### **Do I get paid while participating in cooperative education (co-op)?**

The majority of coops are paid live work based experiences. Internships and practicums are paid and unpaid. It depends on the class and the site.

### **Does cooperative education (co-op) lead to full-time employment?**

Yes our experience at BCTC is that most students who participate in coop are offered full-time employment. This is also reflected in the national statistics that prove most students who participate in coop stay with that employer 6-8 years after the original coop.

### **What if I get injured while working at cooperative education site?**

Students being paid are covered under the Worker's Compensation Insurance policy of employer. Students not being paid are covered under their own and the college's insurance.

### **Will I have an instructor or mentor at the cooperative education site?**

## INDIVIDUALIZED COOPERATIVE EDUCATION PLAN

Yes as stated in the Memorandum of Agreement (MOA) the employer will provide training and supervision of the student. This relationship should encourage instruction that is relevant, creative, encourages engagement and foundational work habits.

Students and Employers are required to complete a Cooperative Education Survey prior to award of educational credit.

Student survey: [https://www.surveymonkey.com/s/Practicum\\_Co-op\\_Student](https://www.surveymonkey.com/s/Practicum_Co-op_Student)

Employer survey: [https://www.surveymonkey.com/s/Practicum\\_Co-op\\_Employer](https://www.surveymonkey.com/s/Practicum_Co-op_Employer)

It is also requested that if a student is employed as a result of this experience the student or employer report this to the BCTC Cooperative Education office. The survey data and employment data is used to secure further sites, obtain grant funding and in program health reviews. Your input is important we need it to continue to improve our services.