# LOS ANGELES TRADE-TECHNICAL COMMUNITY COLLEGE

## Cooperative Work Experience Education

## AGREEMENT

Date_____ Name _____ Sem Summer 2024

Student ID_____ Employer The Intern Project - LA Promise Fund

Learning objectives which reflect new or expanded job-related responsibilities must be written by the student, then reviewed and approved by the employment supervisor and the instructor at the beginning of the semester. The objectives must be measurable and attainable. The instructor will discuss progress made in accomplishing the objectives with the employment supervisor and the student. From this evaluation and other criteria the instructor will grant credit for the work experience.

### OBJECTIVE

| | |
|---|---|
| (1) | The intern will exercise leadership skills by demonstrating self-direction on required tasks and time management by completing deliverables in a timely fashion. Supervisor will evaluate through review and examination of career related projects throughout the internship program. This will be completed by August 2024. |
| (2) | The intern will demonstrate professional skills and 21st century skills through collaboration, effective communication, networking, and by using project management and professional tools (i.e. Microsoft, Google Suite, social media platforms, etc.) throughout the internship project. Supervisor will evaluate through review and examination of career related projects throughout the internship program. This will be completed by August 2024. |
| (3) | The intern will practice analytical/critical thinking and display social/emotional IQ throughout the internship seen through creative problem solving, attention to detail, application of theoretical knowledge to the workplace, and willingness to learn for continuous improvement. Supervisor will evaluate based on observation. This will be completed by August 2024. |

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The three participants in the Cooperative Education program agree with the validity of the above learning objectives. The student agrees to abide by the Cooperative Education requirements. The employment supervisor will meet with the instructor at least once during the semester to evaluate the student's performance on the learning objectives. The instructor will award academic credit for successful completion of the objective.

The employer and the college will provide supervision and guidance to insure maximum educational benefits from this work experience. The Los Angeles Community Colleges District, in compliance with civil rights legislation does not discriminate on the basis of race, color, national origin, ancestry, religion, creed, sex, age, handicap, marital status, sexual orientation, or veteran status in its employment or educational programs and activities. Direct inquires to the Affirmative Action Office, (213) 891-2315.

Student's Signature | Employer/Supervisor's Signature | College Representative's Signature

Cooperative Work Experience Education is a joint venture involving students, the employer, and the College. The following responsibilities evaluated by the employer/supervisor, in addition to the above objectives will be basis for a grade at the end of the semester. This grade will be the responsibility of the College. **Employers/supervisors:** Please rate each learning objective (above) and each responsibility (below) in terms of achievement by circling the appropriate number.

**NOTE: BOTTOM PORTION MUST BE COMPLETE TOWARD END OF SEMESTER**

| | HIGH | | AVG | | LOW | | |
|---|---|---|---|---|---|---|---|
| 1. Demonstrates habits of punctuality and attendance | 10 | 9 | 8 | 7 | 6 | 5 | Select Score |
| 2 .Learns and organizes tasks easily and quickly. | 10 | 9 | 8 | 7 | 6 | 5 | Select Score |
| 3. Works tactfully and cooperatively with others | 10 | 9 | 8 | 7 | 6 | 5 | Select Score |
| 4. Exhibits initiative, alertness, and enthusiasm. | 10 | 9 | 8 | 7 | 6 | 5 | Select Score |
| 5. Meets job performance standards | 10 | 9 | 8 | 7 | 6 | 5 | Select Score |
| 6. Consistent work performed with speed/accuracy | 10 | 9 | 8 | 7 | 6 | 5 | Select Score |
| 7. Works well without supervision/dependable. | 10 | 9 | 8 | 7 | 6 | 5 | Select Score |
| | | | | | | | |
| (1) Objective accomplishment | 10 | 9 | 8 | 7 | 6 | 5 | Select Score |
| (2) Objective accomplishment | 10 | 9 | 8 | 7 | 6 | 5 | Select Score |
| (3) Objective accomplishment | 10 | 9 | 8 | 7 | 6 | 5 | Select Score |

**TOTAL:** 0

**Weekly hours worked:** _____

**Supervisor / Employer Signature** Date