



COOPERATIVE EDUCATION / INTERNSHIP APPLICATION

The information you enter below may be given to potential employers. Please take the time to complete the form carefully and accurately. Please print clearly.

CURRICULUM Landscape & Horticulture Tech PARTICIPATING SEMESTER _____

STUDENT ID _____ NAME _____

ADDRESS _____

TELEPHONE _____ CCM E-MAIL _____@student.ccm.edu

RELEASE:

I understand that the information I have provided here may be revealed to an employer/work site supervisor and other CCM faculty during the process of arranging a Cooperative Education or Internship learning experience. I understand that Cooperative Education and Internship are graded, credit/tuition courses. If I agree to work at a site that has been arranged by the Office of Career Services, I also agree to register and pay for tuition as I would for any other class. I understand that I am expected to enroll in three or four credits of Cooperative Education/Internship depending on my major, for the semester. In addition, I understand that information given to me by the Office of Career Services and Cooperative Education staff about current positions should not be shared with other students or community members to ensure work-site confidentiality requests.

I have read, understand, and accept the above.

Student Signature Date

..... *Office Use Only*

M/F _____ GPA _____ Cr. _____ Curr # _____ Status _____ Code _____ SS: Y N

CO-OP _____ INTERN _____ REGISTERED : 3Cr. _____ 1Cr _____ Job Title _____

EMPLOYMENT: Start Date _____ End Date _____ Salary _____

EMPLOYER _____

ADDRESS _____

COMPANY CONTACT _____ PHONE _____

WORK SUPERVISOR _____ PHONE _____

E-MAIL _____ FAX _____



Office of Career Services COOPERATIVE EDUCATION WORK AGREEMENT

STUDENT/EMPLOYEE _____ Date _____

Student ID # _____ Curriculum Landscape & Horticulture Tech Semester _____ Min hours required 300

EMPLOYER _____

Work Supervisor _____ Phone _____ Email _____

Employer Address _____

Internship Position or Title _____ Wage _____

Brief Description of Duties _____

FACULTY CO-OP ADVISOR Prof. Craig Tolley Email ctolley@ccm.edu Phone 973-328-5363

TERMS AND CONDITIONS

In consideration of the mutual benefits of the Co-op Program, the County College of Morris, the employer, and the student agree as follows:

- A. The EMPLOYER agrees to:
 1. accept the student and assign jobs within the guidelines of the college's policy prohibiting discrimination, which can be found at <https://www.ccm.edu/wp-content/uploads/pdf/aboutccm/policies/section2/2.2012-Policy-Prohibiting-Discrimination.pdf>;
 2. designate an individual (indicated above as the Work Supervisor) to supervise the student and to serve as liaison between the employer and College;
 3. provide the student employment for at least the number of hours and weeks indicated;
 4. cover the student/employee in its worker's compensation policy;
 5. pay a salary which is consistent with the employer's practices and policies;
 6. provide training experience for the student and assist the student in structuring and completing all learning objectives in consultation with the faculty co-op advisor;
 7. notify the college immediately of any change in the student's job duties and/or work supervisor;
 8. evaluate the student at least once during the semester through communication with the faculty co-op advisor.
- B. The COLLEGE agrees to:
 1. provide a faculty co-op advisor to monitor the progress of the student and notify the employer of the name and office phone number of this advisor;
 2. make periodic contacts with the employer;
 3. determine grade(s) and award college credit in designated cooperative education course(s) for successful job performance and completion of related assignments;
 4. provide related classroom instruction in the student's degree field;
 5. notify the employer if the student withdraws from the cooperative education course(s) and/or the college.
- C. The STUDENT/EMPLOYEE agrees to:
 1. be matriculated and enrolled in a County College of Morris degree program which offers a credit cooperative education course;
 2. register for the appropriate cooperative education course(s);
 3. work the minimum number of hours indicated during the semester for which cooperative education program credit is requested;
 4. develop a well-planned series of learning objectives, in conjunction with the faculty co-op advisor and the employer, commensurate with the goals of the student's instructional programs;
 5. immediately inform the Office of Career Services and faculty co-op advisor of any problem or changes in job responsibilities;
 6. abide by the regulations and policies of both the Cooperative Education Program and employer;
 7. remain employed to the completion of the experience;
 8. drop all cooperative education credits if the student leaves the position without the consent of the Office of Career Services or if the student is discharged from the job prior to completion of the required hours and/or weeks in the position.

We agree to comply with the terms and conditions of this Agreement.

For the Employer/Date

For the Student/Date

For the College/Date

Please return this Agreement to:

OFFICE OF CAREER SERVICES
Student Community Center 118
County College of Morris
214 Center Grove Road
Randolph, NJ 07869

career-services@ccm.edu
973-328-5245
www.ccm.edu/career-services