

SUPERVISOR GUIDELINES & AGREEMENT

COOPERATIVE EDUCATION / INTERNSHIP PROGRAM

As a Supervisor for a Cooperative Education or Internship student, you become a member of the BCC educational team. Participation in this course gives you the opportunity to participate in the education of your future workforce. We hope that you take this responsibility seriously and that you will take a proactive approach in this learning process.

The [Co-Op Program](#) is part of a student's academic degree. Students complete an internship and a co-op course.

If you are an employer offering an unpaid/short term internship; the following Department of Labor [“Fair Labor Standards Act”](#) must be followed:

1. The internship is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship;
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship. <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>

Communication and Documentation

The success of the Cooperative Education/Internship course depends on good communication and documentation by all individuals involved. The student is the common link between the Cooperative Education/Internship supervisor and faculty and is required to maintain contact with both throughout the semester.

Please note, students may not use current full-time or part-time positions as co-op placements unless it can be demonstrated that responsibilities will increase.

If you have any questions or concerns regarding the Cooperative Education/Internship student, course or process contact the course instructor or the BCC Career Center via email at careercenter@bergen.edu and request the Co-Op Advisor contact you.

Supervisor Responsibilities

As the Employment/Internship Supervisor, I agree to:

- Provide an educational experience that supports the student's academic and career development.
- Work with the student to develop specific learning objectives related to the student's area of study. All learning objectives must be approved by the Co-Op Course Instructor.
- Provide appropriate supervision, guidance, and feedback throughout the Cooperative Education/Internship experience.
- Provide opportunities for the student to apply knowledge and skills related to their academic program and approved learning objectives.
- Monitor the student's progress and provide feedback regarding their performance and completion of learning objectives.
- Complete the final course evaluation and provide an objective assessment of the student's performance. This evaluation will be used by the course instructor to determine the final grade for the Cooperative Education/Internship course.
- Meet with the student as needed to discuss their learning experience, progress, and any concerns.
- Maintain communication with the Co-Op Course Instructor and/or BCC Career Center regarding the student's progress or any issues that arise during the placement.
- Notify the Co-Op Course Instructor or BCC Career Center promptly if there are concerns regarding the student's performance, responsibilities, attendance, or ability to complete the learning objectives.
- Maintain a professional supervisory relationship with the student and provide an environment that supports learning and professional development.
- Not be related to the student. The supervisor may not be the student's parent, child, sibling, spouse, domestic partner, grandparent, grandchild, aunt, uncle, cousin, or other relative. The supervisor and student must also disclose any personal relationship or potential conflict of interest that could affect the objectivity of the supervision or evaluation. BCC reserves the right to determine whether a proposed supervisor or placement presents a conflict of interest.

IMPORTANT: The **Supervisor Certification and Acknowledgment on Page 3** must be completed and signed by the supervisor and returned by the student to the Co-Op Course Instructor by the designated due date.

SUPERVISOR CERTIFICATION AND ACKNOWLEDGMENT

☐ I certify that I have read and understand the Cooperative Education/Internship Supervisor responsibilities and requirements outlined above. I agree to fulfill these responsibilities and provide the student with an appropriate educational and supervised learning experience.

☐ I certify that I am not related to the student and do not have a personal relationship or conflict of interest that could compromise my ability to objectively supervise and evaluate the student.

☐ I understand that I am responsible for communicating with the Co-Op Course Instructor or BCC Career Center regarding any concerns or circumstances that may affect the student's Cooperative Education/Internship experience.

Supervisor Name: _____

Supervisor Signature: _____

Date: _____

Student Name: _____

Organization/Employer: _____

SIGNATURE AND SUBMISSION REQUIREMENT

The student must print this page and review it with the Employment/Internship Supervisor. The supervisor must complete the certification below and sign the form. The student is responsible for returning the completed and signed form to the Co-Op Course Instructor by the designated due date.

Failure to submit the completed and signed form by the designated due date may impact the Cooperative Education/Internship placement.