experience excellence
COURSE SYLLABUS

Course Title: Cooperative Work Experience (COE) 111 or 112 or 114 or 121

Textbooks: None

Prerequisites: Must be enrolled in an approved co-op curriculum program; have obtained a minimum 2.0 GPA; have successfully met the eligibility requirements for the student’s program of study; have been approved by the faculty coordinator.

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.

Objectives: Measurable Learning Objectives (MLOs) will be developed by the student, with assistance from the faculty coordinator and the co-op employer, relevant to the student’s program of study. MLOs are statements that clearly and precisely describe specific accomplishments projected for the semester. Since co-op is an academic program, credit is granted for the learning that occurs as a result of working and not for actual work done on the job.

Requirements:
- Complete all paperwork requirements
- Attend all meetings required by the co-op program
- Be covered by adequate accident insurance
- Inform the co-op advisor of acceptance of co-op position, any changes in address, withdrawal from the program, or any problem which may arise
- Remain in the work experience for the entire period of the work experience unless special arrangements are made with the co-op office and the employer
- If withdrawal from the program occurs or if the student received an I or F grade, the student must complete the Work Agreement form, the MLOs, and the Wage/Time Report in the Co-op Workbook for the hours spent on the job.

Grading Policy:
Grades will be based upon completion of the following criteria:
- Completion of all required paperwork by the designated due dates
- Employer Evaluation of the Student
- On-site Visitation Report by the faculty coordinator
- Self-evaluation by the student
- Completion of the student’s Measurable Learning Objectives
- Completion of required hours for the number of credits earned

See further details in your workbook

Grading Scale: Seven point grading scale
See further details in your workbook

Attendance Policy: Students are required to attend all meetings requested by the faculty coordinator including an initial orientation meeting and a mid-term evaluation. The student is expected to report punctually and regularly for work. The student will notify the employer promptly if unable to work for any reason.
PREFACE

Cooperative Education (Co-op), as the name applies, is education based upon a cooperative arrangement by the College and employers to provide working/learning experiences for Southwestern Community College students. The advantages to the three parties involved are reviewed elsewhere in the handbook. Each participant in the triangular relationship plays a significant role in this increasingly popular approach to educational growth and development.

The Cooperative Education Handbook is designed for use by students, employers and faculty. It reviews the purpose, the background and the operation of the Co-op Program.

Under Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination in Employment Act (ADEA), it is illegal for employers to discriminate in any aspect of employment, including:

- hiring and firing;
- compensation, assignment, or classification of employees;
- transfer, promotion, layoff, or recall;
- job advertisements;
- recruitment;
- testing;
- use of company facilities;
- training and apprenticeship programs;
- fringe benefits;
- pay, retirement plans, and disability leave; or
- other terms and conditions of employment.

Discriminatory practices under these laws also include:

- harassment on the basis of race, color, religion, sex, national origin, disability, or age;
- retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices;
- employment decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities; and
- denying employment opportunities to a person because of marriage to, or association with, an individual of a particular race, religion, national origin, or an individual with a disability. Title VII also prohibits discrimination because of participation in schools or places of worship associated with a particular racial, ethnic, or religious group.

For more information, visit http://www.eeoc.gov/abouteeo/overview_practices.html
COOPERATIVE EDUCATION COURSES

Through the Cooperative Education Program the student works on a part-time or full-time basis in a position related to his or her program of study and for an employer selected and/or approved by the College. In addition, the student is contacted periodically by the Faculty Co-op Supervisor. A final grade will be based on the employer's evaluation of the student's work performance and the degree to which his/her Measurable Learning Objectives are accomplished for each co-op period.

Prerequisite:
Full admission to the Co-op Program

COE 111 Co-op Work Experience I (0-0-10-1)
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.

COE 112 Co-op Work Experience I (0-0-20-2)
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.

COE 114 Co-op Work Experience I (0-0-40-4)
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.

COE 121 Co-op Work Experience II (0-0-10-1)
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.

Perspective

Cooperative learning was one of the most valuable courses in my own education, and I’m delighted that our students have the same opportunity available to them. Instructors in the Career Programs Division take pride in creating interactive, hands-on learning environments from their programs. The natural complement of an effective classroom experience is to provide an opportunity to apply concepts and skills to the workplace. Cooperative education provides SCC students with that opportunity.

Thom Brooks
Dean, Career Technologies Division
POLICIES

STUDENT ADMISSION
Students who are enrolled in curricula offering co-op for academic credit and have completed twelve credit hours at Southwestern are eligible to enter the program, provided they meet the following requirements:
• have advisor’s recommendation.
• have approval from the faculty co-op supervisor.
• have a minimum 2.0 GPA in related area.

To apply, interested students should obtain an application form from their advisor, schedule an appointment to discuss the completed form with advisor and pick up a copy of their transcripts from the Registrar.

SECURING WORK ASSIGNMENTS
Co-op jobs are secured through several channels including:
1. Placement Office contacts
2. Employer requests for students
3. Instructor and Curriculum Advisors
4. Students

CRITERIA FOR EMPLOYER PARTICIPATION
All employers are welcome to participate in the program, provided they have one or more full-time or part-time positions available which have the following characteristics:

1. The job should provide an educational experience in an area related to the prospective co-op student’s program of study.
2. The responsibilities and activities of the position should provide meaningful and challenging work for the student.
3. The position should provide work for at least one full semester for a minimum of 10 hours per week. Employers interview and select students, approve student’s learning objectives and evaluate the student’s work performance each semester.

ELIGIBILITY OF STUDENTS ALREADY EMPLOYED
Qualified students who are presently employed in a job related to their academic major should contact their faculty advisor who determines acceptability of the work position. The student’s employer will also be contacted to secure his approval to participate.

MAXIMUM CREDIT ALLOWED TOWARD GRADUATION
The maximum number of credit hours a student may register for in co-op varies from program to program. Students should consult the College catalog regarding credit allowed for co-op.

Regardless of how much credit is earned, employers usually like to know when and how much a student has worked while in college. The student’s transcript indicates that practical work experience has been woven into his/her total academic program.
STUDENT RESPONSIBILITIES

STATEMENT OF UNDERSTANDING

To promote mutual confidence and assure the maintenance of higher standards, the employer is advised to discharge any student who, after a fair trial period, performs unsatisfactory work, is judged incompetent or incapable of performing tasks expected of him/her, has irregular attendance or punctuality, or fails to cooperate in every reasonable way.

An employer cannot be expected to retain co-op students any longer than is practical from a sound business standpoint. Moreover, it is not conducive to sound cooperative relationships for students to expect priority consideration over regular employees. It is believed that an employer, who sincerely demonstrates an interest in co-oping students, may be trusted to judge when business conditions make it advisable to terminate the employment of co-op students.

CONDITIONS OF EMPLOYMENT

It is obvious that most of the conditions of employment can be determined beforehand during the pre-employment interview. Some of these are: location of the job, nature of the work to be performed, nature of the work environment, physical condition required, working hours, rate of pay, and normal expectations of future advancement. The agreement, therefore, becomes effective when the student indicates acceptance of the job to the faculty co-op supervisor, or when he/she reports for the initial day’s employment, whichever occurs first.

ADJUSTING A CO-OP ASSIGNMENT

A student should always confer with his/her curriculum advisor as well as the employer concerning any questions regarding work assignments, rate of pay, hours of work, leave of absence from work, or any other similar matters.

TIME OFF

A student must be on the job regularly and punctually. He/she has only the privileges allowed regular employees of the company. He/she must not ask the employer for, or take time off from work for any college requirements or any other reason without first obtaining the consent of the faculty co-op supervisor. If necessary, evening appointments may be made with the staff to accomplish this purpose.

ABSENCE FROM WORK

The tasks performed by the student on his/her assignments are part of a carefully planned and scheduled program of work. Absence from work immediately necessitates re-planning and rescheduling of performances expected of the student. Therefore, in case of sickness or other emergencies necessitating a student’s absence from work, the employer should be notified by telephone as early as possible. Prolonged absences of more than one or two days should be reported to the faculty co-op supervisor. This procedure benefits the students greatly since it registers the student with his/her employer as one who recognizes responsibilities and is dependable. Both of these characteristics will always be found in successful men and women.

LAYOFF

Any student who is permanently or temporarily laid off must notify the faculty co-op supervisor immediately. Failure to do so results in unnecessary loss of work opportunities and may affect final evaluation.
GETTING AND KEEPING A JOB

PREPARING YOUR RESUMÉ
A well-prepared resumé is an effective job-hunting tool. It is reported that 95 percent of all professional positions are filled through resumé introductions. Therefore, a correctly prepared resumé, accompanied by a letter of transmittal could be the deciding factor in getting an interview for a position. The following suggestions are to guide you in writing your own professional resumé.

Heading: Should contain candidate’s full name, home address, city, state, zip code, telephone number and email address.

Career Objectives: Your objective should be clearly stated in the resumé or letter of transmittal. Make the statement as broad as possible so the employer can consider you for a broad range of related openings.

Education: List highest degree attained first. List your current education at SCC and an “anticipated completion date.” List also the year, college or university, academic achievements, additional courses and other pertinent information.

Work Experience: Most recent position should be listed first. Be specific. If several specific assignments were performed for one employer, clearly indicate this by dividing a section into segments. It is not wise to list reasons for leaving a position. This information can best be given in an interview if it is required.

Special Interests: May be omitted, but it is often helpful to employers.

Special Skills: List such skills as typing, foreign languages, etc. Be honest, rather than modest.

References: It is recommended that references NOT be included.

Transmittal (Cover) Letters: We strongly recommend that a transmittal letter always accompany your resumé. The letter should be addressed to a specific person, if possible. Briefly state the position preference and availability for interview.

THE JOB INTERVIEW

CREATING A GOOD IMPRESSION
Whether the job interview is on campus or at the office of an employer, the student should give attention to his or her appearance. The employer expects to find tendencies of a professional air developing within the applicant. These are first observed during the initial interview. It is, therefore, most important that a good impression be made at this time.

1. The student should dress appropriately for all interviews.
2. Do NOT smoke during an interview and NEVER chew gum.
3. The handshake is important. When meeting or departing from a prospective employer, grasp his hand firmly. When a man meets a woman, he usually does not extend his hand unless she does. If one woman is meeting another, either may offer the hand. A soft, weak handshake usually indicates a lack of confidence.
4. Speak up when meeting people. Give your name and the purpose for being there. Remember, a smile is an important asset to break the ice.
5. Look directly at the interviewer. A willingness to do so indicates self-confidence.
6. Refrain from “backbiting.” If you do not like your present or former employer, do not burden the interviewer with assorted reasons. Try to find something worthwhile regardless of how small it may be.
7. Don’t make an issue out of salary. The Cooperative Education Program is an educational program, not a financial aid program. While monetary compensation may be an important factor to you, it is not likely that an in-depth discussion at the time of the interview will have any effect on the amount of pay you will receive.
8. Be on time. If necessary, drive to the location on a date before the interview to familiarize yourself with the correct route.
9. Take an extra copy of your resumé.
KEEPING A JOB

MAINTAINING A GOOD IMPRESSION

1. Be loyal to your employer.
2. Be punctual—because everyone else is late is no excuse for your being late. Be a leader and not a follower.
3. Be regular in attendance.
4. Follow instructions carefully.
5. Keep your eyes and ears open.
6. Ask intelligent questions when necessary and be eager to learn from the experience of others.
7. Expect rather routine assignments at first, realizing that you must demonstrate your skills before being given increased responsibilities.
8. Remember that you are on a cooperative assignment to learn as much as possible, not to tell other how little you know.
9. Energy, enthusiasm, interest and initiative help to get and hold jobs. Doing things better than anyone else can do them always attracts the favorable attention of your employer and results in greater security of employment and more rapid progress.
10. Willingness and ability to assume responsibility and discharge it will not only develop confidence in the individual, but leads the way to advancement. When you have completed one task, look for something else to do. You can frequently fill in at other jobs and become a valuable cog in the wheel. One of the greatest complaints employers have is that co-op students do not go on to a second job after finishing the original assignment.
11. Create a good “co-op image” for yourself and for those who will follow you. Good grooming and neatness make lasting impressions upon participating employers.
12. A student’s primary responsibility during the job period is to do his/her job well. All of the other learning that is possible—knowledge of the community, managing to live on a budget, developing responsible living habits, learning to work in harmony with others—are all valuable by-products of off-campus experience. The objective of industry is production.

CO-OP IS MORE THAN JUST A JOB. IT COMBINES CLASSROOM LEARNING WITH PRACTICAL ON-THE-JOB EXPERIENCE. IT ENABLES STUDENTS TO APPLY THE THEORIES AND SKILLS LEARNED IN THE CLASSROOM TO JOB SITUATIONS AND PREPARES THEM TO MEET THE CHALLENGES ENCOUNTERED IN THE WORLD OF WORK.
GRADING OF COOPERATIVE EDUCATION WORK EXPERIENCE

The CO-OP GRADE consists of the following:

a. Attendance (Total Hours Worked) Assessment: 200 pts
b. On-Site Evaluation Assessment: 100 pts.
c. Mid-term Evaluation Assessment: 100 pts.
d. MLO 1 Assessment: 200 pts.
e. MLO 2 Assessment (if applicable): 200 pts.
f. MLO 3 Assessment (if applicable): 200 pts.
g. Employer Evaluation of Student Assessment: 200 pts.
h. Student Self-evaluation Assessment: 100 pts.
i. Faculty Coordinator Assessment: 200 pts.

Total Points 1500 maximum

Grading Scale:
A = 1395-1500    B = 1275-1394    C = 1155-1274    D = 1050-1154    F = <1050

Factors to be considered when awarding this portion of the grade would include the following. Did the student:

• complete his/her self-evaluation in the workbook?
• meet all required deadlines?
• turn in a workbook free of spelling and grammatical errors?
• provide all signatures?
• complete each individual section of the workbook?

PURPOSE OF THE CO-OP WORKBOOK

1. To help you focus on “learning” during your co-op work experience.
2. To provide for the evaluation of that learning and of your work habits.
3. To provide for the maintenance of an accurate record of your work hours and wages during the semester.

STEPS TO COMPLETE WORKBOOK

1. Write three objectives on page 9 and sign your name beneath.
2. Review objectives with your work supervisor, noting any recommended changes.
3. Make arrangements to review the objectives with your advisor to receive final approval.
4. Retain workbook while working toward accomplishing your objectives during the semester.
5. In accordance with instructions on page 10, have your job supervisor complete evaluations on page 10.
6. Complete time/wage report form on page 11 and have it signed and verified by your job supervisor.
7. Complete the student’s self-evaluation and job description sections on pages 12 and 13.
8. Submit completed workbook to the faculty co-op supervisor before the semester ends.
**MEASURABLE LEARNING OBJECTIVES**

**WHAT, WHY AND HOW?**

**WHAT DO WE MEAN BY MEASURABLE LEARNING OBJECTIVES?**

Measurable Learning Objectives (MLOs) refer to a set of statements that clearly and precisely describe what it is that you intend to accomplish during your work term.

**WHY HAVE LEARNING OBJECTIVES IN A CO-OP PROGRAM?**

Cooperative Education is primarily an academic program. Credit is granted not for working but for learning that occurs as a result of working. Learning Objectives are the most effective method yet devised to assess the extent and value of this learning.

**HOW DO I DEVELOP AND WRITE MY OWN LEARNING OBJECTIVES?**

Start by carefully reviewing your job, noting areas where you feel you can gain new skills, increase your knowledge or improve your attitudes or feelings. It is important that you avoid broad general statements and confine your objectives to those that can be accomplished during a single term.

Usually, an MLO combines four major variables to form a single sentence. The variables or components are 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 stated method of measurement.

**EXAMPLE:**

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

A very important element in the development of MLOs is often called the ACTION WORD. There are two such action words used in the example above (design and build). Action words are found in all MLOs because they lead to measurable outcomes. Other examples of action words are: demonstrate, describe, develop, draw, discuss, operate, perform, summarize, recognize, etc.

Some important things to remember:

- Avoid broad, general objectives; make them specific and as measurable as possible and try to confine them to those that can be accomplished during the semester.
- Be sure you have enough knowledge, skill, time and freedom at work to accomplish your objectives with the semester’s time period.
- Indicate the level of achievement which you expect to obtain, expressed whenever possible in numerical terms. (Increase speed by 15%)
EMPLOYER & FACULTY RESPONSIBILITIES

EMPLOYER PARTICIPATION AND RESPONSIBILITY

There is an increasing need for industry and education to combine their resources in order to enhance the development of individual careers. One way of developing careers and preparing the types of workers needed by industry is through the Cooperative Education program. Cooperative education is practical and it is good for business. Employers in business and industry should look at cooperative education in a practical. They want to provide a meaningful work experience to the student while receiving a return for the dollars they invest. Listed below are several areas of responsibility for the employer:

1. The employer must become involved in the planning of sequenced learning activities for the student, set up a plan to carry out the supervision of the student, make a commitment to the accomplishment of the student’s learning objectives, and set up an effective communication system with students to avoid problems.

2. The employer should provide a successful orientation of the student to the work assignment and related personnel; encourage the student to discuss his/her co-op program with his/her supervisor; provide information concerning the company’s function especially the student’s role in the company.

3. The employer should establish a feedback system to determine the student’s performance and progress through regular communication with the faculty co-op supervisor and with regular meetings with the student.

EMPLOYER EVALUATION INSTRUCTIONS

1. Pages 10 and 11 are to be completed by the job supervisor and returned to the co-op student sometime during the last two weeks of the semester.

2. The employer’s evaluation of the student’s Measurable Learning Objectives (page 9) should indicate how well the student has achieved each of the objectives (0-100%) during the semester.

3. The “Employer’s Evaluation of Co-op Student” form on page 10 should be completed as objectively as possible.

4. The employer is asked to verify the student time/wage report on page 11 as being accurate.

5. After the evaluation is completed, the workbook should be reviewed with and returned to the student. It is then the student’s responsibility to complete the self-evaluation on pages 12 and 13 and return the workbook to the faculty co-op supervisor before the last day of the semester.

FACULTY PARTICIPATION AND RESPONSIBILITY

In order for the primary objective of cooperative education to be met, the faculty must be actively involved in the cooperative education program. The faculty has the responsibility for updating curriculum content in an effort to minimize the gap between classroom theory and the realities of the world of work. Therefore, the faculty may be involved in the following areas:

1. Approve the cooperative work assignments.

2. Recommend students eligible to participate in the co-op program.

3. Participate in the evaluation process by on-site visits, contacts with employers and students, and review of student work records.

4. Help in the development of objectives for the work experience.
Student’s Measurable Learning Objectives
Cooperative Education
Career Technologies Division       Southwestern Community College
447 College Drive · Sylva, NC 28779

Student/Employee_________________________________________________    Date ___________________
Social Security # ____________________  Student’s Major: ________________________________


Employing Business________________________________________________________________________

Supervisor _______________________________    Faculty Coordinator ____________________________

To the student:
These written objectives should clearly describe what you intend to accomplish during your work term. They will be reviewed by your supervisor (who may suggest changes or additions) during the first week of the semester and approved by your faculty co-op supervisor no later than the end of the second week of the semester. Please refer to your Cooperative Education Workbook for information on creating Measurable Learning Objectives (MLOs).

Are you completing your co-op experience with a current employer Yes?   No?

If you answered Yes, then please describe how your co-op responsibilities will differ from your regular job duties (for currently employed positions, your co-op must represent new duties and responsibilities not previously performed in that position):

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

For your co-op experience you must identify Measurable Learning Objectives (MLOs) that are clearly based on new responsibilities that will be accomplished during your work term.

To the employer supervisor:
Please review these objectives and suggest changes or additions that you feel are necessary to ensure the maximum educational benefit for the student. At the conclusion of the semester you should assign a percentage rating to each objective (0-100%) that reflects your assessment of the student’s success in meeting that objective.

To the faculty supervisor:
Please review these objectives to ensure that they provide educationally appropriate learning experiences for the student. They must be consistent with the skills and preparation provided to students in your program; they must be sufficiently rigorous for academic credit and represent new and expanded experiences for existing employees; and they must be directly related to career applications for the student’s program of study.
By the end of the semester, I will accomplish the following objectives as rated by my job supervisor

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<th>MLO 1:</th>
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**MLO Agreement for Cooperative Education:**

We, the undersigned, agree with the validity of the above learning objectives. The employers and the College agree to provide the necessary supervision and guidance to insure that the maximum educational benefit may be achieved for the student’s work experience. The student agrees to abide by the Cooperative Education guidelines. The job supervisor agrees to evaluate the student’s learning objectives by the date specified and the College will award credit for work successfully accomplished.

---

Student Signature

Date

Employer Signature

Date

Faculty Coordinator Signature

Date
**EMPLOYER’S EVALUATION OF COOPERATIVE STUDENT**

**INSTRUCTIONS:** The immediate supervisor will evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs or with individual standards.

### RELATIONS WITH OTHERS
- [ ] Exceptionally well accepted
- [ ] Works well with others
- [ ] Gets along satisfactorily
- [ ] Has some difficulty working with others
- [ ] Works very poorly with others

### DEPENDABILITY
- [ ] Completely dependable
- [ ] Above average in dependability
- [ ] Usually dependable
- [ ] Sometimes neglectful or careless
- [ ] Unreliable

### JUDGMENT
- [ ] Exceptionally mature
- [ ] Above average in making decisions
- [ ] Usually makes the right decision
- [ ] Often uses poor judgment
- [ ] Consistently uses bad judgment

### QUALITY OF WORK
- [ ] Excellent
- [ ] Very good
- [ ] Average
- [ ] Below average
- [ ] Very poor

### ABILITY TO LEARN
- [ ] Learns very quickly
- [ ] Learns readily
- [ ] Average in learning
- [ ] Rather slow to learn
- [ ] Very slow to learn

### ATTITUDE-APPLICATION TO WORK
- [ ] Outstanding in enthusiasm
- [ ] Very interested and industrious
- [ ] Average in diligence
- [ ] Somewhat indifferent
- [ ] Definitely not interested

**Attendance:**  [ ] Regular  [ ] Irregular  **Punctuality:**  [ ] Regular  [ ] Irregular

**Overall Rating:**  [ ] Excellent  [ ] Very Good  [ ] Average  [ ] Marginal  [ ] Poor

**Grade you would assign student:**  [ ] A  [ ] B  [ ] C  [ ] D  [ ] F

**What traits may help or hinder the student’s advancement?**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**Immediate Supervisor’s Signature** ________________________________  **Date** ________________________________

Thank you and your company/business for contributing to this student’s educational program. We also appreciate your completing this evaluation and for the time you have given to Southwestern Community College.
# Student’s Time/Wage Report

To obtain proper academic credit, an account of time and days worked on the job must be recorded by each co-op student (including wages earned). This information is necessary for departmental records and is kept strictly confidential. It must be verified by the job supervisor each semester.

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<th>Student’s name:</th>
<th>Total hours for semester:</th>
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<td>Employer:</td>
<td>Total wages before deductions:</td>
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I certify that the above time report is a true statement of the hours worked.

Student’s Signature

I approve this statement of hours worked for the period covered.

Supervisor’s Signature
STUDENT’S SELF-EVALUATION WORKSHEET

Describe in detail your duties as a co-op student with this employer.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Explain how you succeeded in meeting your Measurable Learning Objectives. Be specific. Use additional pages if required.

**MLO 1:**

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

**MLO 2:**

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

**MLO 3:**

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Identify areas of significant job-related learning not included in the objectives.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
STUDENT'S SELF-EVALUATION WORKSHEET - Continued

Describe any significant positive or negative experiences that helped you learn during your co-op work assignment.

_____________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

Explain how your co-op work assignment has helped in your efforts to accomplish your career goals.

_____________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

Describe ways that your supervisor contributed to your learning and professional growth.

_____________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

Describe the training that was available.

_____________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

14
STUDENT’S SELF-EVALUATION WORKSHEET - Continued

Describe any feedback from your employer concerning your performance on the job.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Would you accept a position with this employer after graduation? Why or Why not?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Would you recommend this position for other co-op students? Please explain:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Student Signature __________________________ Date __________

Faculty Coordinator Signature __________________________ Date Received __________
I, ________________________________, understand that I have been accepted for a Cooperative Education work assignment. The work and learn partnership will involve Southwestern Community College and ________________________________ (employer).

I acknowledge that the college will assume no 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 Southwestern 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 co-op partnership between the college and the employer. I further understand that accident and liability insurance are available at the college cashier’s office and I have been strongly encouraged to purchase this coverage.

The presence of the student’s signature on this form acknowledges that the student understands the information stated in the release agreement. This agreement must be signed at the time of the initial enrollment in the Co-op Program.

___________________________________  ________________
Student Signature                  Date

___________________________________  ________________
Faculty Coordinator Signature     Date
Part 2: Student Assessment

Student/Employee __________________________________________ Date ______________________

Social Security # ____________________  Student’s Major: _________________________________________


Employing Business __________________________________________

Supervisor _____________________________  Faculty Coordinator ________________________________

Is your co-op work assignment consistent with the initial job description? How?
________________________________________________________________________________________________
________________________________________________________________________________________________

How are you able to relate your co-op assignment to your class work?
________________________________________________________________________________________________
________________________________________________________________________________________________

How are you challenged by your co-op work assignments?
________________________________________________________________________________________________
________________________________________________________________________________________________

How do you think this co-op work assignment will help you meet some of your career goals?
________________________________________________________________________________________________
________________________________________________________________________________________________

Have you encountered any problems related to your Measurable Learning Objectives?
________________________________________________________________________________________________
________________________________________________________________________________________________

So far this experience has been (circle one):   Very Good      Good      Fair      Poor      Very Poor

_______________________  _______________________
Student Signature  Date

Faculty Coordinator Signature  Date
Agreement
Cooperative Education

Career Technologies Division
Southwestern Community College
447 College Drive · Sylva, NC 28779

Student/Employee__________________________________________________   Date __________________
Social Security # ____________________   Student's Major: _______________________________________


Employing Business __________________________________________________________________________
Supervisor ___________________________________________________________________________________

(Supervisor Evaluating Student’s Co-op Work Experience Cannot Be Related to Student)

Faculty Coordinator __________________________________________________________________________

I Am Using My Current Employer:   ____ Yes    ____ No
Is This a Family Operated Business:   ____ Yes    ____ No

TERMS AND CONDITIONS: In consideration of the mutual benefits of the Cooperative Education Program, the college, the employer and the student agree as follows:

STUDENT: Agrees to develop well-planned measurable learning objectives in conjunction with the Faculty Coordinator and the employer in relation to the goals of his/her instructional program. Student also agrees to abide by the college’s co-op rules and regulations and the employer and to immediately report to the Faculty Coordinator any problems occurring on the job or changes in job duties and responsibilities. Further, the student grants permission for the employer to discuss the student’s progress with the Faculty Coordinator. Student also agrees to inform the college’s Financial Aid Office of their co-op employment and to report the wages earned during the co-op work experience.

EMPLOYER: Agrees to provide the student with a supervised progressive work experience, assist the student in developing measurable learning objectives, provide orientation regarding company rules and regulations as well as inform student of company expectations. The employer further agrees to assure a safe and healthful working environment. Prior to the end of the semester employer will evaluate the student’s progress and that time report reflects accurate hours worked. Employer agrees to conform to all federal, state, and local laws and regulations (including nondiscrimination and workmen’s compensation) as applicable for the student/employee. Employer further agrees to provide the student with a supervisor that is not related to the student.

COLLEGE: Agrees to assign a Faculty Coordinator to assist the student in developing measurable learning objectives and make periodic contact with the employer. Faculty Coordinator will also determine a grade for the completed co-op work experience and award college credit based on the student’s job performance and completion of required reports.

__________________________________________   ____________________
Student Signature   Date

__________________________________________   ____________________
Faculty Coordinator Signature   Date

__________________________________________   ____________________
Employer Signature   Date
Application
Cooperative Education
Career Technologies Division
Southwestern Community College
447 College Drive · Sylva, NC 28779

Date of Initial Application:_________________

Student Name: _______________________________________________________________
Last Name     First   MI

Social Security #:_____________ Phone:_____________ Email:_________________________

Present Address:
PO Box / Street
City     State   Zip

Curriculum Major:_________________________ Advisor:_________________________

GPA: _______ Hours Completed: _________ Projected Graduation Date: ___________

NOTE: Current Transcript must be attached

Co-op Employer:______________________________________Co-op Job Title: ___________

Job Description – Please describe the duties and responsibilities for the co-op position:
___________________________________________________________________________________________
___________________________________________________________________________________________

Recent Work Experience: (identify most recent employer)

Employer 1:_________________________ Supervisor:____________________________________
Name of Business    Name    Title
Address:
PO Box / Street     City     State    Zip
Duties:_________________________________________________________  

Date Employed:  
Beginning Ending    Full-Time:_________  Part-Time:_________
Years/Months     Years/Months

Signature Student