

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.1.6.3  
Related Policy: 8.1.6  
Title: Cooperative Work Experience  
Responsibility: Vice President for Academic Affairs

Original Approval Date: 08-01-1994  
Last Cabinet Review: 10-11-2017  
Last Revision: 10-11-2017

---

The following conditions must be met for each Cooperative Work Experience arrangement:

1. There is a formal agreement among the College, the student and the employer specifying the terms of the cooperative work experience.
2. The rotation between academic study and work experience is structured to further the student's education and employability.
3. The work experience is related to the student's academic field of study or career goals, as far as practical.
4. The student's work experience is supervised and evaluated both by College faculty and the employer.

Eligibility for admission to the cooperative education program requires the following:

1. The student must be enrolled at the College in a degree program, diploma or certificate program.
2. The student must be carrying at least half the academic workload normally required of full-time degree candidates.
3. The student must obtain approval from Department Chair for the student's major.

Program responsibilities are as follows, but not limited to these activities:

Department Chairs will be responsible for developing and approving appropriate work sites, evaluation of student progress at midterm and for final grading. Additionally, they will insure that employers and College representatives sign work agreements prior to placing students on the job.