Cooperative Education Workbook

$3.00

A World of CO-OPportunity Awaits You!
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Revised 6/13
Dear Co-op Student:

Welcome to Cooperative Education offered by Cloud County Community College. Through participation in this program, you will be able to apply classroom theory and knowledge to experiential, on-the-job training in a work setting that blends with your career goals. Cloud County’s Cooperative Education program is individualized and tailored to students’ specific learning opportunities. By utilizing the resources of highly qualified job supervisors and faculty members, students are able to get a “step ahead” both on the job and in college. You’ll learn valuable job skills as well as solidify potential post-graduation job opportunities. Students are also able to earn money while working which helps defray educational costs.

The key to success in the Cooperative Education program is YOU. You are the person responsible for the experiences which will be gained through participation in this program. Students work with a faculty coordinator and job supervisor to design objectives that are realistic, applicable, attainable, measurable and beneficial to all. The OBJECTIVES are the HEART of the PROGRAM and are the tools through which your credit is determined. With successful completion of the paperwork and objectives by the end of the term, your sense of satisfaction and achievement will be one more positive step towards attaining your degree.

Cloud County Community College is pleased to assist and support your participation in Cooperative Education. You’ve chosen a practical, integrated approach to learning…one that ensures immediate application of classroom principles to a “hands-on” setting within an employment environment. This combination has, over the years, paved a path of success for many Cloud County students. Dedicate yourself to studying hard while learning from the “best” and success will be at your fingertips.

Sincerely,

Kimberly W Krull

Kimberly Krull
Code of Ethics

HONESTY: To be truthful in all endeavors; to be honest and forthright with everyone.

INTEGRITY: To say what we mean, to deliver what we promise, and to stand for what is right.

RESPECT: To treat everyone with dignity and fairness, and appreciate diversity and uniqueness in the population.

TRUST: To build confidence through teamwork and open, candid communication.

RESPONSIBILITY: To voice an opinion without fear of retribution, and seek clarification and guidance.

CITIZENSHIP: To obey all laws and strive to make our community better.
COOPERATIVE EDUCATION
POLICIES AND PROCEDURES

Cooperative Education is an important element in your educational process at Cloud County Community College. This educational strategy is centered around the value of work as a learning activity. The Co-op program involves five key players. They are:

• the Student
• the Faculty Co-op Advisor
• the Academic Faculty Advisor
• the Employer
• the Co-op Coordinator

INTRODUCTION

Cooperative Education began in 1906 at the University of Cincinnati, Ohio. It was designed to strengthen classroom learning with periods of alternating study-related employment. The range of participation has grown to include parallel, alternate, summer, graduate, two-year community college and high school programs.

As Co-op enhances the educational process by bringing the worlds of theory and application together, it helps students to clarify and test their career goals. Students learn the important links between academic learning and what is expected in the workplace. Co-op also provides students with the money needed for constantly increasing educational expenses.

Employers benefit too! Co-op allows employers to tap into a source of capable, productive, and cost effective employees. Studies show that, nationally, about 40% of all Co-op students return to a Co-op employer for full-time employment upon graduation.

The fundamental reason for the success of cooperative education is clear. Everyone wins—students, employers and academic institutions.

In keeping with the philosophy of Cloud County Community College, the Cooperative Education program is an individualized program, centered around the student's individual growth. The concept promotes the valued partnership between employers and educators to assist the student to grow and develop.

GOALS

1. To help students find meaning in their studies by seeing application for their new knowledge.
2. To assist students in coordinating classroom study with related on-the-job experience.
3. To assist students in developing or improving working skills or abilities important to their current and future employment.
4. To promote and expand the participation of employers as a community of adjunct instructors.

DEFINITION

Cooperative Education (Co-op) is a method of instruction that enhances the student’s learning experience by coordinating actual on-the-job training, related to his/her curriculum, with classroom work. College credit is earned for the development and achievement of college-related learning objectives.
COOPERATIVE EDUCATION
PLANS AVAILABLE

1. Parallel Plan--Students attend classes full or part-time one semester and work part-time in a Co-op related to their career choice.

   Hours allowed for the semester:
   - Maximum 3
   - Minimum 1

2. Alternate Plan--Students attend school full-time one semester, then work full-time the next semester while registered as a Co-op student.

   Hours allowed for the semester:
   - Maximum 6
   - Minimum 1

3. Summer Plan--Students may attend classes full-time during the first year and work during the following summer prior to returning to classes during the second year. Students may also complete a Co-op after two years at Cloud County and then graduate.

   Hours allowed for the summer:
   - Maximum 4
   - Minimum 1

SITE VISITATION

The Co-op staff tries to make at least one visit per term to the student’s place of employment. With students Co-oping all over the country, this becomes impossible in all cases. Frequent telephone, postal, and email contact will be maintained with the students and employers throughout the work experience.

COURSE PREREQUISITES

A student must:

1. Have successfully completed at least 12 hours while attending Cloud County Community College and have at least a 2.0 GPA.

2. Already be employed or work with the Co-op staff to find a Co-op related to the curriculum enrolled.

3. Have completed coursework relevant to the Co-op position.

4. Complete the necessary enrollment process which includes paying the tuition to be able to earn credits through Cooperative Education.

5. Be a citizen of the United States or prove immigration eligibility to accept a work assignment.

   Special consideration of written requests (form available in Career Center) by students not meeting prerequisites and other special students must be approved by the Vice President of Academic Affairs.

COURSE REQUIREMENTS

The student must:

1. Complete all of the paperwork required by Co-op and as outlined on the Checklist of Assignments and Procedures (copy follows). The student has the overall responsibility to see that all requirements of the Cooperative Education Program are performed. In the event that some of the requirements are not met, the student’s grade may be reduced or result in no credit being awarded.

2. Monitor his/her progress through Co-op by keeping a record on the Checklist of Assignments and Procedures.

3. Complete the Co-op as specified on the Training Agreement from the starting date and through the ending date. Cooperative Education Work Experiences will last for the entire duration as outlined regardless of the amount of overtime worked.
CREDIT GUIDELINES

Cooperative Education is available and encouraged in all disciplines. It generally fulfills electives in many disciplines. Some degree and certificate programs require an Internship-refer to the college catalog for details.

TRANSFER OF CREDITS TO FOUR YEAR INSTITUTIONS

Most four-year institutions will accept the Cooperative Education credit courses. However, it is the student’s responsibility to verify the exact number of credits that may be accepted at the college or university of his or her choice. The academic advisor should be consulted with questions concerning transfer credit. Students may request a complete copy of their Cooperative Education file to provide documentation to the transfer institution. Your transfer institution may request documentation of hours and related information to verify the quality of work completed.
CO-OP
EXPERIENCE THE ADVANTAGE

ADVANTAGES TO THE STUDENT

1. Helps in career decision-making. Students can reality-test careers and make choices based on dual, on-the-job experience in a chosen field. Findings show that as a result of Co-op, students have a clearer and more specific sense of their career objectives than students in traditional college programs.

2. Allows students to test classroom learning in the laboratory of the real world.

3. Enables students to pay for a significant portion of their college expenses through earnings from Cooperative Education jobs.

4. Improves after-graduation job prospects by giving students valuable work experience.

5. Teaches students valuable job search skills such as resume writing and interviewing techniques.

6. Produces a more direct relationship between college major and full-time permanent employment, as well as a more direct relationship between current job and career plans.

7. Provides a means of financial assistance that is available to all students, regardless of family income levels or other financial arrangements, and does not leave students burdened with educational debts.

8. The inclusion of a work component and the contribution from Co-op earnings are major factors in encouraging first-generation college students to pursue a college degree.

ADVANTAGES TO SOCIETY

9. By relating classroom study to the world of work, the effectiveness and relevance of education is increased.

10. Co-op fosters a respect for work and for money earned through work, thus building respect for the American free enterprise system.

11. By preparing young people for careers, Co-op helps to address the nationwide problem of youth unemployment.

12. Because Co-op is not a public hand-out or loan program, it is not a cost to society. Rather, it constitutes a benefit in that Co-op builds confidence in the free enterprise system and returns sizable tax revenues from student Co-op earnings.
### ADVANTAGES TO EMPLOYERS

13. A good source of manpower (preprofessional and paraprofessional).


15. Enhances company relations with colleges and the college students. Co-op students returning to campus are ambassadors of goodwill for the company.

16. Improves access to and by minority students for permanent employment.

17. Increases cost-effectiveness of recruitment and training.

18. Greater average retention rates among permanent employees recruited and hired through a Co-op program.

### ADVANTAGES TO CLOUD COUNTY COMMUNITY COLLEGE

19. Co-op builds a strong and positive relationship between Cloud County Community College and the surrounding business community.

20. Co-op, because of its advantages to students, helps to attract enrollments.

21. Cloud County Community College can make more efficient use of their facilities and faculties. By alternating students between the classroom and the work place, essentially two students can be enrolled for every one classroom seat.

22. By using the work place as an extended classroom/laboratory, Cloud County Community College has access to the latest and most sophisticated equipment.

23. Constant input from the employment sector keeps Cloud County Community College’s curricula up-to-date with changes in industry.
### Checklist of Assignments and Procedures

The following student checklist should be followed to insure that all assignments are completed, forms submitted, and procedures have been correctly completed. Each student should leave his/her meeting with the Cooperative Education Coordinator with all of the blanks filled in concerning the due date on all activities. The Co-op student should refer to these pages frequently to ensure all deadlines are met.

<table>
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<tr>
<th>Assignment</th>
<th>DATE due:</th>
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<tr>
<td>1. Visit the Career Center and meet the Cooperative Education Coordinator. Make an appointment to discuss Co-op positions available.</td>
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<td>2. Request an enrollment card from the Co-op Coordinator and complete the information requested. This includes visiting with your Co-op faculty advisor and academic faculty advisor to get their approval of your enrollment in Co-op.</td>
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<td>3. Visit with your supervisor immediately upon your approved enrollment to discuss a written job description. EMAIL that job description to the Co-op Coordinator in the Career Center. Your Learning Objectives will be developed by your Faculty Co-op Advisor from this job description.</td>
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<td>4. Write your own Learning Objective for this experience. Use the information and outline on pages 17-18. EMAIL it to the Career Center with your written job description.</td>
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<td>5. You will be contacted when your Learning Objectives and Training Agreement are ready. You will come to the Career Center to pick them up, and make an appointment with your supervisor at work to review them. These forms will be mailed to students enrolled at off-campus locations.</td>
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Your email address (print carefully, please) ____________________________________________

Cooperative Education Start Date: ________ Ending Date: ________

[Image of a checkmark]

Read carefully!! This is YOUR list of responsibilities!!
YOUR list of responsibilities CONTINUED!!

6. WHEN you receive your Training Agreement and Learning Objectives (#5 on page 8), meet with your supervisor to review the Learning Objectives and the Training Agreement. Request his/her signature on the forms. Use the coding system on the bottom of the page to give your employer his copy, keep your copy, and return the top two copies to the Career Center within one week.

7. Complete a journal sheet every week and submit it to the Career Center. EMAIL weekly journals to bhanson@cloud.edu. You will receive confirmation that the journal was received! A copy of your journal will be forwarded to your Co-op Faculty Advisor for review. Remember to include the number of hours worked each week to ensure you are granted credit for this Internship. Late journals will not earn any points.

8. Visit with your employer, Faculty Co-op Advisor, and Co-op Coordinator periodically to provide progress checks. Half way through the experience, your Co-op Coordinator or your Faculty Co-op Advisor will contact your employer to conduct your mid-term evaluation.

9. IF AT ANY TIME during your CO-OP there is a change in your employment, i.e., you are considering quitting before your ending date or are terminated, CONTACT the Career Center or your FACULTY Co-op Advisor IMMEDIATELY!

10. Complete the final report and submit it to the Career Center—it may be EMAILED, mailed, FAXed (785-243-9321), or delivered in person. Each week that your paper is late, your grade will be reduced one letter grade; this is your "final examination" for Co-op. See guidelines on pages 20-23.

11. Fill out the student site evaluation (page 27) and return this form with your final report to the Career Center. This stays in your file; only Career Center staff will read it.

12. Before leaving your Co-op work site, meet with your employer/supervisor to thank them for providing the experience.

13. You may contact the Career Center or your Co-op Faculty Advisor for an exit interview approximately 2 weeks after final exams to review your file and see your grade.

14. Before graduation from Cloud County, visit the Career Center and request a good copy of your employer evaluation(s) to be used for further job pursuits and in your Skills Portfolio.
STUDENT
COOPERATIVE EDUCATION CONTRACT
CLOUD COUNTY COMMUNITY COLLEGE

1. If I accept a Cooperative Education position, I agree to enroll at Cloud County Community College.

2. I agree to complete and submit any written requirements within the time frame established.

3. I understand that if I am placed in a Cooperative Education Work Experience, I will not be able to file an unemployment claim against my employer at the end of the experience. This does not apply to those students who are already working in a position for which they wish to earn college credit.

4. I agree to allow my employer to provide performance evaluations and discuss my skills and work habits openly with the Co-op staff.

5. I agree to pay the tuition to Cloud County Community College to receive credits for my work experience.

6. I will be in good financial standing with the College before enrolling in a Cooperative Education Work Experience.

7. I understand that if I have accepted an activity scholarship from Cloud County, I am ineligible for an alternate Cooperative Education work experience that would take me off campus during a regular semester.

8. I understand that if I accept a Cooperative Education Work Experience, I assume any liability for my actions and potential risks to myself.

________________________________________________________________________

Student Signature
CLOUD COUNTY COMMUNITY COLLEGE
WAIVER AND RELEASE OF LIABILITY AGREEMENT
FOR
COOPERATIVE EDUCATION

I, ______________________________, acknowledge that I have voluntarily chosen to participate in Cooperative Education, and have full knowledge of the risks that this activity presents, including travel to, participation in, and returning from the activity.

I understand that by being permitted to participate in this activity, I agree to assume any and all risk of injury or death. I further understand and agree to assume responsibility for all risk of theft, loss or damage of personal property which occurs at any time arising out of my participation in the activity.

I understand and agree that as a condition of participation in the activity, I further agree to release from liability and to indemnify Cloud County Community College, their officers, directors, agents, employees, assigns, successors or lessors for any damage, injury, death to myself or to any person or property, in any way connected with my participation in the activity.

I understand and agree that I have carefully read this agreement and fully understand all of its terms and conditions. I understand that this is a release of liability which could legally prevent me from filing suit or making any other legal claim for damages in the event of my death or injury to me. With this knowledge, I am entering into this agreement freely and voluntarily. I agree that it is binding upon me, my spouse, my heirs, my children including any guardian ad litem for the children, my assigns, and legal representatives.

I understand and agree that if I am signing this waiver and release on behalf of my minor child, that I will be giving up the same rights for the minor as I would be giving up if I signed this document on my own behalf.

I understand and agree that I have read both sides of this waiver and release, have provided all necessary information, and have signed in the appropriate places.

Date ____________________________ (Signature) ____________________________ Age ____________________________

______________________________
(Parent or Guardian Signature)

(Must be signed by parent or legal guardian if participant is under 18 years of age.)

THIS IS A LIABILITY RELEASE
PLEASE READ CAREFULLY BEFORE SIGNING
COOPERATIVE EDUCATION TRAINING AGREEMENT
between
CLOUD COUNTY COMMUNITY COLLEGE
and
A COOPERATIVE EDUCATION EMPLOYER
and
THE COOPERATIVE EDUCATION STUDENT

PURPOSE

The purpose of this agreement is to delineate procedures and responsibilities for the joint participation in the Cooperative Education Program. The anticipated result of this agreement is that each party will assist in accomplishing the program objectives. For the institution it is recognized that such objectives are primarily educational in nature while employer objectives are directed toward the development of a recruitment resource for meeting short and long-range staffing goals.

Mutual support between the parties of this agreement to keep the student enrolled in school and working toward a degree goal is paramount to the success of these objectives. Cooperative Education is designed to help prepare students for professional careers by integrating parallel, alternate, or summer periods of academic study with work experience. By combining the advantages of a well-rounded education with the experience gained from actual work assignments, this program should greatly enhance the quality of graduates entering the job market.

A shortened version of this document will be signed at the beginning of each Co-op experience. The shortened Training Agreement is a way of keeping everyone informed since this document is reviewed and signed at the beginning of each experience. All parties must know what is expected in terms of credits, hours on the job, starting and ending dates, and other work-related policies. The written statement, signed by all parties, is the assurance for all concerned that all minimum requirements have been defined.

CLOUD COUNTY COMMUNITY COLLEGE RESPONSIBILITIES

The College will:

1. Designate a coordinator to maintain liaison with the employer.
2. Inform students about the Cooperative Education program.
3. Publicize openings and refer interested and qualified candidates to the employer without discrimination.
4. Correlate the work and study in a manner that will assure maximum learning on the part of each student.
5. Furnish the employer with necessary information about the student’s field of study and academic standing.
6. Inform the employer of any change in a student’s status, including termination of study, change from full-time to part-time enrollment, shift to a different major area of study or failure to maintain required standards of the institution or employer.
7. Inform the employer immediately when a student is dropped, or in danger of being dropped, from the Cooperative Education Program because of either a College or student action.
8. Help develop learning objectives confirming the relevance of the proposed work assignment to the student’s academic program.
9. Incorporate the employer evaluation into the student’s Cooperative Education records.
10. Make frequent contact with the student and the employer during a Co-op experience.
11. Provide counseling and career planning assistance to the student.
12. Grant appropriate credits for successful job performance and for meeting Cooperative Education requirements.

COOPERATIVE EDUCATION EMPLOYER RESPONSIBILITIES

The employer will:

1. Designate a staff member to maintain liaison with the college Co-op representatives.
2. Inform the Career Center (Co-op Office) of available work opportunities.
3. Select employees from students without any discrimination on the basis of race, ethnic background, creed, national origin, sex, age or physical handicap.
4. Instruct the student of the rules and regulations of the job.
5. Relate work assignments as fully as possible to each student’s academic interest and make every effort to maximize the student’s learning from the Co-op experience.
6. Place students under competent supervisors and orient them to the work environment and the conditions governing their employment.
7. Conduct periodic appraisals of each student’s performance and provide necessary counseling to improve their performance.
8. Keep the College Cooperative Education coordinators informed concerning any significant student accomplishments or awards, and of any personnel action taken which may affect the status or tenure of the student.
9. Provide student performance reports to the college.
10. Notify the institution as far in advance as possible of the employer’s intent to terminate the student’s employment.
11. Establish work schedules which accommodate the academic calendar of the institution and enable students to meet the requirements of both the institution and the employer for completion of the program.
12. Give reasonable assurance to continue the Cooperative Education relationship as long as the student’s work is satisfactory and the student and college representative feel it is realistic to continue the relationship.
13. Promote students who meet qualifications and work performance.
14. Openly discuss with the Co-op coordinator the evaluation of the Co-op program offering ideas on how it can be improved.
COOPERATIVE EDUCATION STUDENT’S RESPONSIBILITIES

The student will:

1. Meet the Cooperative Education and their Division guidelines as outlined by the Faculty Cooperative Education Advisor and the Cooperative Education Coordinator.
2. Meet the course prerequisites and requirements as outlined in this manual’s COOPERATIVE EDUCATION POLICIES AND PROCEDURES section.
3. Satisfy both the academic standards of the College and the work performance standards of the employer.
4. Demonstrate a personal interest in their professional career, both at work and while in attendance at the college.
5. Provide the necessary reports to both the employer and the college.
6. Maintain the status of “student in good standing” at the college.
7. Take courses leading to the successful completion of a degree.
8. Follow the employer’s work rules and conform to the employer’s standards regarding hair, dress and job conduct.
9. Report to work promptly and regularly and notify the employer at once if illness or emergency prevents you from reporting for work.
10. Attend special seminars or related classes and perform all assigned work.
11. Notify the Cooperative Education Coordinator immediately if dismissed from the job.
12. Consult the Cooperative Education Coordinator on changes in employment.
13. Discuss termination of Co-op for any of the following reasons: resignation from the Co-op job, change in curriculum or career goals, suspension, expulsion or withdrawal from the college, failure to maintain academic standards, physical unfitness for the job, or failure to enroll and pay fees for Cooperative Education.

PAY AND BENEFITS

1. Paid Internships will be compensated at the discretion of the employer.
2. Payment of travel to and from the job, from the College, and payment of study costs are generally not applicable and are not covered by this agreement.
3. Volunteer Internships will not be financially compensated.

CONVERSION TO PERMANENT EMPLOYMENT

This agreement does not imply an obligation by the employer to offer permanent employment to the student successfully completing the Co-op assignment nor does it obligate the student to accept an offer of permanent employment by the employer.

Due to the length of this document a shortened version called a Cooperative Education Training Agreement has been developed. In its condensed form, it is a way of keeping everyone reminded and informed about the above guidelines. The Training Agreement outlines for the student, employer and the college what is expected in terms of credits, hours on the job, starting and ending date, salary, benefits and other work related policies.

The written statements, signed by all parties, is the assurance for all concerned that all minimum requirements have been defined, allowing the students to begin the Cooperative Education program.
CLOUD COUNTY COMMUNITY COLLEGE
Cooperative Education Training Agreement

EMPLOYER: Co-op STUDENT:

SUPERVISOR: EMAIL:

JOB TITLE: ID:

ADDRESS: ADDRESS:

TELEPHONE: TELEPHONE:

The above student, employed with your organization, will receive credits in Cooperative Education Work Experience at Cloud County Community College. A signed copy of this form will be returned to you, indicating acceptance of these arrangements.

When the actual Cooperative Education Experience is completed, the student may continue with the job as approved by employer.

Course Number:

Employment duration:

Credit Hours:

Total Weeks in Experience:

Wages, if applicable:

I. THE STUDENT AGREES TO:
A. Work for the duration of the Co-op as stated on this form. Any exceptions must be approved by Co-op Coordinator.
B. Follow the employer’s work rules and conform to the employer’s standards regarding hair, dress and job conduct.
C. Report to work promptly and regularly and notify the employer at once if illness or emergency prevents you from reporting for work.
D. Attend special seminars or related classes (as specified), and perform all assigned work.
E. Notify the Cooperative Education Coordinator immediately if dismissed from the job.
F. Complete all paperwork associated with and assigned for this Cooperative Education Internship.

II. THE COLLEGE AGREES TO:
A. Provide staff to work with the employer and coordinate the student’s on-the-job work experience and college program.
B. Grant appropriate credits for successful job performance.

III. THE EMPLOYER AGREES TO:
A. Sign this contract and attached Learning Objectives.
B. Instruct the student as to rules, regulations, and duties of the job.
C. Provide adequate supervision and help the student progress on the job.
D. Provide performance ratings at the end of the semester to be used in determination of a course grade for the student.
E. Confer with the Cooperative Education Coordinator regarding any problems concerning the student’s relationship with others on the job, and if changes in the student’s employment status occur.
F. Accept and assign the student to jobs and to otherwise treat the student without regard to race, color, national origin, sex, or handicap.

__________________________  ____________________________
Student Signature          Supervisor Signature

__________________________  ____________________________
Faculty Co-op Advisor       Cooperative Education Coordinator

Original Copy: (Career Center)   Yellow (Faculty)    Pink (Student)  Gold (Supervisor)
LEARNING OBJECTIVES

The Cooperative Education concept focuses upon the value of learning that can take place when students work and train in real job situations. Positive achievement includes successful completion of a job, solutions to problems, and the possibility that individuals would be able to advance within their organizations. It is important to recognize the learning experience which results from the working experience. The credit hours received are granted for the learning rather than the working, and the learning objectives are the vehicle for this accomplishment.

It is important in the Cooperative Education Program that a student pursue a planned program of work experience or an internship WHICH INCLUDES NEW AND EXPANDED RESPONSIBILITIES OR LEARNING OPPORTUNITIES BEYOND THOSE EXPERIENCED DURING PREVIOUS EMPLOYMENT.

The demand for new learning opportunities requires special attention. One way to meet this demand is through a program of planned learning objectives centered around the work of the student. Educational accomplishments will occur by involving the student in developing learning objectives. Student performance evaluations by employers/supervisors will be significant in determining whether the student is accomplishing the stated objectives.

A statement of objectives identifies goals. By setting and recognizing a set of objectives the faculty coordinator, Cooperative Education coordinator, supervisor and student can anticipate a change in student behavior. Possible changes as a result of learning experiences include the following:
1) identifying the student’s present level of development, and 2) upgrading performance.

By identifying and planning learning objectives, students will clarify the goals they hope to accomplish. The successful completion of these goals can be recognized and evaluated. The process of formulating and pursuing definite learning objectives fits the definition of an instructional system and academic goals. Through active student/supervisor discussions, the supervisor becomes a partner forearmed with a knowledge of the student’s intentions, and the student becomes more aware of the supervisor’s goals. Students must be perceptive and seek real learning.

Learning is a dynamic process. In the learning objectives approach just described, a sequence of events takes place during the college semester that allows for progress checks, confirmation of learning and evaluation of achievement.

WRITING LEARNING OBJECTIVES

Learning Objectives are agreed to by the student, the supervisor, the faculty coordinator and the Cooperative Education coordinator. Learning Objectives are intended to assist the student in establishing a plan for learning from the Cooperative Education work experience and should answer the following questions:

a. What is the task to be completed?
b. How will it be accomplished?
c. How will it be measured/evaluated and by whom?
d. When will it be completed?

There are several result categories to be considered when formulating performance objectives. These are:

a. Skills Improvement/Product Knowledge
b. Problem Solving
c. Personal Development
GUIDE FOR DEVELOPING LEARNING OBJECTIVES

The concept behind Cooperative Education recognizes the value of learning that can take place when students work and train in real job situations. Positive achievement includes successful completion of the job, solutions to problems, and the opportunity for advancement or progress within a position.

Cooperative Education students will pursue a planned program of work experience which includes new and expanded responsibilities or learning opportunities beyond those already experienced. This will require special attention through a program of planned learning objectives centered around the work duties.

A Cooperative Education Learning Objective is a written statement describing measurable tasks on learning opportunities which the student will achieve through the work experience.

Possible categories for the development of Learning Objectives:

1. **Specific Job Competencies (Skill Development).**
   Developing an understanding of specific work skills necessary to perform a job at the highest level. Examples: Surveying, operating a particular machine, computer software, cost accounting, photographic developing, editing, counseling, writing documentation, etc.

2. **Career Exploration.**
   First-hand observation of the daily routine of professionals in your area, direct involvement in work in that field, knowledge of employment opportunities, exposure to occupational literature and professional organizations.

3. **Interpersonal Skills.**
   Learning how to deal with pressure and tensions in the workplace, communicating with strangers, listening to and following directions, appropriate timing, and customer service techniques.

4. **Taking Responsibility.**
   Learning how to prioritize duties, managing time effectively, team working skills, and producing a quality outcome.

5. **Research Skills.**
   Developing the ability to seek information, organize facts, produce a statement of persuasion or recommendation, and connect classroom learning to the functions of the job.

6. **Analytical Skills (Problem Solving).**
   Learning how to utilize information, identify problems, make a decision, and implement a solution.
Qualities of Good Learning Objectives

1. State in terms of the realistic result to be achieved.

2. Develop statement utilizing language understandable for all parties involved.

3. Make the statement specific, reasonable, achievable, and measurable within the timeframe of the Internship.

4. Specifically relate the objective to the work experience. Job duties and special assignments should support this objective.

A. Jot down some possibilities of what you’d really like to learn using the ideas discussed in the previous pages. You may want to use the space after each of the above qualities as an area to brainstorm.

B. Write your formal Learning Objective. When finished, deliver a copy of it to the Career Center by EMAIL, mail, or in person.
Suggestions for Journal Topics

Because a person can learn a great deal about themselves by reflecting on their experiences, Cooperative Education requirements include journaling every week. You may have times when you are needing an idea to organize your thoughts or need help in considering what to include in your journal.

You may wish to review this list of topics when answering the 3 questions on your journal form. If you are having trouble completing a journal, one of these topics might help you reflect on the learning that took place this week. Then integrate the information into the 3 questions on your journal.

As with everything, if you continue to experience difficulty writing your journal, contact Brenda Hanson for assistance.

1. What observations have you made about what it takes to “make it” in the world of work?
2. Is your work behavior consistent with your personal values, goals, priorities, attitudes and beliefs?
3. How do others you work with perceive you? Is their feedback positive, negative, inconsistent or absent altogether?
4. Have you met people at work with whom you trust to ask for information or on feedback about your performance? Have you done so? What did you learn?
5. With what specific situations at work do you have problems? What resources do you have for confronting the problem?
6. What difficulty occurred or what mistakes have you made? What did you do to correct them?
7. What specific situations do you find most rewarding, enjoyable and/or worthwhile? What makes that aspect of work satisfying?
8. What is your work environment like? How would you describe the work “climate”?
9. Describe the work habits of some persons at your work site. How do they manage their time, money, other people, etc.?
10. Describe the physical work environment. What has been done to make your work setting a pleasant place to work? What would you do, if asked, to improve it?
11. Describe new jobs, methods, or procedures that you learned on the job.
12. Describe the most interesting experience you had recently on the job.
13. Describe any criticism or praise that you received.
14. Relate any of your duties to the company’s overall goals.
15. Describe any activities contributing toward accomplishments of your learning objectives.
16. What have you learned in your classes which you can apply or observe on the job?
17. What skills have you used which allow you to perform your job better?
18. What interesting or challenging encounter have you had recently with a fellow worker, customer, or supervisor? Explain.
Student Name Joe Collegiate

For the Week of: September 10, 2013 Number of hours worked: 15 hours

A journal entry must be completed, signed and submitted to your Cooperative Education Coordinator as designated on your Checklist, page 9, number 7. You may email journals to bhanson@cloud.edu or wphillips@cloud.edu.

Question 1: What did I do in my Internship this week?

This week I started my job at Sloopy’s New Graphics. My supervisor met with me to give me some training and orientation. Boy, did I feel important when he notified the receptionist that he would be in a conference and would not be able to take any calls. We went over company policies and procedures. He told me never to be afraid to ask questions but to go through the appropriate people to ask those questions.

Then he introduced me to everyone in the office and all the people I would be working with during my Internship. He asked a little something about each of them that will help me to remember their names.

Question II: What did I learn from my work and what college courses did I rely on to complete my tasks?

The rest of the week was spent shadowing a Graphic Designer until I knew what types of products Sloopy’s provides to its customers. The software I will be using is similar to the type I trained with in my Graphic Design II class last semester. Then they shadowed me for a day to make sure I was able to ask the right questions to produce a quality product. This was a stressful week, but looking back, I have learned so much! In my Human Relations course, I learned how to communicate effectively and also how to deal with stress so I can be a productive employee.

Question III: How does my Internship work this week relate to my future career goals?

I really appreciate the time my supervisor spent with me. I would never have known where to go and who to ask when I needed help. The shadowing experience was also a great way to be trained—I feel very comfortable in my job. Someday when I own my own graphic design business, I will train my staff in a similar manner. Good employees are made, not born!
CLOUD COUNTY COMMUNITY COLLEGE
COOPERATIVE EDUCATION JOURNAL ENTRY

This form will be emailed to you as a Word attachment. Save it to your computer to use each week.

Student Name: ____________________________________________

For the week of: ______________________________ Hours worked: __________________

A journal entry must be completed and submitted to your Cooperative Education Coordinator as designated on your Checklist, page 9, number 7. Use this format to email journals to bhanson@cloud.edu or wphillips@cloud.edu.

Question I: What did I do in my Internship this week?

Question II: What did I learn from my work and what college courses did I rely on to complete my tasks?

Question III: How does my Internship work this week relate to my future career goals?

Please copy this sheet for use if you are unable to email journals. You will ALWAYS receive confirmation that your journal was received. Save a copy of your journal each week in case of electronic failures.
GUIDELINES FOR COOPERATIVE EDUCATION
FINAL REPORT

The Cooperative Education Final Report is submitted to the Cooperative Education Coordinator on or before the date negotiated. (Refer to your Co-op Checklist to find date.) The final report will be added to the file of materials and furnished to the Co-op Faculty Advisor. This is your "Final Exam" for this course.

This report will be used by the Faculty Advisor to follow and evaluate the experiences of the student. Copies of this report will be placed in the Co-op employer files to provide information to other students who are trying to decide upon the Co-op work opportunities they wish to pursue.

This final report requires you to reflect upon your experience and thereby gain additional educational benefits in the process. It will give you experience in writing reports. The report will be evaluated on organization, technical content, and the ability to express facts and ideas at the college level. Proofreading for typing, spelling, and grammatical errors is a must! These elements contribute significantly to student progress in college and to an employee's progress in a work setting.

GENERAL PRESENTATION

Double-spaced typing is required. Only one side of 8 1/2" by 11" unruled paper should be used. Pages should be numbered consecutively in the upper right hand corner. Binding should be done by stapling all pages together in the upper left hand corner. The report should NOT be submitted in a folder.

This report must be a minimum of five (5) pages not counting the cover page, using font size 12—but no larger than 12!

ORGANIZATION AND CONTENT

1. The title page (unnumbered) should include the following information in the order listed:

   COOPERATIVE EDUCATION FINAL REPORT

   Your Name

   Name of your Co-op site with town and state

   Date

   In partial fulfillment of the requirements for the
   Associate of (Arts/Science/Applied Science) Degree in (your field of study)
   (fill in appropriate information)

   An actual example of the cover page follows.
COOPERATIVE EDUCATION FINAL REPORT

Cindy Coed

Sloopy's New Graphic Designs
Ridgedale, Missouri

May 10, 2014

In partial fulfillment of the requirements for the Associate in Applied Science Degree in Graphic Design
SECTION II is the “technical” section of the report.

In many Co-op Learning Objectives, special activities and requests are made of students. These additional tasks should be put in Section II. A student may not have this section if no special assignments were included in the Learning Objectives. Any special projects you produced or researched should be attached to your report. For example, a Graphic Design major who developed a new logo for the company, or an Education Paraprofessional who created an activity to teach children about a foreign culture, or an Agriculture Major who conducted a wildlife survey/count, should include copies of those documents with the final report.

The final report should be EMAILED, mailed or delivered to the Career Center on the date indicated on the checklist page 9, #10. The report will be assembled with your journal sheets, your employer evaluations and your objectives and given to your Cooperative Education Faculty Advisor. He or she will assign a grade and return the folder to the Cooperative Education office. You should make an appointment with your Faculty Coop Advisor or with your Cooperative Education Coordinator to review your evaluation and to learn your grade when your materials are given to the staff member assigned.
The next page begins the body of the report in two sections (with pages numbered consecutively throughout both sections) numbered and titled as follows:

**Description and Evaluation of the Co-op**
**Assignment and Related Experiences**

The purpose of this section of the report is to give you an opportunity to put the total Co-op experience into perspective and to provide other Cloud County Co-op students an in-depth picture of this Co-op employment opportunity. This part of the report should cover the following points:

a. Brief description of the organization for which you worked--kind of business or service, product, history, function and responsibilities of various departments, how our department fits into the overall organization, physical facilities, and facts about the employer. (locations, number of employees, etc.).

b. Description of the work experience throughout the Co-op. Were any special projects assigned? What did you do throughout the experience?

c. Job satisfaction. Was your work satisfying? Did it meet your expectations? Did it get better as the work term progressed? Explain.

d. Relevancy of work experience. Were your work assignments related to your field of study? How? Did the work experience help you to find a special area of interest within your academic field? Did your job provide any new learning experiences?

e. Responsibility. Were you given real responsibility by your employer? Did you feel that you were a part of the total “team effort”?

f. What was the general educational and professional level of your work associates?

g. Observations of other Co-ops you worked with. What did other Co-ops, including those from other colleges, do and what was their reaction to their experience? How did their school's program differ from yours?

h. Living Arrangements. If you lived away from home, where did you live? (apartment, boarding house, etc.) Was it satisfactory? Did your employer provide help finding appropriate housing or did your employer provide it? If not, how did you secure housing?

i. Social, volunteer and cultural opportunities. If away from home, how did you spend your non-working free time? What opportunities did you have to meet others in your age group? What opportunities did you have to attend sports events, plays, concerts, etc.?

j. Educational opportunity. Did your Co-op include seminars and workshops? Did you participate? Summarize the offerings and what you learned from attending them.

The above topics are recommended as general guidelines for Section I of the Co-op Work Report. Not all of them are necessarily applicable to each specific case.
STUDENT SITE EVALUATION
OF COOPERATIVE EDUCATION

Name: ____________________________ Major: _______________________
Internship location: ____________________________________________

Circle the most appropriate response to the statements below using the following code:
1=Agree  2=Somewhat Agree  3=Neutral  4=Somewhat Disagree  5=Disagree

1. My supervisor spent adequate time teaching and training me.  1 2 3 4 5
2. The Co-op experience assisted me by validating my career plans.  1 2 3 4 5
3. I learned several new concepts that I did not know anything about before my Co-op.  1 2 3 4 5
4. My Co-op experience improved my self-esteem, confidence, and personal knowledge.  1 2 3 4 5
5. I now feel more confident interviewing for jobs.  1 2 3 4 5
6. When/if a problem arose, I knew who to ask for assistance.  1 2 3 4 5
7. My supervisor is willing to give me a reference.  1 2 3 4 5

8. What knowledge and/or skills do you have now that you did not have earlier in the semester?

9. How has this Internship contributed in moving you towards your goals?

10. What was your most memorable experience during your Internship?

Return this completed evaluation to the Career Center with your final report.