

**STOCKBRIDGE SCHOOL
UMASS – Amherst**



**HORTICULTURE
COOPERATIVE WORK TRAINING
STUDENT HANDBOOK**

111 Stockbridge Hall
UMass Amherst
Amherst, MA 01003
Phone (413) 545-2222 Fax (413) 577-0242
www.umass.edu/stockbridge

Dear Student,

The cooperative work training program at the Stockbridge School is an integral part of your academic career. The program provides you with industry-related work experience to supplement your classroom studies. Please review the following instructions.

INSTRUCTIONS:

- Meet with your employer weekly; establish a clear understanding of the work assignments, expectations, and concerns.
- Give your employer the **Cooperative Work Training Employer Handbook**.
- Sign the **Cooperative Work Training Agreement** with your employer. Submit the form to the program coordinator by April 30th.
- Complete & return the **30 Day Evaluation of Employer** to the program coordinator by April 30th.
- The coop report is due **September 18th by 1pm** to Dr. Cox. Late reports will receive a full grade deduction for each day late.

To fulfill the requirements for your cooperative work training, you must complete the additional assignments as outlined in the Cooperative Work Training Student Handbook and submit them by the deadlines. These requirements are to be completed on your own time and not during work hours. If lost, these forms and the report can be downloaded online at www.umass.edu/stockbridge/current/coop.php.

Best wishes for a productive experience. If you have any questions, please contact Dr. Cox.

Sincerely,

William L. Mitchell
Director

COOPERATIVE WORK TRAINING REQUIREMENTS

STUDENTS MUST:

- Pre-register for the cooperative work training program during the fall registration period. Students should access the SPIRE system for fall pre-registration beginning in March. Students can access their SPIRE account for enrollment appointment date and time.
- Work full time (40 hours/week) for the duration of the cooperative work training. One credit equals four weeks/160 hours. Students can expect a reduction in credits when the work required weeks are not completed as outlined by major.
 - **Arboriculture, Fruit & Vegetable Crops, Horticulture and Landscape Contracting** are required to complete five months/22 weeks for four credits.
 - **Equine Industries** have two options; 1) two months/8 weeks for two, 2) three month/13 weeks for three credits.
 - **Turfgrass Management** is required to complete three months/13 weeks for three credits.
- Submit all required forms by the designated deadlines outlined otherwise there will be reduction to your final grade. For the students on a five month coop. The deadlines are as follows; submit the cooperative work training agreement and the 30-Day Evaluation of Employer forms by April 30th. NOTE: The student will incur a 5% reduction to their final grade for each form submitted past the due date.
- It is the students responsibility to see that the employer submits the Employer Final Evaluation of Student form by September 18th.
- Complete and submit the coop report as outlined in the **Cooperative Work Training Student Handbook** by **September 18th at 1:00pm** to Dr. Cox. There will be a full grade reduction to the final grade for each day the report is received after the deadline.
- Earn a grade of “C” (2.0) or better, and complete the required credits specified by major for graduation.
- Meet the work quality standards of the employer and the minimum standards as outlined in the Stockbridge School Final Evaluation of the Student form.
- Students who change positions, for whatever reason, must notify their program coordinator in writing.
- Students should coordinate any vacation plans with their employer.

HORTICULTURE COOPERATIVE WORK TRAINING AGREEMENT

Student name _____ Phone(____)_____

Student summer address _____
Street City/Town State Zip Code

Company name _____

Company address _____
Street City/Town State Zip Code

Employer Name _____ Phone (____)_____

Employer Workman's Compensation # _____ Tax ID# _____

Period of employment from: _____ to: _____

Daily work hours _____ a.m. to _____ p.m.

Days per week that student will work _____

Remuneration that the employer will pay student \$ _____ per hour

What is the overtime agreement for work beyond 40 hours per week? _____

Educational objectives and activities in which the student will participate:

Two weeks notice must be given to all parties before this agreement is terminated.
We, the undersigned, agree to conform to this agreement.

Employer signature _____ Date _____

Student signature _____ Date _____

Program Coordinator Signature _____ Date _____

30 DAYS after reporting to work return for by April 30th to:

Dr. Douglas Cox
210 French Hall
UMass Amherst
Amherst, MA 01003
(413) 545-5214
dcox@pssci.umass.edu

HORTICULTURE
30 DAY EVALUATION OF EMPLOYER

Student name _____ Phone(____) _____

Student summer address _____
Street City/Town State Zip Code

Company name _____

Company address _____
Street City/Town State Zip Code

Employer Name _____ Title _____

1. Did you discuss the cooperative work training program and your educational objectives
 - a. your supervisor _____ YES _____ NO(explain on reverse side)
 - b. other _____ YES _____ NO Whom? _____
2. Are you satisfied with the conditions of your employment? _____ YES _____ NO
(explain on reverse side)
3. Are relations with your employer and co-workers satisfactory _____ YES _____ NO
(explain on reverse side)
4. The date you began your cooperative work training? _____
5. If provided, are room and board arrangements satisfactory? _____ YES _____ NO
(explain on reverse side)
6. On the reverse side, list the type of work you have performed since your cooperative work training began.

Student signature _____ Date _____

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HORTICULTURE
30 DAY EVALUATION OF STUDENT
(Included for your information only – Employer has their own copy)

Student name _____ Phone(____)_____

Student summer address _____
Street City/Town State Zip Code

Company name _____

Company address _____
Street City/Town State Zip Code

Employer Name _____ Title _____

1. Is the student performing to your satisfaction? YES _____ NO _____

2. Does the student follow instructions? YES _____ NO _____

3. Is the student arriving to work at the specified hour? YES _____ NO _____

REMARKS

Employer/supervisor signature _____ Date _____

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