Cooperative Education is an academic program designed to offer a high quality work/learning experience with participating employers. Participation in Cooperative Education enables a Gordon College student to accomplish learning objectives related to his or her academic major and/or career goals. To ensure the academic validity of the Cooperative Education learning/work experience, the following statement of responsibilities are specified and followed:

The student will:
- Comply with all necessary correspondence and complete all forms requested by the Career Services Office (see “Application & Placement Checklist” for details).
- Complete and submit to CSO a Learning Plan within two weeks of the start of co-op (to be reviewed and signed by co-op employer and faculty co-op advisor before submitting to CSO).
- Complete and submit to CSO the Placement Form within two weeks of the start of co-op.
- Report to work on time and maintain an excellent attendance record.
- Carry out the assigned duties to the best of his or her ability and demonstrate progress throughout the work/learning experience.
- Adhere to all policies of the cooperating employer/work supervisor.
- Develop strategies to achieve and evaluate his or her learning objectives.
- Respect the confidential nature of work-related information.
- Keep the employer/work supervisor, faculty advisor, and director of CSO informed of any work-related problems, issues, and concerns.
- Remain employed with the original employer/work supervisor throughout the semester or the time agreed upon in advance of the work period.
- Arrange a mid-term site visit with the faculty advisor.
- Complete a Student Evaluation Form at the conclusion of the work period.
- Arrange an exit interview with the faculty advisor.
- Attend the Post-Co-op Reception

The Faculty Co-op Advisor will:
- Approve and review the student’s Learning Plan at the beginning of the work period.
- Provide instruction and guidance during the work period.
- Participate in a mid-term site visit (or phone call if distance is a problem) with the student and employer/work supervisor. Send CSO a brief note or email mid-semester regarding site visit so that CSO may document the student’s file.
- Evaluate the student’s overall performance at the conclusion of the work period through an exit interview.
- Faculty Co-op Advisors will receive a stipend upon completing the above responsibilities (please contact CSO for details).

The Employer/Work Supervisor will:
- Approve the student’s Learning Plan and Placement Form at the beginning of the work period and be sure these are submitted to CSO within the first two weeks of the start of the co-op.
- Provide appropriate supervision and support for the student to achieve and evaluate his or her learning objectives.
- Provide a variety of work/learning experiences for the student.
Offer fair wages, commensurate with the student's education and experience.
Assure a safe, non-discriminatory work environment.
Employ the student for an appropriate number of hours/week based on the student's course enrollment status (e.g. 20 hours/week or 40 hours/week).
Keep the student, faculty advisor, and Director of CSO informed of any work-related problems, issues, and concerns.
Participate in a mid-term site visit with the student and faculty advisor.
Complete an Employer Evaluation Form at the conclusion of the work period.

The Cooperative Education & Career Services Office will:
- Approve the student's Learning Plan at the beginning of the work period.
- Provide instruction and guidance during the work period.
- Participate in a mid-term site visit with the student, employer/work supervisor, and faculty advisor.
- Collect and review the Student and Employer Evaluation Forms at the conclusion of the work period.
- Participate in an exit interview with the student, if requested.