

**COOPERATIVE WORK EXPERIENCE EDUCATION  
APPLICATION AND AGREEMENT FORM**

**Semester:**  Fall  Spring  Summer **Year:** \_\_\_\_\_ **Request Instructor: (optional)** \_\_\_\_\_

**ENROLLMENT:** Complete this application and return to LMC Employment Center for approval. When you have completed mandatory orientation you will receive a Course Section number and permission to enroll at the Admissions Center, by phone or on WebAdvisor. Check the LMC Employment Center webpage for the mandatory Orientation schedule.

**Deadline for enrollment is the last day to register for the semester/session.**

How many times have you taken COOP? \_\_\_\_\_ How many units are you taking now? \_\_\_\_\_

**Name (print)** \_\_\_\_\_  
Last Name First Name

**Student ID#** \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip Code

Phone # \_\_\_\_\_ Email \_\_\_\_\_

College major or Career goal \_\_\_\_\_

**List the hours that you are available to meet with your COOP instructor (hours not in school or work):**

Monday Tuesday Wednesday Thursday Friday

**Company/Organization Name** \_\_\_\_\_

Address \_\_\_\_\_

Numbers of hours you work per week: \_\_\_\_\_ Date you started working \_\_\_\_\_

Your job title and duties: \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Best time to call supervisor: \_\_\_\_\_

Paid Job  Non-Paid Job

**Please check the appropriate course for which you are applying:**

**COOP-160** – Job does **NOT** relate to major/career goal  **\*COOP-170** – Job **RELATES** to major/career goal  
 **\*COOP-170A** – Job **RELATES** to major/career goal **AND** student has Department approval

DISCIPLINE \_\_\_\_\_ UNITS: \_\_\_\_\_

**\* All COOP-170 and COOP-170A courses are located in individual disciplines, i.e.: ADJUS-170, CHDEV-170A, RNURS-170, etc.**

I agree to abide by the Cooperative Work Experience Education guidelines and understand that failure to abide by the guidelines and/or unsatisfactory completion will result in a lower or failing grade. I MUST add & pay through Admissions & Records in order for the application to be processed.

Student's Signature \_\_\_\_\_