



Blue Mountain  
Community College

# Cooperative Work Experience Training Agreement

Once your aid has been posted and applied to your student account,  
The credits for CWE will NOT be included toward your federal financial aid funding level.

### Course Information:

Course ID	Section	Title	Credits

### Student Information:

BMCC Student ID	Last Name	First Name

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Academic Advisor \_\_\_\_\_

### Employer Information:

Employer \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Address \_\_\_\_\_ Supervisor's Title \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Supervisor's Phone \_\_\_\_\_

### Training Information:

Term:  Fall  Winter  Spring  Summer Year 2 \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Hours per week \_\_\_\_\_ Number of weeks \_\_\_\_\_ Number of credits \_\_\_\_\_

No wage is expected.  A wage is expected. \*one credit hour = Minimum of 33 hours

Student's Job-Oriented Learning Objectives
1. _____
2. _____
3. _____

Student's Job-Oriented Learning Tasks
1. _____
2. _____
3. _____
4. _____
5. _____

We the undersigned agree to the learning objectives and tasks listed above. We also agree to accept all the responsibilities, expectations, and agreements of the employer, college, and student listed on the back of this form.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Received by the Office of  
Instruction

\_\_\_\_\_  
Date

## Terms and Conditions

By signing the Agreement on Page 1 of this form, the employer, the Cooperative Work Experience instructor at Blue Mountain Community College, and the student agree as follows:

**A. The Employer agrees to:**

- accept the student and assign jobs without regard to age, race, sex, national origin, religion, disability, color, parental status, or marital status.
- designate an individual as the Supervisor to orient, train, and monitor the student and to serve as a liaison between the employer and college.
- provide the student employment for at least the minimum number of hours and weeks specified on page 1.
- provide training experience for the student and assist him/her in structuring and completing Job-Oriented Learning Tasks.
- notify the CWE instructor immediately of any change in the student's job duties and/or work supervisor.
- provide feedback to the student on his/her work performance throughout the term.
- evaluate the student at the end of the term on a form provided by the CWE instructor.
- reserve the right to discharge the student for just cause with proper consultation with the CWE instructor.
- If the employer pays the student, the employer is responsible for **Worker's Compensation Coverage**.

**B. The Cooperative Work Experience Instructor at Blue Mountain Community College agrees to:**

- review the Job-Oriented Learning Objectives developed by the student and their employer.
- monitor the progress of the student during the term.
- determine a grade and award college credit for successful job performance and completion of related assignments.
- notify the employer if the student withdraws from the CWE program and/or the college.
- provide a time sheet of actual hours worked by non-paid students to the Business Office for calculation of worker's compensation insurance coverage.
- Instructor **MUST** validate the number of credits registered to the number of credits indicated on the CWE Contract. For each CWE credit earned, the student must perform a minimum of 33 hours of work with the employer.
- Maintain the following records for three years: roster of trainee names; type of work each trainee performs; dates and hours worked by each trainee.

**C. Blue Mountain Community College agrees to provide Worker's Compensation Coverage (per ORS 656.046) if:**

- The student is enrolled in an approved work experience program or eligible professional education project.
- The student is not paid by the employer.
- The student is performing work required of similar full-time paid employees.
- Students obtain the necessary form regarding occupational injury from their instructor, employer representative, or BMCC Human Resources, and submit the written report to Human Resources within two (2) days from the injury.
- If an injury occurred while at an employer's location, the student will be required to fill out a Worker's Compensation 827 form and a SAIF 801 form from BMCC Human Resources. (If the injury occurred during a lab setting in a class at BMCC, the student will only be required to fill out an 801 form and the College's Incident Report form).
- The student and their employer should each write a summary of the incident, fill out any healthcare agency forms necessary.
- Before returning to the program after an injury, the student must present a written health care provider's statement that the student is physically/mentally able to perform the functions required by the program without risk to self or others.

**D. The Student/Employee agrees to:**

- be enrolled in a Blue Mountain Community College degree program.
- The class may be added up to the 4<sup>th</sup> week, **HOWEVER** for credits to count toward Financial Aid, students must **register by the end of the fifth day of the term**.

- ***The contract must be returned before students can begin clocking hours.***
- register for the appropriate number of credits in the CWE program.
- work the required number of hours (a minimum of 33 hours per credit) during the term for which credit is requested.
- develop a set of job-oriented learning objectives and a set of job-oriented tasks in conjunction with the CWE employer.
- immediately inform the CWE instructor of any problems or changes in job responsibilities.
- abide by the regulations and policies of the employer and Blue Mountain Community College's CWE program.
- **Return time sheets (mandatory) and employer evaluation (if required by the instructor) BY WEDNESDAY OF FINALS WEEK in order to receive a grade.**

**Student further agrees to have this completed contract signed and returned to the Office of Instruction by the end of the 4<sup>th</sup> week of class or the student will not receive CWE credit, which could affect financial aid eligibility.**

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Student

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Date