

De Anza College

COOPERATIVE EDUCATION WORK EXPERIENCE PROGRAM

STUDENT HANDBOOK

A Pathway to Success

November 20, 2008

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Co-operative Education Work Experience Program

De Anza College

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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. Please see website www.deanza.edu/cooperative

- A. COMPLETE THE OBJECTIVES WORKSHEET.** The worksheet must be reviewed and signed by the student's work supervisor, and it must be completed before meeting with instructor. 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.
- C. SUBMIT TIMECARDS.** Use the Co-op timecards provided in your handbook to summarize the monthly hours you worked using a single place of employment. Your supervisor' signature is required to validate the hours worked. You will fail this course if the timecards are not submitted.
- D. COMPLETE AN INDIVIDUALIZED PROJECT.** Project must be pre-approved by the instructor at the beginning of the quarter, and may include work samplings, specialized training, research projects, portfolios, educational and/or employment development plans, resumes, specialized workshops or seminars, etc. *See suggested project assignments for additional ideas.*
- E. CONTACT THE INSTRUCTOR 3 TIMES DURING THE QUARTER.** Instructor may be reached by voice mail or email. Call the Co-op Office if you cannot reach your instructor.
- F. WORK A MINIMUM OF 50 HOURS PER QUARTER TO RECEIVE A UNIT OF CO-OP CREDIT.**

IV. Guidelines for Writing Objectives

Objectives are planned, measurable goals with outcomes that result in new or expanded workplace knowledge. Objectives are the foundation of this course and are completed at the work-site. Your current work goals or projects may be used as learning objectives as long as they provide an opportunity for expanded or new learning. Current objectives may be used as the foundation for future objectives. Always use S.M.A.R.T. when writing objectives. S.M.A.R.T. is Specific, Measurable, Action Oriented, Realistic, and Timely.

Learning objectives must be focused and should answer the following questions:

- What is the task (objective) to be accomplished?
- How will the task be accomplished?
- How will the task be evaluated, measured, and by whom?
- When will the task be completed?
- Why is this task important?

Learning objectives must be specific, realistic, measurable, and achievable in one quarter. The learning objective must describe the action that will take place. For example: I will develop, implement, create, learn, build, explain, locate, perform, repair, solve, research, do, or write (followed by your goal).

Using present duties as learning objectives

- Improving quantity or quality of present output
- Solving a functional problem in the work area
- Solving a human relation problem
- Developing new methods for job improvement
- Continuing new learning experiences recently started in the position
- Time management

Expanding current duties as learning objectives

- Adding new duties to tasks already being performed satisfactorily.
- Developing new job skills through cross training
- Learning new information or duties that will lead to the next level job

Learning in a new position

- Learning the position or classification
- Learning the duties to be performed
- Learning the policies and procedures of the organization
- Learning to use office equipment and software programs

Using community service as learning objectives in an organization

- Researching ways for your current organization to become involved in the community
- Understanding how your organization impacts the immediate community needs
- Proposing or suggesting to your current employer to become involved in community projects or initiatives
- Organizing community service projects

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V. Sample Objectives

I will increase sales by 10 percent. Objective will be accomplished by selling related products, developing increased product knowledge, and by studying various “Sales” manuals and books. Supervisor to evaluate through the review of sales receipts. Objective will be completed by May 17, 20XX.

I will establish a filing system for the office operations. To be done by practical application of current and new skills, working with supervisor, locating space and researching the best system to use. Supervisor to evaluate through observation and inspection of new system. Objective will be completed by May 17, 20XX.

I will increase my efficiency in stocking shelves. To be done by developing an organized system, making full use of time, and by consultations with supervisor. Evaluation to come from supervisor through inspection and observation. Objective will be completed by June 19, 20XX.

I will create a reading and writing lesson plans for third graders. To be done by actual experience, instruction from supervisor, and applying current classroom knowledge. Supervisor will evaluate by review of lesson plans. Objective will be completed by May 17, 20XX.

I will increase my knowledge of the correlation of visual merchandising and sales by creating 10 display units and tracking inventory for three weeks. Evaluation to come from supervisor reviewing sales and observation of display units. Complete by June 19, 20XX.

I will develop my basic engineering knowledge and practical skills in regards to concrete construction. Supervisor will assist through instruction and company written materials. Supervisor will inspect and evaluate progress. Will be completed by May 17, 20XX.

I will establish and write a new job description that requires job enrichment and enhancement by defining current job responsibilities and brainstorming with supervisor as to how these responsibilities can be enhanced and expanded. Supervisor evaluates based on comparison of previous and newly developed written job description. Objective will be completed by May 17, 20XX.

I will devise a safety checklist by investigating all accident reports and gathering data. Demonstrate effectiveness of safety precautions as reflected in accident reports to supervisor. Objective will be completed by May 17, 20XX.

I will develop a method of disciplining children that maintains the integrity of the child and provides the appropriate consequence for inappropriate behavior by reviewing the theoretical literature on child discipline and extracting principles and a model for disciplining. Also, by brainstorming with co-workers and head teacher on the natural or appropriate consequences for inappropriate behavior. Evaluated by head teacher based on observation and personal conference. Will be completed by January 19, 20XX.

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SAMPLE OBJECTIVES (continued)

I will develop a recommendation plan for ways of reducing equipment failures by investigating all equipment failures to search for other causes of failure. Recommendations will be made to supervisor regarding cause and effect of equipment failures. Will be completed by January 19, 20XX.

I will develop my business finance skills through cross training in bookkeeping and financial management by having one-to-one training with the finance manager. Evaluated based on accuracy in managing and balancing the finance system over the next two months. Objective will be completed by May 17, 20XX.

I will increase my computer skills relevant to the field of web publishing by reviewing HTML theoretical literature on how to develop web sites. Supervisor will review and evaluate the creation of a web site. Objective will be completed by May 17, 20XX.

I will coordinate the publicity of the upcoming Job Fair with the Marketing and Promotions Department by learning and creating a power point presentation that may be used as flyers or a visual presentation. Supervisor to evaluate by reviewing presentation and making recommendations. Will be completed by January 19, 20XX.

I will develop an inventory control process that identifies, and flags, chemical quantities needed for use in the lab. Evaluated based on accuracy in inventory. Will be completed by January 19, 20XX.

I will develop my ability to use in-house word processing software in order to produce a calendar of office events, by working through the tutorial manual. Office Manager will review and evaluate work produced. Objective will be completed by May 17, 20XX.

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VI. Learning Objectives Worksheet

Student's Name: _____ Instructor's Name: _____

Learning objectives are new and or expanded learning experiences/responsibilities that provide you with an opportunity for professional growth and development. The learning objectives are typically developed and written by you, reviewed and approved by your employment supervisor and your Co-op instructor. The objectives worksheet should be completed and signed prior to your first meeting with your instructor.

Valid objectives are SMART: specific, meaningful & measurable, action oriented, realistic, and timely. They must be completed within one quarter. Your learning objectives begin with the statement "I will" and are followed by an action word. See criteria for writing learning objectives.

WRITE OBJECTIVE #1

What do you want to learn? _____

How will you learn it? (Describe the process) _____

How will the results be measured? _____

What date will your objective be completed by? _____

WRITE OBJECTIVE #2

What do you want to learn? _____

How will you learn it? (Describe the process) _____

How will the results be measured? _____

What date will your objective be completed by? _____

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WRITE OBJECTIVE #3

What do you want to learn? _____

How will you learn it? (Describe the process) _____

How will the results be measured? _____

What date will your objective be completed by? _____

WRITE OBJECTIVE #4

What do you want to learn? _____

How will you learn it? (Describe the process) _____

How will the results be measured? _____

What date will your objective be completed by? _____

Student's Signature: _____ **Date:** _____

Employer's Signature: _____ **Date:** _____

VII. Self-Evaluation Criteria

A self-evaluation is a well written, self-reflection essay of your Co-op course experiences. The essay should describe your learning experiences and the process you took to achieve your learning objectives.

The following is a guideline for writing your self-evaluation essay. It addresses key points you need to include in your self-evaluation essay. Please review your essay should be reviewed for content and grammar prior to submitting it. *Attach a copy of your objective worksheet.*

- What were your learning objectives? (Describe them)
- What was your plan for achieving the objectives? (Identify the process used to achieve them)
- Were your learning objectives achieved? (Yes, or no – explain)
- If your objectives were achieved, how well were they achieved? (Rate yourself)
- If your objectives were not achieved, why were they not achieved? (Explain your challenges)
- Did this learning experience improve your job skills and work efficiency? (What improved?)
- If so, how? (Quantify your new knowledge or expanded learning)
- If you did not receive benefit from this experience, what was needed or lacking?
- Did this experience help develop your career objectives?
- Were these objectives valuable in clarifying your career or educational goals?

IMPORTANT

- The essay must include your name, your instructor's name and the date.
- The essay must be a double-spaced, typed or computer processed report.
- Use 12-inch font.
- NO HANDWRITTEN ESSAYS ARE ACCEPTED
- **NO LATE COURSE WORK IS ACCEPTED!**

You may Email your course work to your instructor, hand deliver it to your instructor's mailbox located in the Administration Building Room 111.

For information on the District's policies and procedures regarding anti-discrimination and harassment issues, please refer to the following areas: The Foothill/De Anza District's web site at: <http://www.fhda.edu>; the De Anza College Catalog; the De Anza College Class Schedule; or contact the office of the Dean of Student Development and EOPS.

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VIII. Letter to Employer

To: Employer (Supervisor)
From: Cooperative Education / Work Experience Office

The employee who delivered this memorandum to you has demonstrated an interest in improving his/her job skills by enrolling in our Cooperative Work Experience Education course. The main purpose of this course is to help the student (your employee) develop his/her skills by creating learning objectives that will challenge him/her to become a more efficient, effective, and valuable employee while providing practical education that supplements and enhances the understanding of classroom concepts and theories learned in other courses.

A major advantage of this program is that it gives you (the student's supervisor), the opportunity to make a contribution to your employee's college education in ways that also benefit your organization. This benefit is through the completion of the student's learning objectives that are focused on new learning or improved performance. Please discuss new learning possibilities with your employee and help him/her develop their new learning objectives.

The learning objectives will be written in a worksheet format, and re-written in a Performance Agreement. These forms will require your signature as well as your employee's and his/her instructor's signatures. Your signature will be needed at the beginning of the quarter, approving the student's initial goals, and at the end of the quarter rating the student's performance of the objectives and verifying completion. In addition, you will need to sign three forms (time cards) validating the student's work hours. This process allows De Anza College to award college credit to your employee for learning through work experience. The purpose of this paper work is to comply with the State of California and the Foothill/De Anza Community College District required documentation and validation of the student's hours worked and performance improvement as documented in the learning objectives.

The rule of thumb is that a full time employee typically strives to complete four to eight specific learning objectives that can be achieved and evaluated within one quarter, and a part time employee may complete two or three learning objectives. A Co-op instructor will contact you to explain the program in more detail and to go over the objectives with you and your employee.

We look forward to working with you and your employee in assisting in their professional growth and development while maintaining an educational focus.

If you have any questions, please contact the student's instructor or the Co-op office at 408-864-5841.

Thank you

For information on the District's policies and procedures regarding anti-discrimination and harassment issues, please refer to the following areas: The Foothill/De Anza District's web site at: <http://www.fhda.edu>; the De Anza College Catalog; the De Anza College Class Schedule; or contact the office of the Dean of Student Development and EOPS.

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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:

http://www.collegeboard.org	College board online
http://www.petersons.com	Peterson's online
http://www.collegeplan.org	College search
http://www.ecola.com/college	College search by city and state
http://www.csumentor.edu	CSU application
http://www.weapply.com	Apply online
http://www.educationindex.com	Guide to education related Web sites
http://www.niep.com	College tours
http://www.nacacnet.org	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:

http://www.finaid.org	Comprehensive financial aid information
http://fastweb.com	Financial aid information
http://www.ftc.gov	Scholarship scams and how to avoid them
http://www.teri.org	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
- 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
www.hotjobs.com
www.statejobs.com/
www.caljobs.ca.gov
www.valleyjobs.com
www.opm.gov
www.fbi.gov
www.jobbankusa.com/
www.jobtrak.com/
<http://careers.wsj.com/>
www.iee.org.uk/CPD/
www.netshare.com

Yahoo!
Career Builder
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

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STUDENT PERFORMANCE AGREEMENT

Student's Name: _____ Company Name: _____
(Print) Last First Middle Initial

Job Title: _____ Supervisor's Name: _____ Phone: _____

Supervisor's Email: _____ Office Phone: _____

- It is necessary to identify new learning objectives each term. Objectives must be specific and measurable, and within the student's ability to accomplish them.
- The student's supervisor and the faculty must approve the learning objectives at the beginning of each term.
- Before the end of the academic term, the employer, the student, and the instructor will discuss the progress made on the objectives. The employer will rate the progress. Based on the progress rating, the college will determine the academic credit the student will receive.
- It is understood that the employer will provide adequate protection for the student employee through Workman's Compensation and or liability insurance as required by law and by compliance with OSHA regulations.
- We agree with the validity of the learning objectives listed below. The employer and the college agree to provide the necessary supervision and counseling to insure that the student/employee receives appropriate educational benefit under the control of the College District
- For information on the District's policies and procedures regarding anti-discrimination and harassment issues, please refer to the following areas: The Foothill/De Anza District's web site at: <http://www.fhda.edu>; the De Anza College Catalog; the De Anza College Class Schedule; or contact the office of the Dean of Student Development and EOPS.

Supervisor's Signature (date)

Student Signature (date)

Instructor's Signature (date)

Student Objectives:	Rating:
Target Date: _____ #1: _____	<input style="width:50px; height:30px;" type="text"/>
Target Date: _____ #2: _____	<input style="width:50px; height:30px;" type="text"/>
Target Date: _____ #3: _____	<input style="width:50px; height:30px;" type="text"/>
Target Date: _____ #4: _____	<input style="width:50px; height:30px;" type="text"/>

Rating Scale: 1 = Outstanding 2 = Good 3 = Average 4 = Fair 0 = Not done – no progress

Comments: _____

Supervisor's Signature _____ Date: _____
White for final evaluation Yellow to the Co-op Office Green to instructor Pink to student

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X. Time Cards

The time cards are a summary of the student's monthly hours worked, and the supervisor's signature is required for the validation of these hours. Time cards must be submitted to earn Co-op units. Without them, the student will fail the course.



TIME CARD NUMBER #1

Student Name: _____ Report for Month: _____ Total Monthly Hrs _____

Instructor's Name: _____ Company Name: _____

Supervisor's Signature: _____ Date: _____



TIME CARD NUMBER #2

Student Name: _____ Report for Month: _____ Total Monthly Hrs _____

Instructor's Name: _____ Company Name: _____

Supervisor's Signature: _____ Date: _____



TIME CARD NUMBER #3

Student Name: _____ Report for Month: _____ Total Monthly Hrs _____

Instructor's Name: _____ Company Name: _____

Supervisor's Signature: _____ Date: _____