



## COOPERATIVE FIELD EXPERIENCE INSTRUCTOR-OF-RECORD POSITION DESCRIPTION AND RESPONSIBILITIES - FY 2013

### **Description**

The cooperative field experience (“co-op”) instructor-of-record at Tri-C works with the individual co-op student and his/her co-op employer to ensure the appropriate academic rigor of the student’s co-op experience. The co-op instructor-of-record collaborates with the co-op coordinator of that discipline and the Career Services staff as needed.

### **Responsibilities**

- Confer with the student and the employer to finalize specific learning objectives for the co-op experience.
- Complete the Co-op Agreement and Co-op Student Learning Objectives documents, preferably before the start of the co-op.
- Ensure that the student is enrolled in the appropriate co-op course section, preferably before the start of the co-op.
- Provide the student with a Student Performance Journal and ensure that the student understands when and how to fill it out.
- Visit the co-op experience site at least once during the term of the co-op to ensure that the student is making appropriate progress toward the co-op learning objectives, or to implement corrective actions if needed.
- In collaboration with the employer, evaluate the student’s performance at least once during the term of the co-op, including a final evaluation when the co-op has been concluded. Provide a blank evaluation form to both the employer and student at the beginning of the co-op so they are aware of the evaluation criteria.
- Verify that the student has completed the required number of relevant work hours for the awarded number of credits (typically by employer verification of the Student Performance Journal).
- Assign a final grade.
- Collect and forward all original co-op forms to the Assistant Dean – Honors & Experiential Learning Programs in a timely manner after the final grade has been assigned, and retain copies as desired.