



Office of Cooperative Education
 Wilmington Campus
 Office: 910.362-7115 • Fax: 910.362.7152
<http://www.cfcc.edu/co-op>

COOPERATIVE EDUCATION APPLICATION

This application must be approved by your Cooperative Education Instructor or the CFCC Cooperative Education Coordinator before you can register for a cooperative education work experience course. An application is required each semester you enroll in a cooperative education work experience course (COE 111, 112, 121, or 131).

Application Date: _____

Desired Semester: _____

STUDENT INFORMATION				
Name:	_____	CFCC ID:	_____	
	Last First MI			
Date of Birth:	_____	Phone:	_____	Email:
Address:	_____			
	PO Box / Street	City	State	Zip
Cumulative GPA:	Total Credit Hours:	Total Core/ Major Hours:		

EMPLOYMENT INFORMATION	
Current Employer:	Job Title:

Address:	_____
Supervisor:	Phone:
_____	_____
Desired Co-op Employer:	Desired Position:
_____	_____
Do you need help/ guidance finding a co-op employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

COURSE	PROGRAM OF STUDY		REGISTRATION CRITERIA
	APPLIED SCIENCE	TRANSFER	
COE 111	AC: Accounting	HR: Hotel-Restaurant Mgt.	1. You must be at least 18 years old. (Students who are 17 years old may participate if they have approval from the college and worksite.) 2. You must be enrolled in a program that offers COE courses. 3. You must have a minimum cumulative GPA of 2.0. 4. You must have completed at least 9 credit hours in your program; 3 hours must be a core major course. (<i>Developmental classes cannot count toward a student's program of study.</i>) 5. You must meet all additional requirements set by your program. COURSE REQUIREMENTS Students must work at least 160 work hours at an approved work site for each credit hour of COE. Students must submit documentation of work hours, learning objectives, agreements, and evaluations.
	BA: Business Administration	ID: Interior Design	
COE 112	CJ: Criminal Justice	LG: Landscape Gardening	
COE 121	CT: Chemical Technology	MO: Medical Office Technology	
	CU: Culinary Technology	NT: Nuclear Technology	
COE 131	EE: Electrical Engineering	PA: Paralegal Technology	
	FV: Film and Video Tech.	SI: Spanish Interpreter	

RIGHTS OF STUDENTS

Under the Family Educational Rights and Privacy Act of 1974, the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution are established. Cape Fear Community College established various policies to ensure compliance with this legislation as stated in the *CFCC Catalog and Student Handbook*.

MEDICAL INSURANCE CERTIFICATION

The student is highly encouraged to be covered by adequate health and accident insurance. It is the *responsibility of the co-op student* to determine if they are adequately covered.

Insurance pamphlets concerning CFCC student accident insurance and information about purchasing health insurance for college students are available in the Business Office of the Wilmington Campus and at the McKeithan Center at the North Campus. The student accident insurance is a secondary policy and excludes injuries covered by workers' compensation or students who are injured while participating in paid co-op positions.

Students who need insurance should also check with their co-op employer to see if insurance is available.

WORKER'S COMPENSATION INSURANCE

The co-op employer employing three or more employees is required to provide Workman's Compensation coverage at the place of employment. NC law requires these employers to provide this coverage.

UNEMPLOYMENT INSURANCE

By action of the federal government and the NC General Assembly, co-op students may not file for unemployment compensation while employed through the Cooperative Education Program.

Cape Fear Community College *will not* be responsible for any accident and/or injuries, which occur as part of employment through the Cooperative Education Program.

Student

Date

Cooperative Education Coordinator or Instructor

Date