

Cooperative Education Agreement

You must complete 400 hours at the recorded site. An evaluation is required as part of your Co-op package. Student will be evaluated on the premises when possible by a Culinary Educator. If it is not possible for the Culinary Educator to visit the site (out of state/country), your evaluation will be conducted, by either by fax, e-mail, or phone correspondence. It is the student's responsibility to ensure communication between the work supervisor and the Culinary Educator. This can be achieved by arranging for a scheduled appointment, or phone contact between the supervisor and educator.

Responsibilities and concerns of the student:

1. Make arrangements for your faculty advisor to make a site visit and meet with your supervisor.
2. Notify the ACA office should any disagreement occur between you and your employer.
3. Represent the academy in a professional manner.
4. Give timely notice if leaving the position; a minimum of two weeks.

Student C.W.I.D. _____

Name: _____

Home address: _____

City: _____ **State:** _____ **Phone# (Day)** _____ **Cell:** _____

Personal email address _____

Buccaneer email address: _____

Co-op Position:

Supervisor's Name: _____

Company Name: _____

Company Address: _____

Company web site: _____

City: _____ State: _____

Zip: _____ Phone #: _____

Student's Job Title: _____

I have met with my Culinary Educator, and understand the requirements of Cooperative Education as well as the grading criteria.

Signature: _____ Date: _____