

COOPERATIVE WORK EXPERIENCE

STUDENT PROFILE & TRAINING AGREEMENT

The blue are areas that are filled in by the student intern and the internship supervisor.

QUARTER/YEAR Spring 2019
DEPARTMENT Business
DEGREE/CERTIFICATE Professional Sales

P.O. Box 98000 ~ 2400 S. 240th Street
Des Moines, WA 98198
206-878-3710
<http://coop.highline.edu>

STUDENT INFORMATION

STUDENT NAME	<u>Jane Doe</u>	STUDENT ID#	<u>880XXXXXX</u>
ADDRESS	<u>1234 Main Street</u>	PHONE #	<u>(206) 555-2222</u>
CITY, STATE, ZIP	<u>Seattle, WA 98198</u>	CELL PHONE #	<u>(206) 555-3333</u>
EMAIL	<u>janedoe12345@students.highline.edu</u>	WORK PHONE #	<u>(206) 555-4444</u>
COOP DAYS	<u>50</u>	COOP HOURS	<u>150</u>

I agree to work as shown below to meet the established Learning Objectives of the Coop program. I will keep the Coop Faculty Advisor informed of any change in my work or school status.

ORGANIZATION/SITE INFORMATION

INTERNSHIP ORGANIZATION/SITE	<u>ABC Pen Company</u>	SUPERVISOR'S PHONE #	<u>(206) 555-7777</u>
SUPERVISOR	<u>John Smith</u>	TITLE	<u>Sales Supervisor</u>
EMAIL	<u>jsmith@abcpencompany.com</u>	FAX #	<u>(206) 555-8888</u>
ADDRESS	<u>456 Corporate Drive</u>	CITY, STATE, ZIP	<u>Seattle, WA 98198</u>
STUDENT'S WORK TITLE	<u>Sales Intern</u>	DEPARTMENT	<u>Sales Department</u>
ORGANIZATION/SITE WEB SITE	<u>abcpencompany.com</u>		

I will provide a cooperative education placement and supervise the student as described in accordance with organization/site rules and regulations. Although this is not intended to be a binding employment agreement, if any difficulty should arise I will contact the Coop Faculty Advisor and try to resolve the issues. The organization/site reserves the right to discharge the student at its discretion. The school may also terminate the agreement if the training station no longer accommodates educational requirements after due consultation with the organization/site and student. If the position is a paid internship, the organization/site will pay the student at least the hourly minimum wage as established by the Washington State Department of Labor and Industries. Volunteer positions are exempt from this requirement. The organization/site will comply with all applicable employment laws and regulations. The organization/site will provide appropriate safety instruction. The student will arrange a faculty advisor visitation to the site at least once during the quarter. The organization/site shall evaluate the student in writing on a form supplied by the college during the quarter the student receives the Cooperative Education credits. I realize that the student will earn college credit for planned learning related to the work experience directly related to the student's degree or certificate. I agree to work with the student and Highline Community College Coop Faculty Advisor at the organization/site to evaluate the student's work experience. This organization/site does not unlawfully discriminate in any of its employment practices on the basis of race, color, religion, sex, age, handicap, national origin, sexual orientation, veteran or military status, or marital status.

COOP FACULTY ADVISOR INFORMATION

FACULTY ADVISOR	<u>Instructor Michael Jones</u>	PROGRAM	<u>Business</u>
ADVISOR PHONE #	<u>(206) 555-9000</u>	ADVISOR EMAIL	<u>mjonesx@highline.edu</u>

I will work with the student and Organization/Site to define the Learning Objectives. I will visit the worksite at least once to determine the student's progress. Upon completion of the agreed upon Learning Objectives, I will assign a grade at the end of the quarter.

<u>Jane Doe</u>	<u>03/30/2019</u>	<u>John Smith</u>	<u>03/30/2019</u>
Student Signature	Date	Supervisor Signature	Date
<u>Michael Jones</u>	<u>03/30/2019</u>		
Coop Faculty Advisor Signature	Date		

LEARNING OBJECTIVES

The blue are areas that are filled in by the student intern and the internship supervisor.

QUARTER/YEAR: Spring 2019

STUDENT	<u>Jane Doe</u>	COOP FACULTY ADVISOR	<u>Instructor Michael Jones</u>
SUPERVISOR	<u>John Smith</u>	ORGANIZATION/SITE	<u>ABC Pen Company</u>

PURPOSE: The Learning Objectives/Activities listed here will describe the tasks the student is assigned to learn during this quarter’s work-related experience. Additional sheets may be attached if needed. At least **one objective** must be defined **for each credit** earned up to a maximum of 3 objectives.

OBJECTIVE 1: WHAT are you going to accomplish? Learn how to use the sales software program

HOW are you going to accomplish it? (List the steps (activities) to achieve the objective below.)

- A. Complete tutorial offered by employer.
- B. Shadow/watch my supervisor use the software program.
- C. Practice using the program with at least 5 customers while supervisor watches.

HOW can you measure the results? Ability to enter at least 20 potential and current customers' information into the system without assistance from my supervisor.

OBJECTIVE 2: WHAT are you going to accomplish? Complete at least 20 sales of product to new customers

HOW are you going to accomplish it? (List the steps (activities) to achieve the objective below.)

- A. Prospect and find 50 potential customers in the sales software database.
- B. Cold call all 50 potential customers.
- C. Email follow ups to potentail customers who show interest but did not purchase product

HOW can you measure the results? Confirm 20 sales as reflected in sales software program tracking.

OBJECTIVE 3: WHAT are you going to accomplish? Gain experience with re-ordering items with invoices

HOW are you going to accomplish it? (List the steps (activities) to achieve the objective below.)

- A. Shadow/watch my supervisor complete the reordering process with invoices
- B. Assist in the process and paperwork when re-ordering.
- C. Reorder products for existing customers.

HOW can you measure the results? Ability to reorder items or products without assistance from supervisor.

<u>Jane Doe</u>	<u>03/30/2019</u>	<u>John Smith</u>	<u>03/30/2019</u>
Student Signature	Date	Supervisor Signature	Date
<u>Michael Jones</u>	<u>03/30/2019</u>		
Coop Faculty Advisor Signature	Date		

COOPERATIVE WORK EXPERIENCE

This is an anticipated time sheet; the number of hours per week you plan to work.

TIME SHEET

STUDENT **Jane Doe** QUARTER **Spring** YEAR **2019**
PROGRAM **BUSN 240** COOP FACULTY ADVISOR **Michael Jones**
ORGANIZATION/SITE **ABC Pen Company**
NAME POSITION HELD **Sales Intern**

	Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1st Week	4/1		5	5	5			
2nd Week	4/8		5	5	5			
3rd Week	4/15		5	5	5			
4th Week	4/22		5	5	5			
5th Week	4/29		5	5	5			
6th Week	5/6		5	5	5			
7th Week	5/13		5	5	5			
8th Week	5/20		5	5	5			
9th Week	5/27		5	5	5			
10th Week	6/3		5	5	5			
11th Week								

Total hours of quarter: 150

Earnings per hour: \$16/hour

Jane Doe

03/30/2019

John Smith

03/30/2019

Student Signature

Date

Supervisor Signature

Date