

## **Contract Program Guidelines**

### **Sinclair Community College is responsible for:**

- Screening qualified candidates for the job interview.
- Supervising evaluation of the student's co-op performance.
- Providing faculty consultation.
- Assuming the responsibility of issuing pay checks to the co-op student.
- Maintaining Workman's Compensation for co-op student employees.
- Providing an appropriate billing method for each contracted co-op student, including the submission of student time sheets that reflect actual hours worked.
- Submit an invoice to the contract employer showing the number of hours worked by the Sinclair student during the month.
- Issuing Sinclair Community College credit for work experience when applicable.

### **Employer is responsible for:**

- Providing a complete job description, including a recommendation for the type of college major needed for the position.
- Interviewing and selecting the candidates for the job opening.
- Providing a written evaluation describing the co-op students' progress and what advances the student has made with regard to learning.
- Providing 20 hours of work experience per week at the employer's work site during the academic quarter.
- Establishing an hourly wage at which the co-op student under a Contract Program will be paid. The hourly wage stipend for each student includes a carrying charge to be used by the college to help underwrite and administrate the Contract Program.
- Making monthly payments based on a contracted hourly rate. Sinclair issues contract billings on the last day of each month for student hours worked during that month.

**Companies participating in the Contract Program will write a check made payable to Sinclair Community College and mail it to:**

**Sinclair Community College  
Attn: Bursar Office  
444 West Third Street  
Room 10-244  
Dayton, Ohio 45402-1460**