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Portland Community College
Sylvania Jobs & Internships

EET Co-op

1. Get the Co-op Forms (Training Agreement and Learning Objectives) from **Nicole Perez** (nicole.perez15@pcc.edu). These are required for registration.

2. Complete the **Training Agreement** and the **Learning Objectives** with your work site supervisor.

3. Sign both forms and get signatures from the employer on both forms. (Directions for completing and signing forms are **here**.)

4. Take/send the Training Agreement and Learning Objectives forms to the **EET 280A Co-op Instructor** for approval and signatures. (Currently Co-op forms are shared electronically.)

5. Make sure the **Training Agreement** shows your hours to be worked and the number of credits you want. (You need a minimum of 60 hours for 2 credits.)

6. Return the Co-op forms to Nicole Perez for her signatures. (Only electronic copies of the forms will be accepted.) She will register you directly for credits.

7. Be mindful of payment due/drop dates. You will be dropped from Co-op on the deadlines without payment.

8. When you are done with your hours, let the **EET 280A Instructor** know.

9. If you do not complete your required hours by the end of the term, let your instructor and **Nicole Perez** know. You will be given a CIP (Course in Progress).