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Cooperative Work Program

Scope:

The Cooperative Work Program (Co-op) is an integral part of the learning experience provided for Students at the Tennessee College of Applied Technology-Dickson (TCAT-D) is defined as **work-related training received at an approved business or industry under the terms of a signed Cooperative Work Program Agreement**. Students who are enrolled in Co-op should be paid a salary commensurate with entry-level employees completing the same task. The program provides a method of instruction whereby TCAT-D and business/industry are partners in developing the workforce for tomorrow's technology. For this reason, the student and the prospective Co-op program company must meet policy eligibility requirements and sign the Co-op Agreement. Co-op training is optional and above the curriculum requirements for all programs that offer it. Students participating in a co-op program are still required to complete all the necessary competencies and does not substitute for classroom training. Co-op training is for advanced students who are on track for completion within traditional enrollment times; otherwise, a student's financial aid may be negatively impacted.

Policy:

GENERAL POLICIES

1. It is the responsibility of the Technology College of Applied Technology-Dickson (TCAT-D) President (President) to designate a TCAT-D employee as a College Representative (Representative) who will serve as the project coordinator and the liaison for the TCAT-D (College), the Student and the Co-op Site Company (Company). The Representative may be the program Instructor or any other designee by the President.
2. A request for a Cooperative Work Program placement may be initiated by the Instructor, by the Company or by the Student.
3. A hand written contract will NOT be accepted.
4. Upon initiation, the Cooperative Work Program Request is completed by the TCAT-D Instructor (Instructor) and submitted to the President for approval. A copy of the student's transcript must be included with the application showing that a minimum of 50% of the competencies have been completed. If the Company is a new Co-op site, an on-site pre-

- approval evaluation should be conducted by the Instructor.
5. The Cooperative Work Program Agreement is prepared and signed by the Student, the Company, the Instructor and the President.
 6. All fees for the up-coming trimester must be paid before the first day of class.
 7. The student shall record his/her work time and submit to his/her instructor on a weekly basis.
 8. Each time the Instructor makes contact with the Student or the Company, it should be recorded on the Contact Record Form. A minimum of two on-site visits per trimester should be made by the Instructor.
 9. It is the responsibility of the Company to perform an evaluation of the Student's performance each month and complete the Monthly Evaluation Form. If an immediate problem arises, the Company should contact the Instructor without delay.
 10. If it becomes necessary for the Student's co-op to be extended beyond the stated day on the Agreement, the Cooperative Agreement Modification Form is prepared and signed by all parties.
 11. The College reserves the right to make any exceptions to the co-op policy that would be mutually beneficial to all parties.
 12. After the on-site pre-approval evaluation, the Instructor reserves the right to make exceptions to the Student Eligibility Policy concerning the co-op program.
 13. All parties - the Student, the Instructor, the President, and the Company - must sign the Cooperative Work Program Agreement prior to the beginning of the co-op work phase.
 14. The Agreement may be terminated by any party at any time by notifying the other parties in writing.

STUDENT ELIGIBILITY POLICIES

A student who elects to participate in the co-op program must meet the following eligibility requirements:

1. Be a full-time Student.
2. Be at least 18 years of age.
3. Have completed a minimum of 50% of the hours in the program and/or possess the skills equivalent to a minimum of 50% of the entry level requirements based on the Instructors evaluation. **The standard of classroom hours completed and/or skill equivalents may be modified at the discretion of the President but, under no circumstances should the Student be allowed to begin a co-op until at least 25% of the skill equivalents have been met or demonstrated. Generally, co-op training is reserved for the final two semesters of study.**
4. Have demonstrated good attendance, good work habits, and good attitude.
5. Possess the ability to perform the work as required by the Company.
6. Be recommended by the Instructor.
7. Be approved by the President.
8. Be enrolled in a program-related co-op that will provide the opportunity to obtain needed competencies.
9. Pay all maintenance fees on or before the first day of each trimester in which the co-op will be performed.
10. Agree to conform to all policies and regulations of the Company and the College.
11. Agree to maintain a good work ethic in all areas pertaining to the job.
12. Agree to supply the College with the required documents for evaluation as stated and prescribed in the co-op Agreement.

13. Agree to all the terms and conditions as stated in the Co-op Agreement and Policies.

COMPANY REQUIREMENT POLICIES

In order for a business or industry to be an approved co-op site, the participating Company must meet these requirements:

1. Be recommended by the TCAT-D Instructor and allow an on-site pre-approval evaluation.
2. Agree to provide work projects that will relate to the Student's program area and will contribute to the Student's learning experience.
3. Comply with state and federal employment laws.
4. Allow periodic visitations by the Representative to observe the Student's work and verify progress.
5. Supervise and evaluate the Student's performance.
6. Verify and sign all necessary evaluations and forms as prescribed by the Cooperative Work Program Agreement.
7. Provide on-the-job instruction as needed by the Student.
8. Notwithstanding anything in the Agreement to the contrary, provide Workman's Compensation coverage for the Student.
9. Agree to all the terms and conditions of the Co-op Policies and Agreements.

TCAT-D REQUIREMENT POLICIES

The College must be willing to fulfill these requirements:

1. Complete an on-site pre-approval evaluation of the prospective Company to determine relevance of co-op experience.
2. Give the Student credit for the co-op program, according to the official college calendar,

not to exceed the maximum hours available for a regular full-time Student.

3. Visit the Student on the job at periodic intervals (not less than two visits per calendar trimester). Visitation will be made by the Representative.
4. Keep the Student informed of changes in the co-op program, such as alternating training times between the College and the co-op site.
5. Maintain each participating Student on the program roll until such time as the Student withdraws or is separated from the College.
6. Maintain all pertinent records relating to the Co-op Agreement in the Student's permanent record.
7. Agree to all the terms and conditions of the Co-op Policies and Agreements.