

SEATTLE CENTRAL COMMUNITY COLLEGE  
1701 Broadway, Seattle, WA 98122 (206-587-6998)

COOPERATIVE EDUCATION TRAINING AGREEMENT

BY THIS AGREEMENT, \_\_\_\_\_ will permit  
(Company or Agency)

\_\_\_\_\_ to enter its establishment for the purpose of securing practical  
(Student)

training and knowledge in \_\_\_\_\_  
(Occupation)

ALL PERSONS CONCERNED JOINTLY AGREE TO THE FOLLOWING CONDITIONS:

1. The parties hereby agree that no person shall, on the grounds of age, race, creed, color, sex, national origin or sexual orientation be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this agreement or under any project, program or activity supported by this agreement.
2. The training will extend from \_\_\_\_\_ 20\_\_ to \_\_\_\_\_ 20\_\_.
3. The college will provide the student with a Cooperative Education (co-op) coordinator to assist in training.
4. Whenever possible, the training organization shall provide work experiences that are progressive so students may become proficient in different phases of the occupation. Students will develop measurable learning objectives to enhance learning.
5. The training organization will provide the student with supervision and guidance, communicate periodically with the co-op coordinator concerning the student's performance, and evaluate the student at the end of the quarter.
6. The training organization shall extend appropriate liability insurance coverage, to include L&I coverage, to the trainee/participant/intern in the event of injury to the trainee/participant/intern at the training site or in the execution of training responsibilities.
7. The student will perform diligently the work experiences assigned by the training organization according to the same policies and regulations as apply to regular employees. The student will notify the co-op coordinator immediately of any change in work/intern status.
8. The student will notify the co-op coordinator in advance of any intention to drop the course or leave the training station. In turn, the training organization is requested to confer with the co-op coordinator prior to dismissal of a student.
9. The student will submit coursework and meet with the coordinator by the due dates outlined on the Time Schedule. Failure to adhere to the dates on the Time Schedule will result in a lower grade, no credit, and/or extend the student's participation past the official end of a given quarter.
10. The student may be denied credit in any quarter for unsatisfactory achievement of learning objectives or discharge for cause. At the end of the training period, the student, the training organization, and/or the college's coordinator may terminate this agreement.

APPROVALS:

\_\_\_\_\_  
(Employer)

\_\_\_\_\_  
(Student)

\_\_\_\_\_  
(Coordinator)