



**ON CAMPUS COOPERATIVE EDUCATION AGREEMENT**

**Cooperative Education opportunities are a vital component for career development. Harford Community College seeks to enrich the education of their students by providing experiential learning opportunities and job-related experiences. Harford Community College desires to develop productive and proven professionals by assisting with the cooperative education student’s professional growth and development.**

Student: \_\_\_\_\_ H ID# \_\_\_\_\_ Course: \_\_\_\_\_ Semester: \_\_\_\_\_

*Harford Community College’s Cooperative Education Office and \_\_\_\_\_ agree to the following: Harford Community College Department*

- 1. Harford Community College will provide an academic, credit-worthy practical learning experience, which is documented and approved by Harford Community College prior to placement, through which student(s) apply their classroom theory. HCC will provide all the necessary equipment, materials, and facilities to provide the work experience for the student(s) and shall have the right to direct the work experience of the student(s). The work experience must provide:
a) Adequate training and supervision to ensure that the experience is a "learning experience"
b) A safe and productive working environment which will help foster professionalism and ethical business conduct
c) An adequate number of hours during an adequate time period to allow student(s) to obtain academic credit for the work experience
2. HCC will designate a College employee to serve as site supervisor for the student. Harford Community College’s Cooperative Education Office will require the site supervisor to complete a Mid-Semester Review Form and a Final Evaluation Form upon the conclusion of the student's cooperative education experience. This evaluation will assist in assessing the student's professional growth and development.
3. HCC will allow the Harford Community College faculty sponsor to make at least one on-site visit per academic semester during normal working hours. The faculty sponsor will coordinate the site visit with the site supervisor, in advance of the visit.
4. The student is not an employee of Harford Community College ("the College"). The College will pay the student a stipend to cover the cost of the tuition and fees for the enrolled Cooperative Education course. The College will not withhold any federal, state, or social security taxes from this payment. This stipend, (reimbursement of tuition and fees), will be made payable to the student upon successful completion of the course, once the grade is posted. It is the recipient’s responsibility to determine whether this stipend in whole or in part must be included in gross income under the applicable Internal Revenue Service code. The College will, but is legally not responsible to, report any stipend on Form 1099-MISC.
5. Any student may terminate his or her cooperative education experience at any time by giving two weeks' notice in writing to Harford Community College’s Cooperative Education Office.
6. Harford Community College does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age (for students age 16+), disability or any other characteristic protected by law or by the policies and practices of HCC.

Harford Community College Representative \_\_\_\_\_ Date \_\_\_\_\_

Harford Community College Site Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Harford Community College Student \_\_\_\_\_ Date \_\_\_\_\_