

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

De Anza College

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## **IX. Special Project Suggestions and Guidelines**

You may choose one or more of the topics from the following list, or create one of your own. Your instructor can help you too. All projects must be submitted as a typed, double-spaced, report on findings using analytical skills to determine the relevance of your findings to your professional or academic development.

**DON'T WAIT UNTIL THE LAST MINUTE TO DO YOUR PROJECT!**

### **Explore Internet on college options and information:**

<a href="http://www.collegeboard.org">http://www.collegeboard.org</a>	College board online
<a href="http://www.petersons.com">http://www.petersons.com</a>	Peterson's online
<a href="http://www.collegeedge.com">http://www.collegeedge.com</a>	College search
<a href="http://www.collegeplan.org">http://www.collegeplan.org</a>	College search
<a href="http://www.ecola.com/college">http://www.ecola.com/college</a>	College search by city and state
<a href="http://www.csumentor.edu">http://www.csumentor.edu</a>	CSU application
<a href="http://www.weapply.com">http://www.weapply.com</a>	Apply online
<a href="http://www.educationindex.com">http://www.educationindex.com</a>	Guide to education related Web sites
<a href="http://www.niep.com">http://www.niep.com</a>	College tours
<a href="http://www.nacac.com">http://www.nacac.com</a>	College admission counseling

### **Work on yearly academic planning:**

Visit a counselor, review academic records and plan two quarters ahead. Compare units to transfer requirements or vocational degree requirements. Petition for graduation and/or write a TAA agreement.

### **Research financial aid and college funding opportunities:**

<a href="http://www.finaid.org">http://www.finaid.org</a>	Comprehensive financial aid information
<a href="http://fastweb.com">http://fastweb.com</a>	Financial aid information
<a href="http://www.ftc.gov">http://www.ftc.gov</a>	Scholarship scams and how to avoid them
<a href="http://www.teri.org">http://www.teri.org</a>	The Educational Resources Institute

### **Basic Work Projects:**

- Investigative report on a specific career of interest. Include work environment, salary range, level of education required, labor trends and projected employment for the future.

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**Special Project Suggestions and Guidelines (page 2)**

**Basic Work Projects:**

- Write a training manual describing how to operate a specific piece of equipment or perform a particular duty.
- Build a portfolio.
- Attend seminars, conduct seminars, or view three relevant informational videos from your work library that will expand your knowledge of a research topic. The written report should include: the purpose of the project, the key points, and the relevance of this new knowledge to the student's work performance and growth.
- Identify work samplings such as: build display units, track sales of a product, design artwork for promotional purposes, inventory control, review safety measures, etc.
- Attend workshops to develop your interviewing skills, build your self-esteem, or learn how to write a resume. (See the Center Career for workshop schedule--Phone (408) 864-5711 or their web site @ [www.deanza.edu/careercenter](http://www.deanza.edu/careercenter))
- Create a formal resume and cover letter.
- Informational interviews or research a company of interest.

**Career research:**

San Jose Mercury News Job Center

<http://www.yahoo.com/docs/hr/>  
[www.careerbuilder.com](http://www.careerbuilder.com)  
[www.careershop.com](http://www.careershop.com)  
[www.hotjobs.com](http://www.hotjobs.com)  
[www.statejobs.com/](http://www.statejobs.com/)  
[www.caljobs.ca.gov](http://www.caljobs.ca.gov)  
[www.valleyjobs.com](http://www.valleyjobs.com)  
[www.opm.gov](http://www.opm.gov)  
[www.fbi.gov](http://www.fbi.gov)  
[www.jobbankusa.com/](http://www.jobbankusa.com/)  
[www.jobtrak.com/](http://www.jobtrak.com/)  
<http://careers.wsj.com/>  
[www.iee.org.uk/CPD/](http://www.iee.org.uk/CPD/)  
[www.netshare.com](http://www.netshare.com)

Yahoo!  
Career Builder  
Career Shop  
Hot Jobs  
State Jobs  
Bay Are Jobs  
Silicon Valley Jobs  
U.S. Office  
FBI Office  
Job Bank USA  
Job Track  
Career, not just jobs  
Institute Electrical &Electronic Engineers  
Netshare