



## CLARK COLLEGE COOPERATIVE EDUCATION

1933 Fort Vancouver Way, Vancouver, WA 98663-3598

### **Co-op/Internship Program Employer's Responsibilities**

The majority of responsibility within the Co-op/Internship program rests with the student. However, the employer's participation does require:

- The willingness to work with students
- Selecting students according to the organization's standard hiring procedures
- Helping the student and Clark College's Co-op Faculty Coordinator formulate learning objectives (the student's personalized goals for betterment at work) at the beginning of each quarter
- Providing a safe working environment
- Acquainting the student with the standards of your business and field
- Reporting changes in the student's employment status to the College Faculty/Coordinator
- Signing the Training Agreement/Learning Objectives Form
- Evaluating the student's work performance

### **Employer Checklist**

#### **Site Visit by Instructor**

- Co-op Instructor meets employer to:
  - Review the student objectives on Co-op/Internship Training Agreement Form
  - Assess any risks to the student

#### **Last Two Weeks of Co-op/Internship**

- Employer completes Co-op/Internship Evaluation of the student; returns form to student

#### **End of Quarter Processes**

- Co-op Instructor receives Employer Evaluation of Student
- Student turns in assignments to Co-op Instructor
- Instructor turns in final grade for the student in Admission and Records

\*The Employer and/or student should alert the Co-op Instructor in the event of any problems.

**Clark College Career Services**

PUB 002

careerservices@clark.edu

(360) 992-2154