

Fall 2022 Updates: Cooperative Education and Employer Recruiting

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Colleagues,

I am writing to share a few critical updates and reminders regarding Portland Community College's Cooperative Education and Employer Recruitment policies and procedures. Please pass these updates along to the folks on your team who support Cooperative Education and/or engage with potential employers.

Cooperative Education

Cooperative Education Faculty Handbook

As opportunities and demand for cooperative education experiences continue to grow, we want to ensure that all those who work to support cooperative education take the time to review our [Cooperative Education Faculty Handbook](#). The [handbook](#) is linked on our [Getting Started](#) (Internships) page.

Career Services staff are looking for opportunities to conduct information sessions about the handbook this term. More information about these sessions will be sent out soon.

Cooperative Education Forms and Other Documentation

During remote operations, we made some major changes to the Co-op agreement forms to meet the requirements of Risk Management and our COVID Response Team. This included using separate forms for in-person and remote Co-ops, accepting only electronically signed and submitted documents, and changing content on the forms, including adding a "required" objective relating to COVID safety.

We also were documenting COVID safety compliance at our Co-op worksites via an OSHA check procedure and copies of the forms for in-person Co-ops retained for review by Risk and the COVID team in a shared Google drive.

The district has reviewed these requirements as we move out of our COVID related restrictions and has made the following changes to be implemented Fall 2022:

1. We do NOT have to use separate Co-op forms for in-person and remote Co-ops.
2. We do NOT have to include an objective specifically directed at COVID safety.
3. We do NOT have to request an OSHA check pre approval.
4. We do NOT have to retain documents in the shared Google drive.

We have a **new set of Co-op forms** we can begin using immediately for all Co-ops (in-person, remote, hybrid). We will continue to use a fillable, combined PDF (with both TA and LO). We will continue to accept these documents electronically and will accept electronic signatures as we have been doing.

The current forms will still be accepted for Fall Term Co-ops. However, the new form will be REQUIRED for all Winter Term Co-op registrations. (The new forms include specific content now required by Risk Management.)

The new forms are available on the [Getting Started](#) web page or from your Co-op specialist.

Cooperative Education Course Sections

Please be sure to follow all applicable college policies around course modality when setting up course offerings in Banner.

Employer Recruitment

PCC faculty and staff may be contacted by employers asking for access to students in class, recommendations for individual candidates, postings or announcements of job openings, letters of reference or recommendation, etc...

All faculty and staff are expected to adhere to college policies and employment law as it relates to fair access, fair employment practices, and privacy. This is true for all recruitment activities, whether formal or informal. Please see below for more details and guidance. It may be useful to talk to [Career Services](#) for advice or guidance to clarify relevant policies and restrictions. All CTE programs at PCC and most transfer programs have an [assigned specialist](#).

Additionally, Career Services is ready to support both in-person and remote employer recruitment activities. Please don't hesitate to refer employers to [Career Services staff for support](#).

How to comply with policies and laws

The easiest way to ensure compliance is to coordinate recruitments through [Career Services](#). However, faculty and staff can work with recruiters directly as long as policy and legal requirements are met. Below are some recommended practices to ensure compliance.

1. Provide fair access to job and internship opportunities.

- Clarify and document employer's screening requirements, with an emphasis on "hard" skills and qualifications.
- Post positions to PCC's [Student Job Board](#).
- Consider "open" recruitment activities such as job fairs, employer presentations, posting job openings, etc., instead of individual referrals.
- Publish and post program requirements for internship participation such as GPA or pre-requisites.

2. Comply with FERPA.

- Have students complete and sign a [consent form](#) whenever acting as a reference or providing a recommendation.
- Consider having candidates forward application materials such as resume, transcripts, etc., directly to the employer.

3. Clarify wages, work conditions, and schedule.

- Request a detailed job description from the employer.
- Document minimum wage requirements and other mandatory labor standards compliance.

4. Protect student privacy in the classroom.

- Restrict employers' access to students in class: employers can speak in the classroom as "content experts" but NOT as recruiters.
- Keep recruiting activities outside of classroom and class hours.
- Make student participation in recruiting activities optional.

Again, it may be useful to talk to [Career Services](#) for advice or guidance to clarify relevant policies and restrictions. All CTE programs at PCC and most transfer programs have an [assigned specialist](#).

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