

Cape Fear Community College

Cooperative Education Work Experience Student Workbook

2011-12

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WORKBOOK COMPLETION GUIDELINES

Keep this workbook in a secure location for the duration of the semester/term. In order to receive credit for this course, the workbook must be completed and submitted to your instructor by all established deadlines.

Getting Started:

1. Attend your instructor's cooperative education **orientation** and complete the **Worksite Information/Semester Deadlines** and the **Orientation Checklist**.
2. **Read, Sign, and Date** all required **Cooperative Education Agreements**. Make sure your supervisor has a chance to read, sign, and date the agreements as well. **These agreements must be signed before you begin counting work hours for this course.**

During Your Work Experience:

3. Complete the **Measurable Learning Objectives (MLOs) Worksheet** during the first few weeks of your work experience. Your supervisor and instructor should approve these MLOs before you begin working on them.
4. Record your work hours on the **Work Hours/Time Report**. At the end of each month, you and your supervisor should verify/ sign your work hours.
5. Arrange a day and time for your instructor to meet with you and your supervisor at your worksite. Your instructor will tell you which week to schedule the meeting during orientation. (This visitation normally takes place during midterm and is combined with your midterm evaluation.)

During Your Final Week(s):

6. Have your supervisor complete and sign the **employer evaluation**.
7. Complete and sign your **self-evaluation**.
8. Submit your **completed workbook** before or on the due date set by your Instructor. The workbook must contain all required signatures and documentation. Failure to submit completed workbooks will result in the grade of an **F** or an **I** (incomplete) for the course.

Your instructor may require additional assignments, such as a daily journal or work log, short papers, or additional worksheets.

COURSE DESCRIPTION AND POLICIES

Course Number and Title

COE 111, 112, 113: Cooperative Work Experience I
COE 121: Cooperative Work Experience II
COE 131: Cooperative Work Experience III

Textbooks: TBD by cooperative education instructor

Prerequisites

- Enrollment in a curriculum program of study approved to offer cooperative education;
- Completion of at least 9 SHC in the program of study, with at least 3 SHC in the student's major (developmental coursework cannot count toward the requisite 9 hours);
- Minimum GPA of 2.0;
- Instructor, department chair, or cooperative education coordinator approval.

Course Description

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Measurable Learning Objectives

With the assistance of your instructor and supervisor, you should come up with meaningful Measurable Learning Objectives (MLOs) that are relevant to your program of study. These MLO statements should clearly and precisely describe specific goals to work on during the semester. In addition, these goals should be easily measured or assessed at the end of the semester. Since cooperative education is an academic program, credit is awarded based on the **learning** that occurs as a result of working, not for actual work done on the job. Your MLOs serve to document this learning.

Attendance Policy

Students are required to attend meetings requested by their instructors. Students are expected to report punctually and regularly for work. It is the responsibility of the student to notify the employer promptly if unable to work for any reason.

Per CFCC policy, students must work at least 80% of the required work hours to pass the course. (For a one credit hour course, 80% is 128 hours.) However, students who do not work the full 160 hours may have points deducted from their final grades. These policies are set by individual instructors.

Grading Policy:

Grades will be based upon the following criteria:

- Attendance (see below)
- Meeting Deadlines for Paperwork
- Worksite Visit/ Midterm Evaluation
- Measurable Learning Objective(s)
- Employer Evaluation of Student
- Student Self-Evaluation
- Instructor's Evaluation
- **Other criteria as determined your instructor**

Withdrawal Policy:

Students who wish to **withdraw** from cooperative education should submit their **cooperative education workbooks** with their course **withdrawal form** to their instructor. The workbook should accurately and honestly reflect all work completed up to the date of withdrawal. All completed work hours prior to the withdrawal should be documented and verified by the employer.

Other Policies:

Cooperative Education Students must

1. Complete all required paperwork;
2. Attend meetings and seminars set by the cooperative education instructor;
3. Be covered by adequate accident insurance;
4. Furnish up-to-date information about the employer as well as any changes to a student's address, enrollment in the course (such as a withdrawal);
5. Inform the cooperative education instructor or coordinator as soon as any concerns or problems arise;
6. Remain in the cooperative education position for the duration of the term unless special arrangements have been made with the instructor and employer.

RELEASE AGREEMENT

This agreement must be signed before the student begins the actual work hour for cooperative education credit.

I, _____, understand that I have been accepted for a
Student
Cooperative Education work assignment. The work and learn partnership will involve **Cape Fear Community College**
and _____. I acknowledge that the college will assume no
Employer/ Organization
financial responsibility in the event of any accident or illness suffered by said student as a result of the student's educational activities while enrolled in the Cooperative Education class at Cape Fear Community College. I also understand that I am personally responsible for seeing that arrangements are made through personal insurance or private funds to cover costs incurred for the medical, surgical, or emergency treatment of an accident or illness suffered while involved in the cooperative education partnership between the college and the employer.

The student's signature on this form acknowledges that the student understands the information stated in the release agreement.

Student's Signature

Date

Cooperative Education Instructor's Signature

Date

RIGHTS OF STUDENTS

Under the Family Educational Rights and Privacy Act of 1974, the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution are established. Cape Fear Community College established various policies to ensure compliance with this legislation as stated in the *CFCC Catalog and Student Handbook*.

MEDICAL INSURANCE CERTIFICATION

The student is highly encouraged to be covered by adequate health and accident insurance. It is the *responsibility of the cooperative education student* to determine if they are adequately covered. Insurance pamphlets concerning CFCC student accident insurance and information about purchasing health insurance for college students are available in the Business Office of the Wilmington Campus and at the McKeithan Center at the North Campus. The student accident insurance is a secondary policy and excludes injuries covered by workers' compensation or students who are injured while participating in paid cooperative education positions. Students who need insurance should also check with their cooperative education employer to see if insurance is available.

UNEMPLOYMENT INSURANCE

By action of the federal government and the NC General Assembly, cooperative education students may not file for unemployment compensation while employed through the Cooperative education Program. Cape Fear Community College *will not* be responsible for any accident and/or injuries, which occur as part of employment through the Cooperative Education Program.

MEASURABLE LEARNING OBJECTIVES

What are Measurable Learning Objectives (MLOs)?

Measurable Learning Objectives (MLOs) are a set of statements that clearly and precisely describe your intended goals and outcomes your work experience. In addition, these goals should be easily measured or assessed at the end of the semester.

Why have MLOs?

This course gives credit not for your working but for the learning that occurs during your work experience. MLOs are the most effective method to show and evaluate what you have learned during this experience.

How can I get started?

Review your job responsibilities with your supervisor. Think about areas where you can develop new skills, increase knowledge, or improve your work ethic. Draft several preliminary goals and discuss them with your supervisor. Then, select the most effective and realistic goals for this assignment.

What does an MLO look like?

Typically, an MLO combines four major variables in a single sentence: **ACTIVITY**, **FORECAST**, **TIME FRAME**, and **EVALUATION**. The **activity** is the desired outcome or expected achievement; the **forecast** is the proposed level of accomplishment; the **time frame** is the expected completion date; and the **evaluation** is the method of measurement.

By the end of the term (**TIME FRAME**), I will design and build a new chair (**ACTIVITY**) that meets company construction specifications (**FORECAST**) as evaluated by my job supervisor (**EVALUATION**).

Be sure to use descriptive verbs/ action words. The above example uses "design" and "build." Other descriptive verbs include develop, execute, increase, plan, perform, reduce, research, write, etc.

Tips for Developing EFFECTIVE MLOs

1. **Avoid broad, general objectives.**
Use clear, concise, specific language.
2. **Set realistic goals.**
Make sure you have the knowledge, skill, time and freedom to accomplish your objectives.
3. **Indicate how you will measure achievement.**
Set a clear measure of success. When possible, use numerical terms (ex. increase speed by 15%). You may also refer to your supervisor's evaluation methods.

EXAMPLES OF HOW TO IMPROVE INEFFECTIVE MLOs

Ineffective: I will become a better sales person.

Effective: By the end of the semester, I will improve my knowledge of sales practices and techniques and will increase my monthly sales by **10%**.

Ineffective: I will meet professionals in the industry.

Effective: By the end of the semester, I will be able to interact professionally with others by organizing at least **one** productive meeting with potential contacts in the industry.

Ineffective: I will increase my knowledge of Excel.

Effective: By the end of the semester, I will be able to use Excel to sort and analyze the data for at least **two** work-related projects and effectively present the results using a variety of charts and graphs as evaluated by my supervisor.

SAMPLE MLOs

- By the end of the semester, I will have researched and identified at least **five** potential external funding sources for an afterschool program that serves traditionally underprivileged children.
- By the end of the semester, I will demonstrate a working knowledge of the host agency/institution by submitting to my supervisor an outline that includes mission statement, services, fees, and referral sources.
- By the end of the semester, I will be able to perform preventive maintenance on at least **five** different types of equipment as evaluated by my supervisor.
- By the end of the semester, I will draw at least **five** maps in accordance with NCGS 47-30 as evaluated by my supervisor.
- By the end of the semester I will be able to perform computations and calculations to reduce field data for surveying jobs as evaluated by my employer.
- By the end of the semester, I will be able to prepare and fill **all** sections of a divorce pleading that meets office specifications as evaluated by my supervisor.
- By the end of the semester, I will master the art of speaking with potential clients on the phone and will have added at least **two** new clients to my company's service area.
- By the end of the semester, I will have researched, written, and edited at least **two** feature-length news stories fit for publication as evaluated by my supervisor.

MEASURABLE LEARNING OBJECTIVES WORKSHEET

STUDENTS WORKING WITH A *NEW EMPLOYER*

The Measurable Learning Objectives (MLOs) must clearly describe specific goals that you intend to accomplish during your work experience. **The MLOs must be reviewed and approved by your work supervisor and instructor during the first three weeks of the term.** At the end of the work term, you and your supervisor will evaluate how well you accomplished each of the objectives. **The suggested number of MLOs to complete for each class is three (3).**

MLO 1: _____

MLO 2: _____

MLO 3: _____

Students' Signature

Date

Supervisors' Signature

Date

Instructor's Signature

Date

MEASURABLE LEARNING OBJECTIVES WORKSHEET

STUDENTS WORKING WITH A *CURRENT* EMPLOYER

CURRENT Job Responsibilities (attach additional pages if necessary):

NEW Responsibilities for Your Cooperative Education/ Internship Position

The Measurable Learning Objectives (MLOs) must clearly reflect new responsibilities that will be accomplished during your work term. **The MLOs must be reviewed and approved by your work supervisor and instructor during the first three weeks of the term.** At the end of the work term, you and your supervisor will evaluate how well you accomplished each of the objectives. **The suggested number of MLOs to complete for each class is three (3).**

MLO 1: _____

MLO 2: _____

MLO 3: _____

Student's Signature

Date

Supervisor's Signature

Date

Instructor's Signature

Date

WORK HOURS REPORT

Student: _____

Instructor: _____

Employer: _____

Supervisor: _____

Course: **COE 111** (requires 160 work hours) **COE 112** (requires 320 work hours)

Term: **Fall** **Spring** **Summer**

COE 121 (requires 160 work hours) **COE 131** (requires 160 work hours)

Year: **20** _____

Total Hours Worked: _____

To receive academic credit, you must keep accurate records of your work hours. You and your supervisor should verify your work hours on a monthly basis. ***This information is required for the college's records and will be kept strictly confidential.*** In lieu of this work hours report, you may submit one from your worksite provided it is signed and verified by your supervisor.

MONTH:											
WEEK	MON	TUES	WEDS	THURS	FRI	SAT	SUN	Total Hours	Wages <small><i>if applicable</i></small>		
<i>Example:</i> August 15-21	4 hours	2 hours	2 hours	Off	2 hours	Off	Off	10 hours			
I certify that the above time report is a true statement of the hours worked this month.								Total:			
_____ Student's Signature				_____ Date		_____ Supervisor's Signature				_____ Date	

MONTH:											
WEEK	MON	TUES	WEDS	THURS	FRI	SAT	SUN	Total Hours	Wages <small><i>if applicable</i></small>		
I certify that the above time report is a true statement of the hours worked this month.								Total:			
_____ Student's Signature				_____ Date		_____ Supervisor's Signature				_____ Date	

FACULTY VISIT AND MIDTERM REPORTS

Date of Visit: _____

Student: _____

Instructor: _____

Course: COE _____ Section: _____

FALL SPRING SUMMER 20_____

Employer: _____

Supervisor _____

I. INTERVIEW WITH STUDENT

1. Have your duties been consistent with the job description? Yes No

Comments:

2. Has your employer provided job training? Yes No

Describe the kinds of training available to you.

3. Have you received regular feedback on your job performance? Yes No

Comments:

4. Are your work job duties challenging? Yes No

Comments:

5. Do you have any concerns or issues related to your Measurable Learning Objectives? Yes No

Comments:

6. Have you been able to relate your cooperative education assignment to your coursework? Yes No

Comments:

7. Do you believe this work assignment will help you meet some of your career goals? Yes No

Comments:

8. Please rate your work experience so far.

Excellent Above Average Average Poor Unacceptable

Comments:

Student's Signature _____ Date _____

II. INTERVIEW WITH SUPERVISOR

1. Does this student fully understand the assigned responsibilities? Yes No

Comments:

2. Does this student have knowledge and/or the ability to successfully perform assigned duties? Yes No

Comments:

3. Has this student helped to meet the needs of your department? Yes No

Comments:

4. Has this student been visibly working to learn new skills? Yes No

Comments:

5. Can you offer any suggestions for improvement at this time?

6. Rate this cooperative education student's **overall job performance** so far.

Excellent Above Average Average Poor Unacceptable

Additional Comments/ Observations:

Supervisor's Signature

Date

III. INSTRUCTOR'S MIDTERM EVALUATION

Instructors will base the midterm evaluation on the interviews with the student and supervisor and will factor in other relevant criteria, such as meeting established deadlines and professional commitments.

a. Professional Appearance

Excellent Above Average Average Poor Unacceptable

b. Punctuality/ Dependability

Excellent Above Average Average Poor Unacceptable

c. Communication Skills

Excellent Above Average Average Poor Unacceptable

d. Subject Knowledge

Excellent Above Average Average Poor Unacceptable

e. Quality of Work

Excellent Above Average Average Poor Unacceptable

f. Productivity or Quantity of Work

Excellent Above Average Average Poor Unacceptable

g. Attitude toward Work Assignments

Excellent Above Average Average Poor Unacceptable

h. Ability to Work Well with Co-Workers

Excellent Above Average Average Poor Unacceptable

i. Ability to Take Direction from Supervisor

Excellent Above Average Average Poor Unacceptable

j. Leadership Ability

Excellent Above Average Average Poor Unacceptable

Student's strengths:

Suggestions for improvement:

Student's Signature _____ Date _____

Cooperative Education Instructor's Signature _____ Date _____

EMPLOYER'S EVALUATION OF STUDENT (END OF TERM)

Date: _____

Student: _____

Instructor: _____

Course: COE _____ Section: _____ FALL

SPRING

SUMMER

20____

Employer: _____

Supervisor _____

Please evaluate the cooperative education student objectively, as compared with other students of similar academic level, with other personnel assigned similar jobs, or with individual standards.

a. Professional Appearance

Excellent Above Average Average Poor Unacceptable

b. Punctuality/ Dependability

Excellent Above Average Average Poor Unacceptable

c. Communication Skills

Excellent Above Average Average Poor Unacceptable

d. Subject Knowledge

Excellent Above Average Average Poor Unacceptable

e. Quality of Work

Excellent Above Average Average Poor Unacceptable

f. Productivity or Quantity of Work

Excellent Above Average Average Poor Unacceptable

g. Attitude toward Work Assignments

Excellent Above Average Average Poor Unacceptable

h. Ability to Work Well with Co-Workers

Excellent Above Average Average Poor Unacceptable

i. Ability to Take Direction from Supervisor

Excellent Above Average Average Poor Unacceptable

j. Leadership Ability

Excellent Above Average Average Poor Unacceptable

k. Potential for Development/ Advancement in this Career Field

Excellent Above Average Average Poor Unacceptable

Student's strengths:

Suggestions for improvement:

Supervisor's Signature

Date

Cooperative Education Instructor's Signature

Date

STUDENT'S SELF-EVALUATION (END OF TERM)

Student: _____ Instructor: _____

Course: COE _____ Section: _____ FALL SPRING SUMMER 20 _____

Employer: _____ Supervisor _____

Directions: Answer each question using sufficient details and specific examples for support. *Attach additional pages if necessary.*

Your Job Title: _____

Your Job Duties: _____

1. Discuss how you worked on the **Measurable Learning Objectives** you set at the beginning of the semester. Discuss any challenges or obstacles that you faced while working on your objectives. If you were unable to meet an objective, discuss why here.

Objective #1

Objective #2

Objective #3

2. Did this work experience teach you valuable **job skills** not related to your Measurable Learning Objectives? If so, list them here.

3. Describe at least **one challenge** you faced during your co-op work experience. What did you learn from this challenge?

4. How do you think this experience will help you to **reach your career and/or future college goals**?

5. How did your **supervisor contribute to your learning and professional growth**? Give examples.

6. Would you **accept a position** with this employer after graduation? Why/why not?

7. Would you **recommend this position** for other co-op students? Why/why not?

8. Do you have ideas about how CFCC could **improve the co-op work experience**?

Student's Signature

Date

Instructor's Signature

Date

INSTRUCTOR'S FINAL GRADE REPORT

Date: _____

Student: _____

Instructor: _____

Course: COE _____ Section: _____

FALL

SPRING

SUMMER

20____

Grading Criteria:

Points/ Letter Grade:

Weight/Value:

Attendance/ Work Hours Assessment:

Students must work at least 80% of work hours (128) for each credit hour of cooperative education to pass.

MLO 1 Assessment:

MLO 2 Assessment (if applicable):

MLO 3 Assessment (if applicable):

Meeting Deadlines/ Completion of Paperwork

Mid-term Evaluation Assessment:

Employer Evaluation of Student Assessment:

Student Self-Evaluation Assessment:

Other Applicable Grading Criteria

Journals, Papers, other assignments.

Additional Comments/Observations:

Total Points or Final Letter Grade: _____

Cooperative Education Instructor

Date

College Coordinator

Date Reviewed

INSTRUCTOR CHECKLIST FOR COMPLETED WORKBOOKS

Student Qualifications to Enroll in COE 111, 112, 121, 131:

- _____ Completion of **application** (Instructors should include the student application with the final workbook if it was not forwarded to the cooperative education coordinator during the registration period.)
- _____ Enrollment in **program of study** approved to offer cooperative education
- _____ Completion at least **9 hrs in program of study** with **3 hrs in a core class**
- _____ Minimum **2.0 GPA**.

Required Workbook Elements:

- _____ **Entry ("E") date on grade roster reflects orientation or first meeting date with student.**
Entry date must occur between the beginning of the semester and the census date.
- _____ **Enrollment in MORE than one section of cooperative education:** Student has completed one workbook for each section of cooperative education in which he/she is enrolled.
- _____ **Orientation:** documented as occurring before census date.
- _____ **Cooperative education Agreement:** Signed by student, employer, and college **AND** dated on or before the start of work hours.
- _____ **Job Description:** attached to or clearly written in workbook
- _____ **Measurable Learning Objectives:** appropriate objectives that are clearly related to major or career goals (Students should have at least MLOs is **THREE** per section.)
- _____ **Signed Time Records**
(Students must work 160 hours for each credit hour of cooperative education work experience. Students who work less than 128 hours do not meet the college's 80% attendance standard.)
- _____ **Instructor Visitation and Midterm Evaluation Worksheet**
The cooperative education instructor (or coordinator) must visit the work site at least once during the semester.
- _____ **Employer Evaluation**
- _____ **Student Self-Evaluation**
- _____ **Final Grade Report (Evaluation of College)**

Non-Completers

- _____ Grades of **W, WP, WF, F, or I:** Student submitted the **Work Agreement**, the **MLOs**, and the **Work Hours Report** for any hours spent on the job. (**If yes**, please forward all documents to the cooperative education coordinator.)

Cooperative Education Instructor

Date

College Coordinator

Date Reviewed