

**Foothill - De Anza Community College District
Co-operative Education Work Experience Program**

De Anza College

I. Course Objective

- Improve work performance and/or achieve new or expanded learning using the student's current employment. To build professional development and employee growth
- Apply theoretical concepts to practical hands-on work experience. (Experiential learning)
- Write and achieve meaningful and measurable learning performance objectives that are applicable to career or educational goals. Student's work supervisor and their Co-op instructor approve the learning objectives.
- Learn or improve time management skills by meeting commitment of attendance and promptness in the workplace, and submitting course work on time.
- **No late work is accepted.**

II. Course Requirements

A new Co-op timeline is issued every quarter.

- A. COMPLETE THE OBJECTIVES WORKSHEET.** The worksheet must be reviewed and signed by the student's work supervisor, and it must be completed no later than the second week of the quarter. This form is your guide for the completion of your learning objectives, and the outline for your self-evaluation.
- B. WRITE A SELF-EVALUATION.** A self-evaluation is a double-spaced, typed essay that describes and assesses the completion of your learning objectives and the challenges and experiences you were face with. Attach the completed objective worksheet to your self-evaluation essay. This form is to be submitted at the end of the quarter.
- C. SUBMIT TIMECARDS.** Use the Co-op timecards provided to summarize the monthly hours you worked using one place of employment only. Your supervisor' signature is required to validate your hours worked. You will fail this course if the timecards are not submitted.
- D. COMPLETE AN INDIVIDUALIZED PROJECT.** The project must be pre-approved by the instructor at the beginning of the quarter. Projects may include work samplings, specialized training, research projects, portfolios, educational and/or employment development plans, resumes, specialized workshops or seminars, and more. *See suggested project assignments for additional ideas.*
- E. COMPLETE A PROGRAM EVALUATION AND SUBMIT TO THE CO-O OFFICE.**
- F. CONTACT THE INSTRUCTOR AT LEAST 3 TIMES DURING THE QUARTER.** Instructor may be reached by voice mail or email. You may also call the Co-op Office if you cannot reach your instructor.
- G. WORK A MINIMUM OF 50 HOURS PER QUARTER TO RECEIVE A UNIT OF CO-OP CREDIT.**