Part C: Site Supervisor Job Placement Form:

Student’s Name: ______________________ Co-op Site Name: ______________________

Site Address: ________________________________ Phone: ______________________

Supervisor’s Name: ________________________________

Title: ________________________________ E-mail: ________________________________

Start date: __________ End Date: __________ to fulfill ________ hours

Will student be compensated during co-op? Yes ______ No ______

Total hours required: Credit is awarded in accordance with national educational practices. Some programs may require more hours than others. 

<table>
<thead>
<tr>
<th>Unpaid Co-op</th>
<th>150 to 200 hours</th>
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<tbody>
<tr>
<td>Paid Co-op</td>
<td>225 hours</td>
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Co-op Site Responsibilities

- Co-op placement site will assign a site supervisor to oversee the student’s experience
- Site supervisor will review the student’s learning outcomes and their related objectives, and modify those objectives as necessary, in order to ensure a productive learning experience
- Site supervisor, working with the student and co-op faculty, shall provide a co-op experience that will enable the student to work toward achieving the learning objectives
- Site supervisor will meet periodically with the student to discuss the co-op experience
- Site supervisor shall consult as necessary with the co-op faculty regarding the student’s progress and provide a final evaluation of the student’s job performance
- Co-op site shall provide the student with relevant on-the-job training, including instruction in safety procedures and internal workplace guidelines
- Co-op site shall expect the student to actively participate in work activities which contribute to the student’s educational training, but the student may not replace a regular paid employee
- Co-op site shall expect the student to act in a professional manner at all times
- Co-op site may dismiss a student at any time for performance or behavioral issues. Where practicable, the site agrees to consult with the faculty and the career placement representative prior to any such dismissal decision is made. Site agrees not to discriminate based on a student’s race, color, gender, age, national origin, religion or disability, in recruitment, hiring, placement, assignment to work tasks, hours of employment, level of responsibility, and pay

The co-op site agrees to permit the student to participate as an intern pursuant to this agreement. The learning objectives stated herein are realistic and the site supervisor shall work with the student to achieve those objectives. The college has made no representations about the quality of the student’s work and the college will not be providing on-site supervision of this student during the co-op.

Site Supervisor's Name (printed): ________________________________

Site Supervisor’s Signature: ________________________________ Date: __________

* Form required: Submit electronically on https://app.purplebriefcase.com/pb/account/login?s=QCC