

**Florida Community College  
at Jacksonville**

**Co-operative Education &  
Internship Opportunities  
Handbook**

# Co-operative Education & Internship Opportunities Handbook

## Table of Contents

<b>Introduction: How To Use This Handbook .....</b>	<b>1</b>
<b><u>Section I – Purposes, Benefits, Responsibilities.....</u></b>	<b>2</b>
Purposes of Co-op & Internship Experiences	
Business & Student Benefits & Responsibilities	
Faculty Responsibilities	
Placement Process	
<b><u>Section II – Preparing for the Work Experience .....</u></b>	<b>6</b>
When Are You Ready for a Work Experience?	
The Job Search – How to Locate Your Opportunity	
FCCJ Co-op or Internship Application	
Financial Aid/Florida Work Experience Program	
<b><u>Section III – Curriculum &amp; Course Requirements.....</u></b>	<b>15</b>
Course Requirements Syllabus & Assignments	
A. Job Search & Employment Contract	
B. Demonstration of Job Skills	
C. Supervisor’s Evaluation	
D. Summary Report with Self-Evaluation	
E. Faculty/Mentor Appraisal	
<b><u>Section IV – Contracts &amp; Agreements .....</u></b>	<b>18</b>
<b><u>Section V – Evaluations .....</u></b>	<b>25</b>
<b><u>Section VI – Resources.....</u></b>	<b>34</b>

## INTRODUCTION

### How To Use This Handbook

This resource, Co-operative Education and Internship Opportunities Handbook, is designed to provide guidance to those partners participating in a student applied work experience. The various sections are directed to INSTRUCTOR, STUDENT, and EMPLOYER benefits, responsibilities, and procedures. It is a document that provides standardization of many aspects of the programs, while allowing for customization of instructional requirements and methods. Each work experience will be different because of the diversity of demands and changes in the workplace, the creativity of faculty and the skills of the student. However, the consistency of expectations and evaluations, and quality of experience will be strengthened by the provision of guidelines to ensure student success.

The handbook provides the framework for:

- establishing co-op & internship courses
- determining when a student has met pre-requisites
- guiding the student in locating a work experience opportunity
- financial aid resources
- course requirements, as customized by the instructor
- employer, student and faculty contracts and memoranda of agreement

*Questions regarding this handbook may be directed to the Career Development Centers at:*

<i>Downtown Campus</i>	–	<i>633-8492</i>
<i>South Campus</i>	–	<i>646-2424</i>
<i>North Campus</i>	–	<i>766-6779</i>
<i>Kent Campus</i>	–	<i>381-3594</i>
<i>Deerwood Center</i>	–	<i>997-2600</i>

**or**

*WorkSource Florida Coordinator - 632-5966 - Ms. Sybil Rowe*

# *Section I*

## *Purposes, Benefits, Responsibilities*

## **Purposes of Co-operative Education\* & Internship Experiences\***

Preparing students for the workplace is the goal of the associate degree and vocational programs at Florida Community College. Not only must students complete degree and certificate programs having mastered occupational skills, but they must also have the soft skills that allow them to contribute and be productive and successful in the workplace. The Co-op and Internship Opportunities Programs allow the student a chance to practice their occupational skills while earning credit towards their degree or certificate.

The internship, which provides student with real experience in their chosen field of specialization, module is an important component in all technical degree and certificate programs. Upon completion of these programs the college is certifying that the student can perform certain job-related skills.

*Such certification is not possible unless the student has performed in some type of work environment.*

The internship or co-op experience will allow students to gain actual in-field work experience that will enhance their employability skills. This is essential if the college wants to gain full funding for “completers” working “in field,” as defined by state funding requirements.

Students originally earned internship credits under 1949 and 2949. These cross discipline courses were established in order to allow the college to award credit for work experience, and required full-time employment, 40 hours per week. The practice of granting credits for an internship of 4 to 12 hours a week under these same course numbers created several problems. In order to alleviate these problems it was recommended that the 1949 course be moved from the Professional Core into the Professional Elective category in all programs starting with the Integrated Systems Specialist Program.

New internship courses were established where students would work in a chosen field for anywhere from 4 to 15 hours per week. From 1 to 3 credits would then be awarded based upon satisfactory job performance for a standard number of hours during a given period. This period may be in excess of the normal term because some students attempting to earn 3 credits would be unable to work the required minimum of 9 hours per week. In these cases the student will contract for an “I” grade during the term of registration knowing that the grade will be changed as soon as the required hours are complete.

Six courses entitled Internship Courses may now be inserted into all Associate in Science, Associate in Science Transfer Option degrees & selected Technical Certificate programs upon the recommendation of appropriate Deans or Program Chairs, since their establishment in term 20002.

The following three courses are used for first attempts:

<u>  x  </u> <u>  x  </u> <u>  x  </u> 1946	1 Credits
<u>  x  </u> <u>  x  </u> <u>  x  </u> 1947	2 Credits
<u>  x  </u> <u>  x  </u> <u>  x  </u> 1948	3 Credits

The other three courses are used for one, & only one, repeat.

<u>  x  </u> <u>  x  </u> <u>  x  </u> 2946	1 Credits
<u>  x  </u> <u>  x  </u> <u>  x  </u> 2947	2 Credits
<u>  x  </u> <u>  x  </u> <u>  x  </u> 2948	3 Credits

Each course will have an appropriate prefix assigned by Curriculum Services upon request & recommendation of the appropriate Dean. This prefix identifies the discipline under which the course is being offered. In order to establish a Internship Course to encode the work experience, please call Curriculum Services at 632-3273.

**Objectives of the Co-op/Internship Program:**

- To gain practical work experience
- To gain insight into the daily functioning of the workplace
- To gain knowledge and understanding of interpersonal dynamics
- To apply the skills and knowledge learned in the classroom
- To exercise ethical responsibilities expected of company personnel
- To personally evaluate these experiences
- To expose the student to the processes involved in acquiring a position

\*Co-operative Education (Co-op) is used to identify full-time, paid work experience in the field.

\*Internship is used to identify part-time, paid or unpaid work experience in the field.

## **PLACEMENT PROCESS FOR INTERNS & GRADUATES**

- I. Instructor or program manager refer student for placement by referral, prior to completion. Student may be self-referred to the employment specialist only if they are seeking non-credit External placement. Employment specialist will meet with each student on an individual basis to determine his/her need.
- II. Student will call the CDC at either Downtown, South, Kent or North campus and set-up an appointment time to meet with the Employment Specialist. Appointments will be scheduled in 30-minute intervals.
- III. Student must bring in a copy of the referral, an unofficial transcript copy, a copy of his/her resume, accompanied by a generic cover letter. If the student does not have a resume and a cover letter, the student will be asked to schedule an appointment for resume writing assistance with the CDC advisor.
- IV. Student will complete the necessary paperwork to begin the placement process. Student must have a specific job in mind which parallels his/her course of study.
- V. Employment specialist will match student by his/her program of study and employer needs.
- VI. Employment specialist will fax or email resumes to employers and follow-up with a phone call to ensure the resume was received.
- VII. Employment specialist will then set-up interview.
- VIII. Employment Specialist will follow-up with employer for feedback regarding the interview and to obtain closure.
- IX. Employment specialist will contact the FWEP Coordinator and give her the pertinent information needed to contact the employer to set-up a contract.
- X. Employment specialist and FWEP coordinator will follow-up with the student and the employer to ensure the process went well.

# *Section II*

## *Preparing for the Work Experience*

## **STUDENT, FACULTY, & BUSINESS Benefits & Commitments**

The Co-op/Internship Opportunities Program is a team effort by area business leaders, students, and Florida Community College to provide real life, hands-on experiences for students while providing businesses with a qualified, enthusiastic temporary employee.

### **Business/Employer Benefits**

- Business acquires an eager, job-ready temporary employee, a willing learner highly motivated to do a great job.
- Management has the opportunity to accomplish new goals or work on special projects.
- Students may begin work experience on a flexible schedule.
- Students may be instrumental in helping to meet cyclical or short-term business needs.
- Business has an opportunity to provide support and growth for students and for College Workforce Programs.
- Successful work students tend to be innovative, long-term employees.

### **Student Benefits**

- First hand experience in the workplace.
- Gain college credit.
- Experience in a chosen career before graduation.
- Begin a professional resume.
- Establish employer contacts & references.
- Enhance classroom education.

### **Faculty Benefits**

- Feedback regarding currency of instruction.
- Evaluation of work experience component by student & employer.
- Direct linkage to local business resources.

## FOR THE EMPLOYER

The Co-op & Internship Opportunities Program is designed to improve a student's total learning by including a period of employment in a position relevant to the student's interest. The work periods are usually 15 weeks, may be full-time or part-time, and may be paid (co-op) or unpaid (internship).

A work experience program can benefit all parties, but it also brings *responsibilities* to each party.

Responsibilities of *Cooperating Employer* include:

- To provide a meaningful, relevant job for the duration of the work experience.
- To give first consideration to students referred by the Co-op and Internship Opportunities Program.
- To evaluate student performance.
- To allow access by College personnel for job and performance evaluation.
- To consult with the College should situations arise that are in need of remediation.

Responsibilities of the *Student* include:

- Concerted effort to secure a work experience opportunity
- Completion of the work period.
- Diligence in the performance of the job.
- Completion of course requirements.
- Immediate consultation with College personnel should questions or problems arise.

Responsibilities of the *College* and *Instructors* include:

- Pre-screening of student participants to meet employers' standards.
- Making every effort to provide a choice among students.
- Availability to assist with questions or problems.
- Providing feedback to employers as requested.
- Providing materials and instruction to enhance the work experience.
- Availability for guidance and questions.

## FOR THE STUDENT

### **Requirements**

The requirements of the Co-op/Internship Opportunities Program include:

- a work experience that is relevant to the student's Program of Study.
- completion of specified coursework and academic materials.
- an evaluation of the experience by the College, the employer, and the student.

### **Eligibility**

To participate in a co-op or intern work experience, students must meet the following basic criteria:

- completed a minimum of 15 credit hours in their Program of Study.
- be registered for co-op/internship course.
- be recommended by appropriate faculty.

### **Responsibilities**

*Include:*

- Complete the work period as defined by the instructor and employer.
- Follow the employer's standards of job performance, attendance, and punctuality.
- Complete and submit assignments and evaluations.
- Report absences or changes in schedule to the College and the employer.

## **FOR THE FACULTY**

All Associate in Science, Certificate and Vocational programs at Florida Community College at Jacksonville require a co-op/internship experience as part of the program of study.

*Faculty has the following responsibilities:*

- Scheduling and encoding the appropriate course each term.
- Providing students with course expectations and requirements.
- Providing course instruction appropriate for the work experience.
- Assuring that all appropriate contracts/memoranda of agreement are completed.
- Providing feedback to employers, students, and WorkSource Florida Coordinator.
- Pre-screening of student participants.
- Availability to assist with questions or problems.

## How to Locate Work Experience Your Opportunity

The success of a work experience is directly related to the degree to which the *STUDENT* assumes responsibility. The student is expected to:

- ❖ *Locate a prospective business.* If a business cannot be found after considerable effort, the following resources may be able to assist:
  - The WorkSource Florida Coordinator
  - The instructor
  - The staff in the Career Development Centers
- ❖ *Negotiate the terms of the work agreement* including, full-time or part-time, paid or unpaid (and amount), work hours.
- ❖ *Submit Co-op/Internship Application* to instructor.

Selection of the particular student to fill a job is done by the *employer*, not by the College. This means that jobs are not guaranteed.

### Resources

#### **Career Development Centers:**

Downtown Campus	–	633-8492
South Campus	–	646-2424
North Campus	–	766-6779
Kent Campus	–	381-3594
Deerwood Center	–	997-2600

#### **WorkSource Florida Coordinator**

Sybil Rowe - 632-5699

#### **Florida Work Experience Coordinator**

*(for wage reimbursement information)*

Roben Faircloth – 633-8398

## **Prior to the Work Experience**

Prior to the start of the registration period for the term in which a student wishes to complete a Co-op or Internship experience, the student must:

1. Contact the course instructor to set up an appointment to discuss course requirements.
2. Locate a company or agency where the student can work on field related tasks/assignments as a co-op student or intern.
3. Meet with the representatives of the company/agency to develop a contract or agreement with this unit. The contract should cover exact expectations as they relate to work hours, task assignments, supervisor assignments, etc.
4. Finalize the contract by having both the student and company sign the agreement.  
[Sample contract]
5. Return the agreement to the instructor.

Prior to the first day of class/work, the student should:

6. Review the syllabus one more time to get answers to any questions they might have regarding course requirements, course grading scheme, etc.
7. Prepare for the first step as an intern or co-op student just as you would for the first day of a new job. The impression you make on day one may well stay with you for the entire 12 to 15 weeks.

Good Luck!

### **Program Guidelines for Students in Preplaced Positions**

Students wishing to participate in the Co-op & Internship Opportunities Program using a job in which they are already employed may do so under certain conditions, including:

- The job must be related to the student's declared Program of Study.
- A job description must be placed in the student's file/portfolio.
- Written permission/contract must be signed by employer.
- Must be approved by instructor.

### **Financial Aid Implications**

The fact that a student holds a Co-op or Internship job does not eliminate the eligibility for financial aid. *Financial aid is based on individual circumstances.* The following resource offices are available to assist in determining eligibility.

***Financial Aid Office – 632-3242***  
***InVest Office – 633-8477***  
***Florida Work Experience Program Office (FWEP) – 633-8398***



# INTERNSHIP REFERRAL FORM

Date: \_\_\_\_\_ Campus \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_  
Last First M.I.

Home Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone Number: \_\_\_\_\_

Sex: ( ) Male ( ) Female In school? ( ) Yes ( ) No Currently Employed? ( ) Yes ( ) No

Type of Degree: ( ) AA ( ) AAS ( ) AS ( ) College Credit Certificate ( ) Vocational Certificate

Disabled/Handicapped: ( ) Yes ( ) No If Yes, Disability Rating: \_\_\_\_\_%

Number of Credit/Contact Hours in Program of Study: \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_

Program of Study: \_\_\_\_\_ Program Manager: \_\_\_\_\_

Referring Instructor: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Signature

Internship Required Contact Hours: \_\_\_\_\_ Email Address: \_\_\_\_\_

**\*I fully understand that this does not guarantee that I will be paid. This is a required part of my program of study.**

### FOR OFFICE USE ONLY

Paid Internship: ( ) Yes ( ) No FWEP: ( ) Yes ( ) No FWS: ( ) Yes ( ) No Off Campus: ( ) Yes ( ) No

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly Wage: \_\_\_\_\_ Work Hours Per Week: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

# *Section III*

## *Curriculum & Course Requirements*

## **The Florida Work Experience Program at Florida Community College at Jacksonville**

**The Florida Work Experience Program (FWEP)** provides college students with the real-world work experience most employers require, *and a paycheck*, too. It is intended for students whose degree or certificate requires a co-op/internship experience. Employers benefit from the opportunity to train workers on the job while receiving a **70% reimbursement for the students' wages.**

**The employer** will pay students for the work they perform, then invoice the College for 70% of those wages. The student and employer will determine the number of hours worked each week, and based on course requirements, negotiate the hourly pay.

**The Work Experience (*the length of training*)** on the job can vary and is set by the College course and instructor. For example, students enrolled in classes part-time may work up to twenty hours per week for several semesters. College personnel will assist with designing a work and financial aid plan.

Employers work with the instructor and program managers at FCCJ to supervise the student on the job site.

### **Employers need to complete the following:**

- Memorandum of Understanding
- Work Authorization Form
- Job Description
- Wage Reimbursement Form

**Are employers required to make permanent job offers when students complete the Work Experience program?** No, the goal of the program is to give students the opportunity to gain valuable work experience. However, employers are encouraged to hire students from the program.

**What if a particular student does not work out?** The student or the employer can terminate the Work Experience assignment. Please contact the course instructor or the Florida Work Experience Coordinator. The termination becomes a learning experience for the student and whenever possible, FCCJ will refer another student worker.

**For more information on the Florida Work Experience Program (FWEP),  
contact  
Roben Faircloth, Project Coordinator  
633-8398**

# Florida Community College at Jacksonville

## *Florida Work Experience Wage Reimbursement Form*

**DATE:** \_\_\_\_\_

**TO:** **FCCJ PROJECT ACCOUNTING OFFICE**

**FROM:** \_\_\_\_\_  
Company Name

Please reimburse \_\_\_\_\_ in the amount of  
Company Name

\$ \_\_\_\_\_. This reflects 70% of the hourly wages earned by

\_\_\_\_\_ for the period of \_\_\_\_\_  
Student Name & SS#

through \_\_\_\_\_

The student's hourly time report or payroll register is attached.

\_\_\_\_\_  
Representative Of Organization (Please print name)

\_\_\_\_\_  
Phone Number

**Employer, please send this information to:**

**FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE  
PROJECT ACCOUNTING OFFICE  
501 WEST STATE STREET  
JACKSONVILLE, FLORIDA 32202**

**Contact:**            **Arizona Allen**            **632-3348**  
                         **Cassandra Blackmon**    **632-3347**  
                         **FAX**                            **632-3109**

# *Section IV*

## *Contracts and Agreements*

## **Contracts and Agreements**

The contract or Memorandum of Agreement is an essential part of the internship requirements. This document clearly delineates the requirements, expectations, and liabilities of all parties, i.e. the intern, the College and the Business Partner.

This handbook provides a variety of approved formats and language for the establishment of agreements. You may use the format which meets the needs of your business and interns.

Forms included are:

- Business Partnership Agreement
- Memorandum of Understanding
- Florida Work Experience Program Memorandum  
*\*This Memorandum will be an addendum to any agreement or memorandum when the intern is participating in the Florida Work Experience Program.*

## Florida Community College at Jacksonville Business Partnership Agreement

*Florida Community College at Jacksonville and \_\_\_\_\_ agree to the following Business Partnership as of \_\_\_\_\_.* *The term of this agreement shall be 1 year unless the parties agree otherwise. Either party may terminate this agreement with 30 days written notice providing no such termination interferes with coursework in progress.*

In so far as all students enrolled in an \_\_\_\_\_ program with a \_\_\_\_\_ specialization at Florida Community College at Jacksonville will need to perform an internship of up to 180 hours with an outside agency or organization in order to complete their degree requirements, and in so far as \_\_\_\_\_ has a business need that can be met by Florida Community College at Jacksonville student interns;

**Florida Community College at Jacksonville agrees to:**

- Provide internship students for the interview and selection process at the request of the Business Partner.
- Require internship students to have completed a minimum of 15 credit hours of training directly related to their degree objective.

\_\_\_\_\_ agrees to:  
*Business Partner*

- Explain internship expectations to the student. Provide a description of the job.
- Provide a letter of agreement to the intern prior to the start of work. The letter of agreement must detail expectations of student performance on the job.\*
- The intern is considered to be an employee of this company during the internship.
- Provide a safe working environment where the student can expand classroom skills and knowledge.
- Provide mentoring, leadership, and technical guidance as needed to ensure a meaningful learning experience.
- Participate, with the intern, in a performance evaluation, which will be returned to the student's Internship Coordinator.
- Design a period of 16 weeks of work on a flexible schedule to meet the needs of the Business Partner and the student's educational schedule (12-15 hours per week recommended).
- Terminate inappropriate interns as any other employee. The Business Partner will call the Internship Coordinator to inform Florida Community College of the termination.

\*Such internships may be compensated by the Business Partner or uncompensated. Any compensation will be negotiated by the intern and the Business Partner prior to beginning work, and shall be set forth in the letter of agreement.

\_\_\_\_\_  
*Internship Coordinator for  
Florida Community College*

\_\_\_\_\_  
*for \_\_\_\_\_  
Business Partner*

\_\_\_\_\_  
*Workforce Dean  
Florida Community College*

\_\_\_\_\_  
*Executive Vice President  
for Instruction and Student Services*

**MEMORANDUM OF UNDERSTANDING**  
**between**  
{ \_\_\_\_\_ "company name" \_\_\_\_\_ }  
**and**  
**Florida Community College at Jacksonville**

This Memorandum of Understanding, entered into by [ \_\_\_\_\_ "Company name" \_\_\_\_\_ ], hereinafter called the Employer and Florida Community College at Jacksonville, outlines the elements of a Co-Operative on-the-job experience partnership to successfully train selected individuals in the [ \_\_\_\_\_ ] trade.

The Employer is [ a corporation; a partnership; or an individual employer ]. The parties hereto agree that the Employer shall employ Co-Op Employees/Trainees as indicated and perform and provide all of the on-the-job training services. In consideration for the services to be provided by the Employer for the period beginning [ \_\_\_\_\_ ] and ending [ \_\_\_\_\_ ], FCCJ shall be responsible for and provide outreach, recruitment, assessment, enrollment, placement, counseling, monitoring and follow-up services to all trainees.

The Employer certifies that the training experience proposed in this MOU is equal to or greater than that normally provided to any beginning employee and that employer will provide a training experience in accordance with the skill assessment evaluation and performance standards.

The Employer and FCCJ are committed to providing a total quality Co-Op training experience for each and every participant. A process of continuous assessment and evaluation of the Co-Op experience will be implemented and maintained throughout the existence of this MOU agreement and that the Employer will permit access to records and any trainees' job site during normal business hours and as often as deemed necessary by the college. The Employer understands that access to records and trainees' job site shall extend to all FCCJ administrators and instructors as well as any and all authorized certification and evaluation agencies and State monitoring officials.

The Employer's responsibilities include:

1. Compliance with all Federal, State, and local regulations, rules, laws, and policies.
2. Provide adequate, qualified staff to ensure a quality training experience.
3. Provide the Co-Op employee the right of access to the Employer's grievance process.
4. Maintain the confidentiality of any information regarding the Co-Op Employee. No information shall be divulged without the permission of the Co-Op employee and the College and then only as necessary for purposes related to the performance, compliance, or evaluation of the Co-Op training experience.
5. Provide the Co-Op employee the same benefits and rights afforded by the Employer to similar employed individuals.
6. Provide and maintain worker's compensation, employer's liability, comprehensive general liability and comprehensive vehicle liability (if Employer requires company vehicle use as part of training experience) insurance.
7. Provide the Co-Op employee with timely skill assessment evaluations.

Florida Community College's responsibilities include:

1. Direct program management and performance responsibility.
2. Recruit and assess qualified participants into the program.
3. Deliver the performance requirements stipulated.
4. Work with participants to provide remediation and/or tutoring to improve basic education and job readiness skills.
5. Provide core and trade specific instruction by College certified instructors for the didactic portion of the program.
6. Complete and maintain all paper and electronic documentation as required.
7. Conduct periodic job site visits and reviews to ensure participant performance and Employer/College communication.
8. Work cooperatively with Employer to identify permanent job placement of Co-Op participants.

**Partnership Commitment**

The partners mutually agree that FCCJ will operate within the principles, policies, procedures and standards as outlined in this document. The Employer further agrees to encourage completion of the entire academic program by all Co-Op participants prior to an offer of permanent employment to any participant and that this expectation of professional courtesy shall extend to and between all Co-Op Employers.

Should areas of non-compliance arise, and all efforts to reach agreement have failed, either party reserves the right to terminate this agreement with sixty (60) days written notice.

The Employer is encouraged but not required to retain trainees upon satisfactory completion of the Co-Op program. The Employer acknowledges that program specific performance standards require a participant retention follow-up report a minimum of six (6) weeks beyond program completion.

In agreement with the provisions of the Memorandum of Understanding, the partners affix their signatures in the space provided.

\_\_\_\_\_ Date \_\_\_\_\_  
Company President/CEO

\_\_\_\_\_ Date \_\_\_\_\_  
Company Attorney/Agent

\_\_\_\_\_ Date \_\_\_\_\_  
FCCJ Administrator/Agent

## Florida Work Experience Program Memorandum of Agreement

The agreement is entered into between Florida Community College at Jacksonville, hereinafter known as FCCJ and (Name of Company, address, city, state, zip code). The purpose of this memorandum is to arrange for work experience for FCCJ students who meet the requirements of the Florida Work Experience Program.

### Student Employees

This Memorandum shall cover the employment of one FCCJ Florida Work Experience Program student. The terms of this Memorandum shall commence on (start date) and terminate on (completion date). FCCJ will select eligible students for (Name of company)'s consideration. (Name of company) may require any student referred by FCCJ to complete a drug and/or background screening. (Name of company) will be under no obligation to hire a suggested student employee. Students should not start work for (Name of company) at any location until (Name of company) has received an approved Florida Work Experience Authorization form with the signature of an authorized FCCJ official.

The student(s) may be removed from a work assignment by FCCJ, (Name of company) or at the student's request. The student will be expected to provide a reasonable notice if he or she elects to resign from their work assignment. If the employment is terminated for academic or personal reasons, a replacement will be provided whenever possible. Furthermore, to the extent provided by applicable Florida law, (Name of company) agrees to hold harmless and to defend FCCJ and the trustees, employees, and agents of FCCJ from and against any and all claims, demands and actions, whether at law or in equity for any harm, injury or death to any person or persons, or damage to property of any person or persons as the direct or indirect result of the employment under the Florida Work Experience Program while such employed person or persons are under the direct or indirect supervision or control of (Name of company), anything to the contrary herein notwithstanding.

### Compensation

(Name of company) shall accurately record on the time cards the hours the student has worked during each pay period. This time card must be signed by an appropriate (Name of company) employee responsible for the program and returned to FCCJ's Project Accounting Office by the specified day for that pay period. Signatures of appropriate (Name of company) supervisors will be filed with FCCJ's Project Accounting Office,

(Name of company) will determine the rate of pay. FCCJ will reimburse (name of company) 70% of the hourly wage (name of company) pays the student. No Florida Work Experience student may perform work on any project under any circumstances for more than eight hours a day or forty hours a week. Any and all wages in excess of the amount found in the Work Study Authorization form will be paid by (name of company) in accordance with the conditions prescribed in the Memorandum.

### Florida Community College at Jacksonville Official

By: Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name and Title \_\_\_\_\_

### Name Company Official

By: Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name and Title \_\_\_\_\_

## Florida Work Experience Program Student Job Placement Referral

**Memorandum**

**To:** Job Placement Services  
**From:** Florida Work Experience Project Coordinator  
**RE:** **STUDENT EMPLOYEE APPLICANT INTERVIEW REFERRAL**  
**Date:** \_\_\_\_\_ **Interview Date:** \_\_\_\_\_

The following student employee applicant has been prescreened and meets the requirements for eligibility into the Florida Work Experience Program:

Name: \_\_\_\_\_ SSN# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Program of Study: \_\_\_\_\_ Position Code: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Rate of Pay: \$ \_\_\_\_\_

Campus Location: \_\_\_\_\_ Department Location: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Total Yearly Award Amount: \$ \_\_\_\_\_ Totally Hourly Amount: \$ \_\_\_\_\_

FWEP @ 70%: \$ \_\_\_\_\_ Institution @ 30%: \$ \_\_\_\_\_

TERM	START DATE	END DATE	TOTAL HOURS	WEEKLY HOURS	TOTAL AWARD
Fall					
Spring					
Summer Cross					
Summer "A"					
Summer "B"					

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

# *Section V*

## *Evaluations*

## Grading Scale for Internships

Grades for the Cooperative Education Work Experience/Internship course shall be based on a 10 point percentage scale as shown below:

<b>300 points – 270 points above</b>	<b>90% - 100%</b>	<b>A (see component 1.)</b>
<b>269 points – 240 points</b>	<b>80% - 89%</b>	<b>B</b>
<b>239 points – 210 points</b>	<b>70% - 79%</b>	<b>C</b>
<b>209 points – 180 points</b>	<b>60% - 69%</b>	<b>D</b>
<b>179 points or less</b>	<b>Below 60%</b>	<b>F</b>

	<b>Points shall be earned in accordance with the following:</b>	<b>Point Value</b>	<b>MAX.</b>
<b>1.</b>	<b>Validated work hours where the student performed field related work under staff supervision at an outside company or agency. Hours must be documented on weekly work logs. A total of 180 hours must be documented for an “A” regardless of points earned in categories 2-5. A total of 160 hours are required for a “B”, and a total of 140 hours are required for a grade of “C”.</b>	<b>.5 points/hr.</b>	<b>100</b>
<b>2.</b>	<b>Job search concluded with signed contract between the student and his/her employer. Contract must be on file before any hours worked will be counted toward student grade.</b>	<b>15 points</b>	<b>15</b>
<b>3.</b>	<b>Weekly work logs documenting actual tasks performed during the previous week. Tasks must be related to the field of study. Logs must be submitted by Noon on Tuesday the week following the work performance in order to earn full points. One point will be subtracted for each late log sheet. There will be a minimum of 15 logs in Fall and Spring terms and a minimum of 12 worth 5 points in the Cross term.</b>	<b>4 points</b>	<b>60</b>
<b>4.</b>	<b>Performance evaluation by job/internship supervisor covering (a) knowledge of work/competence, (b) work ethic/dependability, (c) judgment/initiative, and (d) interpersonal skills/communications. Form shown in Evaluation link will be mailed directly to the instructor by the supervisor. A grade of “F” will be assigned if no evaluation is submitted.</b>	<b>100 points</b>	<b>100</b>
<b>5.</b>	<b>Summary report of two or three pages summarizing the student’s experience with emphasis on the skills learned and/or enhanced combined with the instructor’s/mentor’s evaluation of the overall learning experience. Report worth 10 points and evaluation 15 points.</b>	<b>25 points</b>	<b>25</b>

## Florida Community College at Jacksonville (Course Number) – Cooperative Education Work Experience Student Intern Job Evaluation Form

Employee/Intern:

Company:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Soc. Sec. Num.: \_\_\_\_\_

Address: \_\_\_\_\_

Term: \_\_\_\_\_

Telephone: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Signature

Instructor to Evaluator: Read each one of the four factor definitions and assign a numerical value from 1 to 25 (with 25 being the highest) that describes the employee's/intern's job performance. Comments, if entered, should be appropriate to the factor being evaluated. Completed form should be mailed to student's/intern's instructor in the stamped/addressed envelope provided.

1. **Knowledge of Work/Competence:** Consider how well the employee/intern understood learned work assignments and how well the employee/intern performed the assignments once shown. Neatness, accuracy and effectiveness are all factors included in this rating.  
Comments: \_\_\_\_\_  
(Optional) \_\_\_\_\_ Rating [\_\_\_\_\_]
  
2. **Dependability/Work Ethic:** Consider how well the employee/intern adhered to assigned work schedule and how well the student adhered to his/her assigned tasks while on the job. Attendance shall be included in this rating, as will the employee/intern reporting, in advance, that he/she would be late or not able to report on a given day.  
Comments: \_\_\_\_\_  
(Optional) \_\_\_\_\_ Rating [\_\_\_\_\_]
  
3. **Judgment/Initiative:** Consider the employee/intern's ability to plan, set priorities, and make logical and sound decisions. Consider as well the employee/intern's ability to see what needed to be done and proceed to do it without being asked or directed.  
Comments: \_\_\_\_\_  
(Optional) \_\_\_\_\_ Rating [\_\_\_\_\_]
  
4. **Interpersonal/Communications Skills:** Consider the employee/intern's ability to work with others and promote a sense of cooperative/team effort. Consider as well the employee/intern's ability to communicate effectively, and in a timely fashion, with other employees including his/her supervisor.  
Comments: \_\_\_\_\_  
(Optional) \_\_\_\_\_ Rating [\_\_\_\_\_]

**TOTAL [\_\_\_\_]/[ 100 ] = [\_\_\_\_]**

## CO-OP/INTERNSHIP WORK EXPERIENCE PROGRAM STUDENT PROGRESS REPORT

**FOR THE STUDENT'S INFORMATION ONLY: EMPLOYER WILL BE SENT THIS FORM HALF WAY THROUGH THE COOPERATIVE EDUCATION EXPERIENCE.**

**Student's Name:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

	Excellent	Very Good	Satisfactory	Below Average	Unsatisfactory
Quality of work					
Volume of work					
Knowledge of work					
Teamwork					
Following policies/procedures					
Planning and organizing work					
Communicating					
Showing initiative/responsibility					
Punctuality					
<i>Taking everything into consideration, determine overall effectiveness of student's progress (circle one):</i>	A	B	C	D	F

Summary Comments:

Note: As Cooperative Education is a learning program utilizing practical work experience, this evaluation form constitutes an employer's opinion on student progress within this educational mode and should not be used by the student as an employer reference. It is not meant for that purpose and if used as such might detract from the educational nature of the program.

\_\_\_\_\_  
Signature of person evaluating this individual

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

\_\_\_\_\_  
Date discussed with student

## CO-OP/INTERNSHIP WORK EXPERIENCE PROGRAM WORK APPRAISAL FORM

**FOR THE STUDENT'S INFORMATION ONLY: EMPLOYER WILL BE SENT THIS FORM AT THE  
END OF THE COOPERATIVE EDUCATION EXPERIENCE.**

Student's Name:

Employer:

Date:

1. <b>Attendance and Punctuality</b> (Consider attendance with hours assigned. Consider times late not letting reasons influence your estimate.)	[ ] Excellent	[ ] Occasionally absent or tardy	[ ] Frequently absent or tardy	[ ] Undependable	[ ] Absent or tardy
2. <b>Judgment and Common Sense</b> (Consider ability to reach sound decisions, to handle unusual situations, fair mindedness.)	[ ] Exceptional	[ ] Sound	[ ] Good	[ ] Poor	[ ] Lacking
3. <b>Attitude</b> (Consider his/her attitude toward his/her job, supervisors, other employees, public, and attitude toward constructive criticism.)	[ ] Unusually fine attitude	[ ] Good attitude	[ ] Fair attitude	[ ] Poor attitude	[ ] Undesirable
4. <b>Quantity of work</b> (Consider amount and speed of work.)	[ ] Large volume	[ ] High output	[ ] Average	[ ] Low output	[ ] Unsatisfactory output
5. <b>Quality of work</b> (Consider accuracy and thoroughness.)	[ ] Highest	[ ] Good	[ ] Average	[ ] Passable	[ ] Careless
6. <b>Dependability</b> (Consider consistent industry and ability to follow job through to completion.)	[ ] Can always be counted on	[ ] Conscientious	[ ] Usually reliable	[ ] Unpredictable under pressure	[ ] Unreliable
7. <b>Initiative</b> (Consider ability to anticipate tasks to complete and resourcefulness.)	[ ] Actively creative	[ ] Consistently self-reliant	[ ] Frequently initiates	[ ] Seldom initiates	[ ] Merely conforms
8. <b>Cooperation</b> (Consider ability to get along and work with staff and supervisor.)	[ ] Excellent	[ ] Very good	[ ] Satisfactory	[ ] Needs Improvement	[ ] Lacking
9. <b>Adaptability</b> (Consider quickness to learn, retain instruction, and follow directions.)	[ ] Exceptional	[ ] Learns with ease	[ ] Average	[ ] Slow to learn	[ ] Unable to learn
10. <b>Professional Demeanor</b> (Consider grooming and dress; appropriate for the work setting.)	[ ] Exceptional	[ ] Favorable	[ ] Average	[ ] Passable	[ ] Unsatisfactory
<b>TAKING EVERYTHING INTO CONSIDERATION, DETERMINE OVERALL EFFECTIVENESS OF STUDENT'S WORK PERFORMANCE:</b>	[ ] A Excellent	[ ] B Very Good	[ ] C Satisfactory	[ ] D Poor	[ ] F Unsatisfactory

What has been the student's greatest strength(s) \_\_\_\_\_

What area(s) does the student need to improve? \_\_\_\_\_

Other comments: \_\_\_\_\_

NOTE: As cooperative Education is a learning program utilizing practical work experience, this evaluation form constitutes an employer's opinion on student progress with this educational mode and should not be used by the student as an employer reference. It is not meant for that purpose and if used as such might detract from the educational nature of the program.

TOTAL HOURS COMPLETED \_\_\_\_\_

DISCUSSED WITH STUDENT \_\_\_\_\_

NOT DISCUSSED WITH STUDENT \_\_\_\_\_

\_\_\_\_\_  
Supervisor's (Employer's) Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

Date \_\_\_\_\_

## Student Evaluation Form

Student Name: \_\_\_\_\_

Student Social Security Number: \_\_\_\_\_ Date \_\_\_\_\_

Co-op/Internship Company: \_\_\_\_\_

Co-op/Internship Supervisor Name: \_\_\_\_\_

On-site Supervisor Phone Number: \_\_\_\_\_

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*Please assign a number to each question using the scale below:*

**1** = Outstanding

**2** = Good

**3** = Fair

**4** = Needs Improvement

**5** = Bad

Comments are optional.

The co-op/internship company has provided a good environment to apply the skills I learned in class.

Comments: \_\_\_\_\_

The co-op/internship company has provided ample work that relates to the classes I have taken.

Comments: \_\_\_\_\_

The on-site co-op/internship supervisor explained what was expected of me.

Comments: \_\_\_\_\_

The on-site co-op/internship supervisor provided mentoring when necessary.

Comments: \_\_\_\_\_

The on-site co-op/internship supervisor answered any questions I had.

Comments: \_\_\_\_\_

My classes prepared me for the work assigned during the co-op/internship experience.

Comments: \_\_\_\_\_

I would recommend this company for future co-op/internships.

Comments: \_\_\_\_\_



## FLORIDA WORK EXPERIENCE EMPLOYER EVALUATION SURVEY

Thank you for your participation with the Florida Work Experience Program. In an effort to determine how effective and helpful the program has been for employers, we are asking that you evaluate our program so that in the future we can better serve you. Please circle the appropriate number on a scale of 5 (excellent) to 1 (poor). Please attach any other additional comments you may have to the back of this sheet.

1. Overall performance of program 5 4 3 2 1

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

2. Overall performance of student. 5 4 3 2 1

**If 3 or less why?** \_\_\_\_\_  
\_\_\_\_\_

3. Overall performance of reimbursement process. 5 4 3 2 1

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

4. Overall performance of the FWEP staff. 5 4 3 2 1

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

If this program continues, would you participate again? Yes No

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your response.

# *Section VI*

## *Resources*

**FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE**  
**EFFECTIVE SPRING TERM, 2001**

**ASSOCIATE IN SCIENCE DEGREES:**

Accounting Technology (2201)  
Architectural Design and Construction Technology (2202)  
Automotive Service Management Technology (2236)  
Aviation Administration (2253)  
Biomedical Equipment Engineering Technology (2271)  
Building Construction Technology (2234)  
\*Business Administration and Management (2213)  
Business Administration and Management (Insurance Management) (2216)  
Civil Engineering Technology (2204)  
Computer Engineering Technology (2204)  
Computer Information Technology (Integrated Systems Specialist) (2268)  
Computer Programming and Applications (Database Specialty) (2136)  
Computer Programming and Applications (Mainframe Computer Specialty) (2205)  
Computer Programming and Applications (Microcomputer Specialty) (226C)  
Computer Programming and Applications (Midrange Computer Specialty) (2266)  
Criminal Justice Officer Administration (Academy Track) – Correctional Officer Track (2339)  
Criminal Justice Officer Administration (Academy Track) – Police Officer Track (2139)  
Criminal Justice Technology (2239)  
Criminal Justice Technology (Academy Track) (2295)  
Culinary Management (2259)  
Dealer Specific Automotive Technology (GM-ASEP) (223A)  
Dental Hygiene (2233)  
Diagnostic Medical Sonography Technology (2293)  
Dietetic Technician (2260)  
Dietetic Technician (Culinary Dietetic Option) (226A)  
Drafting and Design Technology (CADD) (2206)  
Early Childhood Management (2203)  
\*Electronics Engineering Technology (2274)  
Emergency Medical Services (EMS) (2251)  
Financial Services (Banking) (2228)  
Financial Services (Financial Planning Associate) (2137)  
Fire Science Technology (Academy Track) (2138)  
Fire Science Technology (Fire Company Officer) (221F)  
Fire Science Technology (Fire Safety Inspector) (2211)  
Fire Science Technology (Fire Services Management) (2211)  
Fire Science Technology (Hazardous Material Technician) (221H)  
Graphic Arts Technology (Printing) (2240)  
Graphic Design Technology (2267)  
Health Information Management (2277)  
Histologic Technology (2262)  
\*Hospitality and Tourism Management (2214)  
Human Services (Addictions Specialization) (2291)  
Industrial Management Technology (Maintenance) (227S) – for CASS students only, not listed in College Catalog  
Industrial Management Technology (Maritime) (227M)  
Industrial Management Technology (Military) (2278)  
Industrial Management Technology (Naval Nuclear Power Operations) (227H)  
Industrial Management Technology (Pulp and Paper) (227T)  
Industrial Management Technology (Steel Mills) (2160) – for Ameristeel students only, not listed in College Catalog  
Interior Design Technology (2289)  
Internet Services Technology (WebMaster/Web Development Specialist) (2148)  
Legal Assisting (2299)  
Marketing Management (2250)  
Marketing Management (Electronic Commerce) (2133)  
Marketing Management (Fashion Marketing) (225B)

\*State approved A.S. to B.S.

## **KEY COLLEGE PERSONNEL/RESOURCES**

### **WORKFORCE DEANS**

Dr. Bruce Brunson	-	Open Campus
Ms. Kathleen Habel	-	Downtown Campus
Dr. Torri Lilly	-	Kent Campus
Mr. Richard Nelson	-	South Campus
Dr. Robert Young	-	North Campus

### **CAREER DEVELOPMENT CENTERS**

Ms. Juanita Barnes	-	Kent Campus	381-3594
Mr. Carl Brewer	-	Downtown Campus	633-8492
Ms. Leslie Duckworth	-	North Campus	766-6779
Ms. Stephanie James	-	South Campus	646-2283

### **WORKSOURCE FLORIDA COORDINATOR**

Ms. Sybil Rowe	-	633-5966
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### **FLORIDA WORK EXPERIENCE PROGRAM**

Ms. Roben Faircloth	-	633-8398
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