



STRATEGIC  
PARTNERSHIPS  
& WORKFORCE  
DEVELOPMENT

# COOP

## COOPERATIVE EDUCATION WORK EXPERIENCE - STUDENT HANDBOOK

STUDENT'S NAME: \_\_\_\_\_

INSTRUCTOR'S NAME: \_\_\_\_\_

SEMESTER: \_\_\_\_\_ YEAR: \_\_\_\_\_

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# COOPERATIVE EDUCATION PROGRAM: A BRIEF OVERVIEW

## The Cooperative Education Program:

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 1-4 units depending on which COOP course you are registered in and also determined by the number of hours worked within a semester. Moreover, Cooperative Education students may be employed on a paid or volunteer basis. Students may register for Cooperative Education through WebSMART.

Once you have registered through WebSMART contact your Cooperative Education Instructor for next steps and further information.

## Contact information:

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# FREQUENTLY ASKED QUESTIONS

## **Q:WHAT IS COOPERATIVE EDUCATION (COOP)?**

**A:** COOP is a working partnership between the student, The College, and the employer which enables students to earn college credit for learning on the job.

## **Q: WHO IS ELIGIBLE FOR COOP?**

**A:** Any enrolled Skyline College student who has a job, internship or is volunteering 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 COOP units over a two-year period. Sixteen (16) units of Cooperative Education units are transferable as electives to the California State University System (CSU) and some private colleges and universities.

## **Q: ARE THERE REGULARLY SCHEDULED CLASSES TO ATTEND?**

**A:** There are no classes to attend or research papers to complete. Students meet with their COOP Instructor once at the beginning of the semester and once at the end of the semester at mutually convenient times slated for student appointments.

**Paid Employment:** Students may earn one unit of credit for each 75 hours of paid work per semester.

**Volunteer/Unpaid Employment:** Students may earn one unit of credit for every 60 hours of unpaid work.

## **Q: HOW DOES COOPERATIVE EDUCATION WORK?**

**A:** Students may earn one unit of credit for each 75 paid hours worked per semester. Volunteer student--employees may earn one unit of credit for every 60 hours of work. Students enrolled in COOP are required to identify three to four learning objectives that are specific and measurable. These objectives are developed by the student and approved by both the employer and the college coordinator.

The student's credit is dependent upon two main factors:

- The employer's and COOP instructor's evaluation of the progress made by the student in attaining the objectives.
- The student working a sufficient number of hours during the semester or summer intersession.

## **Q: WHO BENEFITS FROM COOPERATIVE EDUCATION?**

**A:** Both the student and the employer gain significant benefits from participation in Skyline College's COOP Program. Listed below are some of the ways Cooperative Education benefits the company or organization:

- Fosters interaction with educators and employers to develop and implement goals.
- Improves a student's job performance, knowledge, and skills.
- 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.
- Allows the student to attain visibility at the workplace as the supervisor's attention is focused toward the student and their 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.

## **Q: WHAT ARE LEARNING OBJECTIVES?**

**A:** To earn credit for Cooperative Education, each student will meet with their supervisor to develop attainable learning objectives to be accomplished during the semester.



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**TO:** Supervisor of Cooperative Education Student-Employee  
**FROM:** Cooperative Education Office at Skyline College  
**SUBJECT:** Cooperative Education Program and Employer Benefits

Hello,

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

The Cooperative Education Program is a program at Skyline College that requires the collaborative efforts of employers, students, and Cooperative Education Instructors. The program is designed to help students who are either full or part time employees to integrate classroom study with their on-the-job work experiences through pre-determined objectives. If the student is successful in accomplishing this integration, they will receive Elective Cooperative Education Units. These units can be used to obtain an A.A. or A.S. Degree and are also 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 self-development and eager to learn new job skills or responsibilities. The results could include improved work performance, increased knowledge of role and new or enhanced skill sets.

A key element of the Cooperative Education Program is the requirement that you and your employee develop a minimum of three (3) written learning objectives for their role at the beginning of the semester. A job-related learning objective is an attainable goal that is jointly set to be accomplished through on-the-job work experience. The employee will work on accomplishing these objectives throughout the duration of the semester. In order to be successful in the course, the employee must complete the agreed upon objectives or demonstrate some reasonable progress toward achieving the objectives.

Your employee will share with you "The Role of the Employer" which is briefly outlined in the Cooperative Education Student Handbook and on the website. Please take a few minutes to review the section to familiarize yourself with what the role entails. The employee will be responsible for completing the job description form located in the handbook, but please review the job description form for accuracy and correct content. This information will be valuable in the support of developing the objectives. Some 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 a valuable experience to both you and the employee. If you have any questions, please don't hesitate to call at 650.738-7508 or email [moorea@smccd.edu](mailto:moorea@smccd.edu).

Sincerely,

Skyline College Cooperative Education Program

# 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 Employment Information Form online.

2

Review the Learning Objectives page in this handbook and/or on the website. Then meet with your immediate supervisor to create your learning objectives. This needs to be signed by both employee and employer. Submit to your COOP instructor.

3

Complete COOP time-sheet reflecting total hours worked signed by your immediate supervisor. Submit this prior to the end of the semester on the date given by your COOP instructor. Be sure to tally your hours worked.

4

Have your immediate supervisor complete the evaluation and sign it. Submit evaluation by the due date given by your COOP instructor.

5

Re-enroll for Cooperative Education for next semester with you Cooperative Education instructor.

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For our department's auditing purposes and accreditation, please note that you must put down a specific major or career goal on you application form.



# ROLE 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 role as an employer and a critical component to the success of the Cooperative Education student enrolled at Skyline College.

- Please sit down with the employee and assist with creating at least three (3) measurable job-related learning objectives that would support the employee in growing within their role. Once complete please sign the Learning Objectives Form indicating your acknowledgment and approval of the learning objectives.
- Objectives can be any number of work-oriented tasks or skills. These may include adding to or improving upon any existing job-related duties. Below are some ideas that can be used as learning objectives:
  - Improving customer-client relations
  - Learning a new computer application
  - Finding a solution to an existing work-related problem
  - Personal improvement of social skills, work performance, or increasing knowledge of a role for potential promotion within the work place
- Learning objectives should be challenging, practical and beneficial for growth within the role during the semester. Generally speaking, each learning objective should meet the following criteria:
  - What are you going to attempt? What is the goal?
  - How do you intend to do it? Describe your steps to meet the goal.
  - What specific measurement will be used to evaluate how you met the goal?
- Make sure a time sheet that records hours worked by the employee are presented to the immediate supervisor and confirmed with their signature. Time sheets should reflect all hours worked on the job including overtime or “compensation” time. Please check hours tallied for accuracy prior to immediate supervisor signing.
- The employee’s Cooperative Education Instructor will contact you (the immediate supervisor) to arrange a brief appointment with you to verify the student’s employment. Near the end of the semester, the Instructor will meet briefly with you again to have you evaluate the employee’s work performance in accordance with the written learning objectives. 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 **Fall & Spring semesters** in which you are applying.

EMPLOYED WORK EXPERIENCE			
Hours Per Week	Units	Hours	Units
9.5 hours per week	1 unit	75 hours	1 unit
19 hours per week	2 units	150 hours	2 units
28.5 hours per week	3 units	225 hours	3 units
37.5 hours per week	4 units	300 hours	4 units
VOLUNTARY OR UNPAID INTERNSHIP			
Hours Per Week	Units	Hours	Units
4 hours per week	1 unit	60 hours	1 unit
8 hours per week	2 units	120 hours	2 units
12 hours per week	3 units	180 hours	3 units
16 hours per week	4 units	240 hours	4 units

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 **Summer semester** in which you are applying.

EMPLOYED WORK EXPERIENCE			
Hours Per Week	Units	Hours	Units
9.5 hours per week	1 unit	75 hours	1 unit
15 hours per week	2 units	150 hours	2 units
22.5 hours per week	3 units	225 hours	3 units
30 hours per week	4 units	300 hours	4 units
VOLUNTARY OR UNPAID INTERNSHIP			
Hours Per Week	Units	Hours	Units
7.5 hours per week	1 unit	60 hours	1 unit
8 hours per week	2 units	120 hours	2 units
12 hours per week	3 units	180 hours	3 units
16 hours per week	4 units	240 hours	4 units



# OVERVIEW OF LEARNING OBJECTIVES FORM

## Learning Objective:

A learning objective is a measurable goal that you set for yourself to accomplish through your work experience. This can consist of learning a new skill, problem solving, or acquiring a new form of job knowledge. A learning objective must be beyond the scale of your regular work experiences and above your routine performance. These should be specific, measurable, and can be attainable. The objectives must be created by both the employee and immediate supervisor which will be reviewed by the COOP instructor at the beginning of the semester. Each semester you must identify new learning objectives.

## Developing Learning Objectives:



Both supervisor and employee should meet to discuss what learning objectives will be put into place. Learning objectives should be challenging, practical and beneficial for growth within the role during the semester.

Generally speaking, each learning objective should meet the following criteria:

- What are you going to attempt?
- What is the goal?
- How do you intend to do it?
- Describe your steps to meet the goal.
- What specific measurement will be used to evaluate how you met the goal?



# LEARNING OBJECTIVES EXAMPLES

## Learning Objectives Examples:

Below are 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 learning objectives for grammar and spelling errors before you submit them to your Cooperative Education instructor.

### EXAMPLE 1:

**What:** Creating a job aide for a specific process during on-boarding trainings.

**Describe:** Mapping out the steps to the specific process or procedure in a clear and concise format.

**How:** Supervisor sees the outcome of a new hire successfully completing the process using the job aide.

### EXAMPLE 2:

**What:** Assist patients with occupational therapy such as activities of daily living (ADL's) and self-hygiene.

**Describe:** Shadow an occupational therapist to learn each patient's specific care plan.

**How:** Nurse manager will monitor patient's progression looking for one or more expectations of the care plan. For example would be if patient regained ability to perform to ADL's.

### EXAMPLE 3:

**What:** Open 10 new store department credit cards each week to support in sales.

**Describe:** Interact with customers to support their needs and promote credit card offer discussing savings potential and earnings.

**How:** Will keep a chart that is accessible to supervisor keeping track of credit cards opened daily/weekly.

### 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:** Create a presentation with engaging activities for recruiting high school students' to join Skyline College.

**Describe:** Brainstorm activity ideas into an informative PowerPoint sharing all the programs/supports at Skyline College.

**How:** Provide feedback surveys at the end of each presentation and supervisor will also provide number of enrollment increase after presentations.

### EXAMPLE 6:

**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.