



SUPERVISOR ROLE IN THE COOPERATIVE EDUCATION /INTERNSHIP COURSE

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>

EMPLOYMENT / INTERNSHIP SUPERVISOR TAKES THE RESPONSIBILITY TO:

- Support the student in using this experience as an educational tool
- Take an active role in developing specific learning objectives with the student (a successful Cooperative Education / Internship experience requires that all learning objectives are approved and supported by all participants. Learning objectives must be specific to the students' area of study. Once developed, the objectives are turned in to the Co-Op Course Instructor for final approval.
- Participate, supervise and evaluate the learning experience that justifies awarding academic credit to this student
- Assess and evaluate whether the student has completed his/her objectives and how well he/she has performed in other basic work areas. Your evaluation will be used by the course instructor to determine the final grade for the student's Cooperative Education / Internship course.
- Complete the final course evaluation form with the student, (The completed form can be turned in to the Co-Op instructor via email or given directly to the student to turn into the faculty)
- Contact the Co-Op Instructor or Career Services at BCC if there are any issues or concerns regarding the Cooperative Education / Internship student Email careercenter@bergen.edu and request to be connected to Co-op advisor for the student you are supervising.

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 Relationship Requirement: The Cooperative Education/Internship supervisor must be an independent supervisor who is not related to the student by family or marriage and does not have a personal relationship with the student that could create a conflict of interest or compromise the objectivity of the learning experience, supervision, or evaluation. Supervisors 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 disclose any relationship that could present a conflict of interest to the Co-Op Course Instructor or BCC Career Center before the placement is approved.

☐ **I certify that I am not related to the student and do not have a personal relationship with the student that would create a conflict of interest.**

Student Name:	
Supervisor Name (please print)	
Supervisor Signature :	
Date:	