Yakima Valley Community College

Yakima Campus

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COOPERATIVE EDUCATION
TRAINING AGREEMENT
CO-OP FORM 2

By this agreement the *(Training Agency)* _____ will permit *(Name of Student)* _____ to enter its establishment for the purpose of securing training and knowledge of *(Occupation)* _____.

All persons concerned jointly agree to the following conditions:

1. That the training will extend from _____ to _____.

2. The employer will be encouraged to give the student an opportunity to work on different tasks during the training period in order to acquire skills and become familiar with various operations.

3. The Co-op coordinator/instructor will counsel with the student and the employer to determine the student's progress.

4. The employer agrees to notify the Co-op coordinator/instructor of any problems that may develop relative to the student's employment.

5. The student, while in this training program, is registered at Yakima Valley Community College and is subject to the jurisdiction of the college and as such will be subject to the student conduct code.

6. The student agrees to work with the selected firm for the period of placement training and to perform all duties requested by the employer cheerfully and to the best of their ability.

Employer Signature/ Date		Student Signature/ Date	
YVCC Coop Coordinator or Instructor/Date		Coordinator or Instructor's Phone	

Yakima Valley Community College is an Affirmative Action/Equal Opportunity Institution