

## **BMET Co-op**

1. Meet with the **EET 280C Co-op instructor**, to discuss Co-op placements (which hospital, which terms, how many credits, etc.). You will be given the contact information for your assigned hospital.
  2. Get the Co-op Forms (Training Agreement & Learning Objectives) from **Nicole Perez** (nicole.perez15@pcc.edu). These are required for registration.
  3. Contact the hospital as soon as possible to confirm their requirements (e.g., background check, drug screen and/or immunizations) and hire process.
  4. Complete the **Training Agreement** and the **Learning Objectives** with your work site supervisor. Sign both forms and get signatures from the employer on both forms. (Directions for completing and signing forms are [here](#).)
  5. Take/send the **Training Agreement** and **Learning Objectives** forms to the **EET 280C Co-op Instructor** for approval and signatures. (Currently Co-op forms are shared electronically.)
  6. Make sure the **Training Agreement** shows your hours to be worked and the number of credits you want. The Co-op instructor will ensure the correct CRN # and grading option are on the **Training Agreement**.
  7. Return the **Training Agreement** and **Learning Objectives** forms to **Nicole Perez** for her signatures. (Only electronic copies of the forms will be accepted.) She will register you directly for credits.
  8. Be mindful of payment due/drop dates. You will be dropped from Co-op on the deadlines without payment.
  9. When you are done with your hours, let the **EET 280C Instructor** know.
  10. If you do not complete your required hours by the end of the term, let your instructor and **Nicole Perez** know. You will receive a CIP (Course in Progress).
-