COOPERATIVE EDUCATION PROGRAM

Student Handbook

Working toward your future success!

Student’s Name: ____________________________________________
Instructor’s Name: __________________________________________
Semester: __________________________      Year:  ______________
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The Cooperative Education Program at Skyline College
A Brief Overview:

The Cooperative Education Program at Skyline College gives students the opportunity to earn units of credit for establishing and learning occupational-related goals while on the job. Typically, this is classified as “work experience.”

Students may earn up to four (4) units of Cooperative Education credit each semester depending on the number of academic units completed and the number of units being attempted at the time of registration for Cooperative Education. Moreover, Cooperative Education students may be employed on a paid or volunteer basis.

Students may register for Cooperative Education through the SMART Registration System. Any student who registers through the SMART System is required to contact the Cooperative Education Office, Building 1, Rooms 1208-1210, for specific instructions to follow in order to earn Cooperative Education units. Please call (650) 738-4261 or 4262 for more information.
To The Student:

Questions and Answers Concerning Cooperative Education

• What is Cooperative Education?

Cooperative Education is a working partnership between student, college, and employer which enables students to earn college credit for learning on the job via a tightly structured process. Career-related on-the-job work experience strengthens the educational process through a practical application of written learning objectives and evaluation.

• Who is eligible for Cooperative Education?

Any Skyline College student, day or evening, which has a job related to their major or future career goals could be eligible to receive 1 to 4 units of Cooperative Education credit per semester. Students can elect to take up to a maximum of 16 units of Cooperative Education over a two-year period. Twelve units of Cooperative Education are transferable as electives to the California State University System (CSU) and some private colleges and universities. Check with your college counselor or advisor on campus.

• Are there regularly scheduled classes to attend?

No. Students meet their Cooperative Education Instructor once at the beginning of the semester and once at the end of the semester at mutually convenient times slated for student appointments. Be sure to check your instructor’s posted office hours outside the Cooperative Education Offices, Bldg. 1, Rooms 1208-1210. Furthermore, there are no classes to attend or research papers to complete.

• How does Cooperative Education work?

Students enrolled in Cooperative Education are required to identify three (3) or four (4) learning objectives that are specific and measurable. These objectives are developed by the student and approved by both the employer and the assigned Co-op Ed instructor. The student’s credit is dependent upon these factors: 1) the employer’s and instructor’s evaluation of the progress made by the student in attaining set objectives, and 2) by working a sufficient number of hours during the semester. Students may earn one (1) unit of credit for each 75 hours worked per semester. Students doing volunteer work may earn one (1) unit of credit for every 60 hours of work.
• Who benefits from Cooperative Education?

Both the student and the employer gain significant benefits from participation in Skyline College’s Cooperative Education Program. Listed below are some of the ways Cooperative Education benefits the business community:

- Fosters interaction with educators and employers to develop and implement business oriented goals which benefit the company or organization.
- Improves a student’s job performance, knowledge, and skills by implementing written job objectives.
- Helps the student develop motivation and job satisfaction due to feelings of achievement and a successful completion of goals.
- Allows students to improve communication with their supervisors which fosters an improved working relationship.
- Encourages students to set time priorities on job responsibilities.
- Bridges the gap between classroom theory and practical on-the-job experience.
- Allows the student to attain visibility at the workplace as the supervisor’s attention is focused toward the student and his or her work.
- Improves the student’s opportunities for job advancement.
- Enables the student to earn transferable credit which can be applied toward an AA or AS degree or certificate program, Social Security, insurance benefits, financial aid, and Veterans’ benefits.

• About learning objectives…what are they?

To earn credit for Cooperative Education, each student must develop measurable learning objectives which precisely state goals to be accomplished on the job during the semester. **Basically, the learning objectives should follow four general criteria: 1) there should be three to four written learning objectives developed, 2) identifying critical tasks to be accomplished, 3) setting a plan of action, and 4) evaluating results.** By establishing these measurable learning objectives, the student-employee becomes motivated towards better job proficiency and output, resulting in increased productivity and profit for the employer.
MEMORANDUM

TO: Work Supervisor of Cooperative Education Student

FROM: Skyline College, Cooperative Education Office

SUBJECT: Your Employee is a Cooperative Education Student: Purpose of the Program and How it Benefits Employers.

Your employee, a student at Skyline College, is enrolled in our Cooperative Education Program this Semester.

The Cooperative Education Program is an educational program that requires the collaborative efforts of employers, students, and Skyline College Cooperative Education Coordinators. The program is designed to help students, who are either full or part time employees, integrate classroom study with their on-the-job work experiences. If the student is successful in accomplishing this integration, they will receive elective cooperative education units. These units can be used to help obtain an A.A. or A.S. Degree and are transferable to the California State University system.

Employers who participate in the program will benefit from employees who are motivated to work hard and do their best to accomplish their job-related objectives. You will have an employee who is serious about his or her self-development and eager to learn new job skills and responsibilities. The results will include improved work performance and a more knowledgeable and productive employee.

A key element of the Cooperative Education Program is the requirement that you and your employee develop a minimum of three (3) written job objectives at the beginning of the semester. A job related objective is a measurable goal that is jointly set by the supervisor and the employee to be accomplished through on-the-job work experience. It requires the employee to learn to make use of some new skill, habit, or information. The employee-student will work on accomplishing these objectives throughout the duration of the semester. In order to receive Cooperative Education elective units, the employee must complete the aforementioned objectives or demonstrate some reasonable progress toward achieving the objectives.
Your employee will share with you “The Responsibilities of the Employer” which are briefly outlined in the Cooperative Education Student Handbook. Please take a few minutes to review these responsibilities. The employee will be responsible for completing the job description form located in the handbook. Please review the job description form for accuracy and content. This information will be valuable in developing the required job related objectives. Examples are provided in the handbook.

Thank you for your time and effort in assisting your employee to successfully complete the Cooperative Education Program. We are confident that your interest and support will be beneficial to both you and your organization. If you have any questions, please don’t hesitate to call us at (650) 738-4261

Sincerely,

Skyline College Cooperative Education Coordinator
The Responsibilities of the Cooperative Education Student:

The following information lists a simple series of steps for you to follow so that you may be able to successfully complete your Cooperative Education Program at Skyline College.

1. Promptly complete your Cooperative Education Application and return it to the Cooperative Education Office located in Building 1, Rooms 1208-1210.

2. After reviewing the section on learning objectives in this handbook, promptly meet with your supervisor and write three (3) to four (4) learning objectives. Be sure to also complete the section detailing your job description on the sheet provided within this handbook as well.

3. Call your Cooperative Education Coordinator immediately to establish your first “by arrangement” appointment to submit your job-related objectives. The student must submit their Cooperative Education objectives no later than two weeks after the start of the academic semester. Any student that has not submitted their objectives within the first two weeks of the semester must officially withdraw from the Cooperative Education Program.

4. Return your typewritten learning objectives to the Cooperative Education Office within one week after your first appointment with your Co-op Education Coordinator/Instructor.

5. Work diligently and effectively toward your job-related goals and objectives throughout the semester. Complete and turn in all Cooperative Education time sheets (provided by your Co-op Coordinator) reflecting the total hours you have worked during the entire semester. Hours worked begin with the first day of the semester. Be sure to tally your hours worked and have your supervisor sign each time sheet.

6. During the last three weeks of the semester, call your instructor to schedule your final appointment with him or her. Evaluate your student-employee performance and progress of your job-related objectives.

7. Re-enroll for Cooperative Education for next semester with your Cooperative Education Instructor/Coordinator.
The Responsibilities of the Employer:

Now that your employee is classified as a Cooperative Education student at Skyline College, we would like to acquaint you with your responsibilities as an employer and a critical component to the success of the Cooperative Education Program at Skyline College.

• Sit down with your employee and assist him or her with the formulation of at least three (3) measurable job-related learning objectives you feel would make this individual a better and more effective employee within your organization. Please sign the handwritten copy of learning objectives indicating your acknowledgement and approval of your employee’s job-related objectives.

• Objectives can embrace any number of work oriented tasks or skills. These may include adding to or improving upon any existing job-related skill or task. These may include, but are not limited to, any of the following: improving customer-client relations, learning a new computer program, finding a solution to an existing work-related problem, finding new job tasks to complete, personal improvement, social skills, improving work performance, and increasing one’s usefulness on the job.

• When you meet with your employee-student, discuss what objectives you both agree would be challenging and acceptable. Generally speaking, each objective should meet three criteria:

1. What will the employee do?
2. How will he or she accomplish this?
3. How will he or she measure their accomplishment at the end of the semester?

• Make sure time sheets recording hours worked by student-employee are presented to you for your approval and signature. Time sheets should reflect all hours worked on the job including overtime or “compensation” time. Please check tallied hours for accuracy.

• The student-employee’s Cooperative Education Coordinator will call to arrange a brief appointment with you to confirm the student’s employment at the job site. Near the end of the semester, the Coordinator will meet briefly with you again to have you evaluate the student-employee’s work performance in accordance with the written job-related objectives.
The Cooperative Education Program Hours to Units Equivalents:

The following chart is a comprehensive list of an hours to unit ratio that can assist you in estimating your unit load in Cooperative Education for the semester in which you are applying.

Employed Work Experience:

- 5 hours per week = 1 unit
- 10 hours per week = 2 units
- 15 hours per week = 3 units
- 20 hours per week = 4 units
- 75 hours = 1 unit
- 150 hours = 2 units
- 225 hours = 3 units
- 300 hours = 4 units

Voluntary Work Experience:

- 60 hours = 1 unit
- 120 hours = 2 units
- 180 hours = 3 units
- 240 hours = 4 units

There is currently no unit requirement in terms of taking Cooperative Education with other courses.
For our department’s auditing purposes and accreditation, please note that you must put down a specific major or career goal on your application form.

**Concerning Practice Work Sheets for Cooperative Education:**

With the help of your immediate supervisor, use these sheets to develop a minimum of three (3) to a maximum of four (4) learning objectives. When the sheet is completed, be sure to bring it with you to your first conference with your Cooperative Education Instructor/Coordinator.

A learning objective is a measurable goal that you set for yourself to be accomplished through your work experience. A learning objective may be learning or using a new habit or skill, finding a solution to a problem, or acquiring a new form of job knowledge. A learning objective must be beyond the scale of your regular experiences on the job and over and above your routine performance. Moreover, a learning objective is specific, measurable, and limited to a single, definite result.

For each learning objective you should be able to answer each of the following questions:

1. What are you going to attempt?
2. How do you intend to accomplish this?
3. What specific measurement will be used to evaluate how well you accomplished your objectives?

**Please note:** It is the student’s responsibility that the objectives are mutually agreed upon by both the student and his or her supervisor. Please make sure that your supervisor’s signature is at the bottom of your written objectives.
Examples of Student-Written Learning Objectives:

The following pages provide examples of well written student objectives. Please examine them closely for both effective content and style. While your objectives may not be identical in scope, these examples should provide you with a model to work from.

The samples provided contain a number of specific job responsibilities and duties pertaining to a general type of business or industry. Moreover, you should tailor your objectives accordingly. Make sure both your supervisor’s signature as well as your own is provided on the final sheet. As with all written assignments, you should proofread your objectives for grammar and spelling errors before you submit them to your Cooperative Education Coordinator/Instructor.
Examples of Student-Written Learning Objectives:

**EXAMPLE #1:**
**WHAT?** Structure our filing system in our office so that anyone can use it without being confused.

**HOW?** By reorganizing the filing cabinets into a sequence (code) used by other government workers.

**HOW MEASURED?** I will follow the manual given to our supervisors.

**EXAMPLE #2:**
**WHAT?** Devise a new method for borrowing our office’s expensive equipment. (TV, VCR, camera, etc.)

**HOW?** Set up a log which asks the person to list their name, work site, phone number, etc.

**HOW MEASURED?** Supervisor and I will monitor the equipment room and make sure a person signs during pick-up and drop-off.

**EXAMPLE #3:**
**WHAT?** Learn in detail the steps for maintaining the budget in our office.

**HOW?** Through instruction and on the job training in budget management.

**HOW MEASURED?** Evaluated by the supervisors throughout the Park Service whenever it is time to generate a report.

**EXAMPLE #4:**
**WHAT?** Develop skills in translating patient phone calls for the receptionist.

**HOW?** By working with the receptionist and translating phone conversations.

**HOW MEASURED?** Speed and accuracy of translations will be monitored by supervisors through the semester to ensure progress.

**EXAMPLE #5:**
**WHAT?** Learn in detail the steps for maintaining the budget in our office.
HOW? Through instruction and on the job training in budget management.

HOW MEASURED? Evaluated by the supervisors throughout the Park Service whenever it is time to generate a report.

EXAMPLE #6:
WHAT? Learn how to file patient charts correctly.

HOW? My supervisor will show me proper office procedures used in filing patient charts.

HOW MEASURED? I will be able to file patient records correctly without assistance. This will be verified through spot inspections by the supervisor.

EXAMPLE #7:
WHAT? Learn how to upload patient chart information to the computer.

HOW? My supervisor will train me how to input patient information in the computer.

HOW MEASURED? I will be able to upload patient charts without any help.

EXAMPLE #8:
WHAT? Learn how to process supplies and shipping invoices of company bills.

HOW? Through instruction and on-the-job training in invoice control.

HOW MEASURED? Supervisor will evaluate my performance at the end of the semester.

EXAMPLE #9:
WHAT? Contact other shipping/supply companies to process billing inquiries of shipments and supplies.

HOW? Through instruction and on-the-job training in billing and shipping.

HOW MEASURED? Supervisor will evaluate my performance at the end of the semester.
Student-Written Learning Objectives:

Student Name: ________________________________________ Date: ________________

Learning Objective One:
What? _____________________________________________________________

______________________________________________________________________

______________________________________________________________________

How? ________________________________________________________________

______________________________________________________________________

How Measured? _________________________________________________________

______________________________________________________________________

______________________________________________________________________

Learning Objective Two:
What? ________________________________________________________________

______________________________________________________________________

______________________________________________________________________

How? ________________________________________________________________

______________________________________________________________________

How Measured? _________________________________________________________

______________________________________________________________________

______________________________________________________________________

Learning Objective Three:
What? ________________________________________________________________

______________________________________________________________________

______________________________________________________________________

How? ________________________________________________________________

______________________________________________________________________

How Measured? _________________________________________________________

______________________________________________________________________

______________________________________________________________________

Immediate Supervisor’s Signature ________________________ Student-Employee’s Signature ________________________