

Policy Number: 05.040
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Governing Body: Faculty Assembly
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Work Portfolio Course Repetition Policy

Cooperative education experiences and Work Portfolio courses are co-requisites. Students need to be successful in both in order to receive credit for a co-op. Success with the Work Portfolio is demonstrated by meeting the requirements explained in the course syllabus. Success in the experiential component is demonstrated by holding the approved position for the duration of the co-op term.

The Cooperative Education Program understands that from time to time either a student or an employer may decide to terminate an approved position before completion of the term. Students are expected to be in contact with their co-op advisor in order to resolve issues before they become problematic; but sometimes things do not work out. Co-op partners are asked to sign a Memorandum of Understanding (MoU) formalizing the cooperative relationship. Through that document they are reminded of the protections afforded to all workers by law. Nevertheless, nothing contained within the MoU prevents an employer from terminating a student's employment if they find cause to do so as long as they operate in accordance with state and federal laws. Employers are asked to consult with a representative of the Co-op Program prior to such action, but on rare occasions such eventualities occur. Likewise, students should consult with the Co-op Program if they have problems at their workplace; however, it is within their right to renounce a position if they feel that is the right thing to do.

The Co-op Program supports a student's right to work in a safe and supportive environment and provides support to students who feel the need to leave a situation that fails to provide that. The Co-op team works hard to provide assistance to students so that they have the best possible chance of successfully completing their co-op requirement. Students are informed however that Antioch College is not in a position to provide legal counsel to resolve legal disputes between a student and an employer.

If a student does leave a position, they may propose another position/experience for themselves in order to complete the required eleven weeks of fulltime work. It is essential that the student works closely with their co-op advisor in such cases in order to receive approval for any proposed replacement experience. It is important to note that failure to complete the required experiential component of the program results in a failing grade for the term, even if the student is making progress with the Work Portfolio component of the co-op term. It is also possible for a student to be successful on a co-op placement but fail the Work Portfolio course. If that is the case, they may retake a Work Portfolio

course at a later date by reflecting on a previous co-op experience—only if that co-op was successful and met the required minimum number of hours.

If a student fails the Work Portfolio Transfer course (WORK 125T), their prior work will not be counted to fulfill one of the four required cooperative education experiences. The student may register for WORK 125T again, and upon successful completion, may have their prior work experience accepted as a cooperative education experience, provided it meets the requirements as discussed in the section on WORK 125T in this catalog.