



<b>COOPERATIVE EDUCATION            TRAINING POSITION / INTERNSHIP REQUEST</b>	
Email this completed form to: <a href="mailto:burrill@hawaii.edu">burrill@hawaii.edu</a> . You may also fax it to (808) 244-3228. <b>*=required information</b>	
<b>*Company:</b>	<b>*Contact Person:</b>
<b>*Mailing Address:</b>	<b>*Phone:</b>
<b>*Location Address:</b>	<b>Fax:</b>
<b>*Email Address:</b>	<b>Hours of Operations:</b>
<b>*Title of Proposed Student Co-op / Intern Position:</b>	
Description of Company, work environment, expectations:	
<b>*Primary duties and training student will receive:</b>	
<b>*Minimum Qualifications (be specific):</b> Education and Training:  Previous Work Experience:  Special Skills (technical, computer, language) / Abilities:  Others (e.g. licenses):	
<b>Desirable Qualifications (be specific):</b>	
<b>*Proposed Work Schedule:</b> <input type="checkbox"/> Part-time (# of hours per week:      ) <input type="checkbox"/> Full-time <input type="checkbox"/> Temporary (length of time / dates:      ) <input type="checkbox"/> Preferred days and hours:	<b>*Length of Co-op placement / internship:</b> <input type="checkbox"/> 1 semester only <input type="checkbox"/> More than 1 semester, if needed or requested <input type="checkbox"/> Other:
<b>*Wages / Salary / Benefits:</b>	<b>Proposed Start Date (m / dd / yyyy):</b>
<b>Referral Instructions:</b> <input type="checkbox"/> Apply in person <input type="checkbox"/> Call for appointment <input type="checkbox"/> Submit resume & cover letter <input type="checkbox"/> in person <input type="checkbox"/> mail <input type="checkbox"/> fax <input type="checkbox"/> email	
<b>*RFP PREPARED BY:</b>	<b>*DATE:</b>
<b>FOR COOPERATIVE EDUCATION OFFICE ONLY:</b> <input type="checkbox"/> Request Received (date): <input type="checkbox"/> Request Reviewed and Approved (date): <input type="checkbox"/> Referrals (student / date): <input type="checkbox"/> Closed (student / date): <input type="checkbox"/> Re-opened (date):	
University of Hawaii Maui College does not discriminate on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court records, sexual orientation, or status as a covered veteran.	

**Instructions / Other Informations:**

Please review Document 1 – Cooperative Program Information for Employers / Field Supervisors and Form 1 – Memorandum of Understanding (Sample). They describe the basic roles and responsibilities of each participant in the partnership.

After the Cooperative Education Program has reviewed your request, we will contact you to discuss its implementation and to provide further information about the program and its requirements. We may also conduct a site visit prior to disseminating the information. Thank you very much for your interest and consideration.

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**COOPERATIVE EDUCATION PROGRAM INFORMATION  
DOCUMENT 1  
FOR THE EMPLOYER / FIELD SUPERVISOR**

\_\_\_\_\_  
(year/semester)

Welcome to the UHMC Cooperative Education Program and thank you for agreeing to be the Co-op field supervisor for \_\_\_\_\_. **Please sign the Memorandum of Understanding (Form 1) which the student will provide after you have reviewed Document 1.**

The information in Part I is designed to help you understand the purposes and objectives of the Co-op program and the important role that you, as the work-based learning instructor, play in the success of the student's learning and development. No doubt, many, if not all, of the ideas contained in Part II on the field supervisor roles and responsibilities are issues of importance to you and that you currently address in the regular training and supervision of your employees. We hope that this information will serve to reinforce and / or augment your on-going efforts to train and develop effective and productive employees and, especially, to enhance the learning and growth of the Co-op student.

**PART I: GENERAL INFORMATION**

**A. WHAT IS CO-OP?**

- a unique educational experience combining traditional classroom learning with “real world” learning opportunities occurring in the work environment.
- a tri-part relationship involving cooperation between the employer, the student, and the College to create a bridge between classroom learning and the world of work.

**B. HOW DOES CO-OP BENEFIT THE EMPLOYER?**

- enhance employee performance and motivation since work performance and achievement of learning/performance objectives is considered along with the instructional component in determining the student's final grade.
- availability of support and assistance from the Co-op instructor and other related faculty.
- opportunity to be involved in the educational process and provide direct input to the College about employer's training needs.
- observe the potential and performance of prospective permanent employees.
- reduce recruitment costs.
- reduce basic training needs because the majority of Co-op students acquire basic technical skills and knowledge through classroom learning before enrolling in Co-op.
- increase employee retention and motivation because Co-op students seek employment opportunities in their fields of academic and career interest.

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**C. HOW DOES CO-OP BENEFIT THE STUDENT?**

- gain work experience and on-the-job training in the student's field of academic and career interest.
- apply and integrate theories and skills learned in the classroom to real work situations.
- develop skills, attitudes, insights, and behaviors necessary for success and effectiveness in the workplace.
- develop and / or enhance understanding and functioning of the student's role as a contributing member of the work team.
- develop self-confidence and self-esteem as a professional in the field.
- validate the student's academic and career choice.
- establish networks and credentials for future employment and / or career advancement opportunities.
- earn money to pay for educational expenses.
- earn academic credits.

**D. WHAT IS REQUIRED FOR THE STUDENT TO EARN ACADEMIC CREDITS?**

- complete a minimum number of hours during the training period (225 work hours for 3 academic credits; 150 work hours for 2 credits; 75 work hours for 1 credit).
- attend and participate in seminars as arranged with Co-op instructor.
- complete related documentation of the field experience and class assignments, including a Career Portfolio.
- successful on-the-job work performance.

**E. HOW ARE CO-OP FIELD PLACEMENTS ESTABLISHED?**

- may be student-initiated: student seeks appropriate employment; obtains approval from employer / supervisor and Co-op instructor to use new or current job as Co-op field placement.
- may be program initiated: Co-op instructor initiates establishment of Co-op field placement with prospective employer; instructor and employer jointly agree on training opportunities and conditions; employer sets appropriate qualifications and requirements for Co-op trainee / student; employer select(s) from among qualified candidates referred by Co-op.
- may be employer initiated: employer contacts Co-op to discuss setting up a field placement; remainder of the process same as program initiated.

**F. WHAT ARE THE RESPONSIBILITIES AND EXPECTATIONS OF THE CO-OP PARTICIPANTS?**

**1. THE STUDENT:**

- comply with regulations and policies of the employer and the College
- accountable to employer for regular and / or agreed upon special work expectations and responsibilities.
- subject to and included in all regular and / or agreed upon special personnel policies and procedures.
- accountable for agreed upon learning outcomes and Co-op course assignments and requirements.
- participate as a fully contributing member of the work team.
- make the best use of learning opportunities provided by the employer.

## 2. **THE EMPLOYER / FIELD SUPERVISOR:**

- conform to all Federal and State regulations regarding non-discrimination and affirmative action as defined in the University of Hawaii policy (see current University of Hawaii Maui College catalog) and sexual harassment.
- provide Co-op student with regular and /or agreed upon special orientation, training, and supervision.
- provide a well-defined job description.
- provide safe working environment and conditions and appropriate training.
- provide on-going mentoring and regular feedback to Co-op student and Co-op instructor about student's work performance and growth.
- assist student to establish and accomplish appropriate learning / performance objectives which will contribute to the student's occupational / professional growth and development.
- assist student to successfully complete specific Co-op course requirements as follows:

**It is the student's responsibility to initiate the completion of all forms, to provide the necessary forms to be used, and to ensure that they are submitted to the Co-op office by the designated deadlines. The County of Maui Co-op program has additional requirements because of its special status. International students on F-1 visas also have additional conditions to comply with for off-campus employment.**

### a. **Job Description and Learning / Performance Objectives (standard Co-op form):**

- provide copy of existing job description or assist student in developing a written description.
- assist student to establish relevant learning / performance objectives related to the position.

### b. **Time Sheets (standard Co-op form):**

- certify student work hours on form which student is responsible for completing and maintaining.

### c. **Employer's / Field Supervisor's Evaluation of Student Work Performance & Completion of Learning / Performance Objectives (standard Co-op form):**

- complete mid-term and final evaluations and review with student.

### d. **Co-op Instructor Field Site Visits and Other Consultation on Student's Work Performance.**

- provide opportunities for Co-op instructor to visit and observe student on the job.
- instructor responsible for requesting and making prior arrangements with employer / field supervisor for site visits that meet their regular work schedules and obligations.
- employer / field supervisor encouraged to request support and assistance from Co-op instructor to resolve any conflicts or concerns about student's work performance.

### e. **Other Related Assignments / Field Site Learning Activities:**

- provide student with information and / or assistance in completing other work-based learning assignments such as health and safety.

## 3. **THE CO-OP INSTRUCTOR:**

- provide job placement assistance to students, as needed.
- assess appropriateness of individual employment situations as Co-op field sites.
- monitor on-the-job learning and performance of Co-op student through regular contact with employer / field supervisor.
- provide related classroom instruction.
- provide job coaching and / or counseling to students, as needed.

- provide consultation and assistance to employer / field supervisor in conflict situations and / or other work performance concerns involving Co-op student.
- provide linkage between employer and UHMC faculty and other College resources to help meet employer's training needs.
- evaluate student's overall course performance and achievement and assign grade and credits for the semester.

## **PART II: EMPLOYER'S / FIELD SUPERVISOR'S CHECKLIST**

1. \_\_\_\_\_ Provide the student with **safe working conditions and environment**, including orientation and training about proper and safe use of equipment and task performance.
2. \_\_\_\_\_ Provide **on-the-job training and learning opportunities** that are meaningful and relevant to the student's career / educational interests and objectives and which, in turn, will enhance the student's effectiveness and productivity.
3. \_\_\_\_\_ Conduct an **employee orientation** which includes introducing the student to his / her co-workers and orienting the student to the job duties and expectations, working environment, safety rules and procedures, company policies (including sexual harassment and substance abuse, and appropriate attire) and regulations and other essential information in order that the student will be able to efficiently and effectively fulfill his / her work responsibilities.
4. \_\_\_\_\_ Assist the student to develop **relevant learning / performance objectives** and provide appropriate assistance necessary for the student to successfully accomplish those objectives.
5. \_\_\_\_\_ Provide **supervision and monitoring** of the student's work performance to ensure safety and proper completion of assignments and responsibilities.
6. \_\_\_\_\_ Provide **feedback** to the student and Co-op instructor. Field Supervisors will be asked to complete evaluations mid-way through and at the end of the training period.
7. \_\_\_\_\_ Verify the student's **Co-op work hours**.
8. \_\_\_\_\_ Maintain **communications** with the student's Co-op instructor in person or other methods.
9. \_\_\_\_\_ Assist in the completion or verification of standard **Co-op forms and assignments**.

As the semester proceeds, you will receive further information and / or reminders about the above items. Additionally, within the next few weeks, the student's instructor will be contacting you to discuss your Co-op participation.

It is the belief and experience of the Co-op faculty that participation in Co-op will contribute to the student's motivation, productivity, and effectiveness on the job, and, as importantly, his / her career growth and development. The College, through its Co-op staff and other program faculty, will strive to provide the necessary support to you to ensure that your participation in the program will be of benefit to your organization. Mahalo for your cooperation and assistance with this valuable partnership.

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