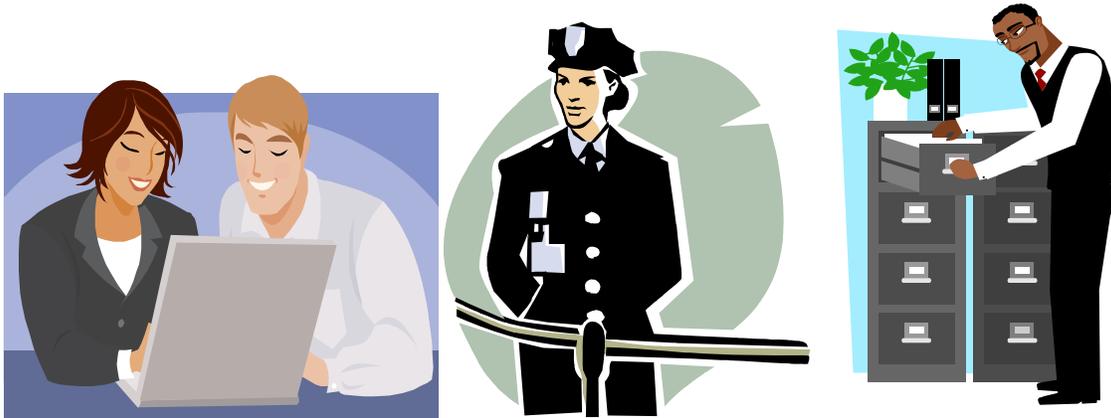


# COOPERATIVE EDUCATION HANDBOOK



**LAKE-SUMTER COMMUNITY COLLEGE  
EDUCATIONAL AFFAIRS**

Revised June, 2009

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## ABOUT COOPERATIVE EDUCATION

Cooperative Education allows students to gain work experience directly related to their academic major. It is a learning experience in the workplace which couples classroom studies with employment. The courses offer students the opportunity to be placed in an employment or volunteer position, complete assigned duties and special projects, interact with supervisors and co-workers, learn work and education related skills, to be evaluated on that performance by an employer or supervisor and earn college credit and a grade. The student will also create a resume and cover letter, solicit a letter of recommendation from the employer, and learn important employability skills to help them in their search for full time employment upon completion of their educational goals.

Supervised on-the-job training relating to the following program and courses is available.

### Associate in Applied Science Disciplines:

Accounting	APA 2949
Allied Health	HSC 2949
Computer Applications *	CGS 2949
Computer Programming	CGS 2949
Criminal Justice	CCJ 2949
Graphic Design	ART 2949
Legal Assisting	PLA 2949
Management	MAN 2949
Marketing	MAR 2949
Medical Transcription *	OST 2949
Office Administration	OST 2949
Theater *	THE 2949

### Associate in Arts Disciplines:

Art	ART 2949
Biology	BSC 2949
Chemistry	CHM 2949
Economics	ECO 2949
Education	EDG 2949
History	HIS 2949
Humanities	HUM 2949
Journalism	JOU 2949
Music	MUS 2949
Physical Education	PET 2949
Political Science	POS 2949
Psychology	PSY 2949
Radio/TV	RTV 2949
Sociology	SYG 2949
Theater	THE 2949

\*Courses to be deleted in 2010-2011 as programs no longer offered at LSCC

## STUDENT ELIGIBILITY

To qualify for Cooperative Education the student must meet the following:

- Completion of a minimum of twelve (12) semester credit hours in the field or related subject area in which the student wants to complete a cooperative education learning experience;
- Courses must have been completed at LSCC or an approved institution;
- Completion of all developmental courses as required by CPT/ACT/SAT scores;
- A grade point average (GPA) of 2.5 or higher.
- A student interested in pursuing an education/work experience directly related to her/his academic or career goals must also be accepted by a Faculty Advisor and possess the skills needed to meet the standards of their prospective employer. The Faculty Advisor and employer will help develop learning objectives and outcomes for the student.

Cooperative Education may be repeated up to nine (9) credit hours for a student who is working toward an Associate in Applied Science or an Associate in Science degree. The State of Florida Articulation Agreement specifies that no more than seven (7) semester hours may be applied toward the Associate in Arts degree.

**It is important for all students, who wish to transfer to a University, to research their chosen major program area to determine if the credits and grade will transfer not only to the University but also, to their specific College within the University.**

## HOW TO GET STARTED IN A CO-OP COURSE

If interested in learning more about Cooperative Education please contact Patti Weasel, Manager, Workforce Education Programs and Cooperative Education Coordinator, in the Student Services Building, Room 146, to discuss co-op possibilities. Information will be given about cooperative education and how to arrange for a Faculty Advisor in the academic area, and possible employers for the Co-op experience.

Students may choose to complete work experience with an employer they have already contacted or receive college assistance in finding an employer. Although help will be given, the student's skills must be acceptable to the employer before proceeding with a Co-op placement and no guarantee of employment is made.

The cooperative education work experience must occur during the term for which you are registered.

**Students should meet with the Workforce Education Programs Manager to begin planning their internship several weeks prior to the semester they want to enroll in a co-op course. Registration is required and the student needs to register for Cooperative Education during posted registration dates.**

## **STUDENT CO-OP RESPONSIBILITIES**

The student will:

1. Obtain an acceptable employment position or work with the LSCC Workforce Education Programs Manager, the LSCC Career Center and/or a faculty advisor for assistance and guidance in securing a cooperative education job placement.
2. Make an appointment prior to or during the first week of the semester to meet with the faculty advisor to develop specific learning outcomes.
3. Meet with your employer to complete the Learning Contract. Note that the employer must be in agreement that the student/employee will be able to perform tasks/assignments that will lead to achievement of the established learning outcomes during the course of the cooperative education employment experience.
4. Distribute copies of the completed and signed Learning Contract to your faculty advisor, job supervisor and Co-op Coordinator by the second week of the semester.
5. Maintain communication with the faculty advisor at regular intervals.
6. Have an Employer Evaluation form completed by the job supervisor at the end of the semester. The form will be mailed to the job supervisor for completion and return the co-op coordinator.
7. Complete a Summary of Co-op Learning Experiences for submission to the faculty advisor and Co-op Coordinator. It is suggested that the student maintain a journal during the Co-op experience to facilitate preparation of the summary.
8. Prepare a current resume, a resume cover letter for submission to the Co-op Coordinator.
9. Solicit a letter of recommendation from the employer to accompany the resume and cover letter.
10. Avail oneself of resources available in the LSCC Career Center and submit documentation of resources utilized.
11. Submit all required work to the appropriate personnel by the due dates.
12. Receive 3 credit hours of co-op for working a minimum of 150 clock hours per semester. A 1 credit co-op = 50 clock hours, and 2 credits = 100 clock hours.
13. Notify the faculty advisor and coordinator if any problems are encountered at the work site and/or if it is anticipated that assignments or work duties cannot be satisfied as agreed upon in the learning contract.

Note: The faculty advisor will conduct a site visit with the job supervisor near the mid-point of the semester. An evaluative report will be filed with the Co-op coordinator.

## FACULTY ADVISOR RESPONSIBILITIES

The faculty advisor will:

1. Meet and/or speak with the student prior to co-op enrollment to determine the work interest and your agreement to serve as advisor of the student.
2. Develop the Learning Outcomes with the student. Indicate the corresponding LSCC core principle for each outcome/objective.
3. Meet with the student and visit the work site once at mid semester to determine the student's progress in meeting the learning objectives. Assist in the resolution of any workplace issues as needed.
4. Review the student's Summary of Learning Experiences, attainment of learning outcomes, the employer evaluation, the student's resume, cover letter, and letter of recommendation as well as other information and documents as appropriate.
5. Determine the student's final grade in Co-op for the semester based on items in #4 above.

*Did you know?*

*A recent study by the National Association of Colleges and employers (NACE) determined that students who complete a cooperative education/internship experience earn greater starting salaries upon graduation than those who did not.*

## **RESPONSIBILITIES OF THE EMPLOYER**

The employer will:

1. Interview and/or meet with the student prior to the start of any cooperative education experience to mutually discuss expectations, determine hours, outline duties, and answer any questions the student may have.
2. Per the Learning Contract, assign work projects that will optimize and benefit the students' career experience and facilitate achievement of learning outcomes/objectives.
3. Provide job supervision and evaluate the student's performance.
4. Prepare a letter of recommendation for the student or notify the Co-op Coordinator and/or Faculty Advisory of any reservations about recommending the student for future employment.
5. Send the completed evaluation to the Co-op Coordinator or the faculty advisor at LSCC.

## **CO-OPERATIVE EDUCATION COORDINATOR RESPONSIBILITIES**

The co-op coordinator will:

- Publicize the value of cooperative education courses in the college and community to attract students, faculty advisors, and employers.
- Meet with potential students and provide information about the courses to include a course section number for registration purposes.
- Assist the student through community contacts, career advisors, and other potential resources in locating employment and/or a volunteer placement if the student has not yet secured a position.
- Assist faculty advisors as needed.
- Send student evaluations to individual employers.
- Assist in the resolution of any workplace issues as needed.
- Keep informed of regulations, requirements, and common practices in Florida community colleges cooperative education in offering the courses.
- Maintain student application and related records for cooperative education participants.

## DEVELOPING LEARNING OUTCOMES/OBJECTIVES

The nine categories summarized below represent broad types of learning objectives. The examples are listed to help illustrate various types of learning outcomes that might be the result of a cooperative education assignment. Reminder: all student learning outcomes must relate to LSCC's core principles.

1. Specific Job Competencies – Particular understanding or skill the student would like to learn: surveying, operating a machine, tutoring, office management, art/design work in a special ad format, photography, cost accounting, editing, etc. (Core Principle: Academic Skills)
2. Career Exploration – First hand observation of the daily routine of professions in an area of interest, direct involvement in the types of work involved in a field, knowledge of available job opportunities, understanding of employability skills, familiarity with occupational literature and organizations. (Core Principle: Analytical Thinking)
3. Broadening Horizons – Understanding how the legislative process works, familiarity with the bureaucracy of public agencies, understanding why social programs often do not work well, getting a better grasp of the social role that organizations play and the values they hold. (Core Principle: Analytical Thinking)
4. Learning About Business – How to cope with a complex hiring process, understand fringe benefits, personnel policies, and laws concerning employment. (Core Principles: Academic Skills, Independence)
5. Interpersonal Skills – Learning how to deal with pressure and tension in work relationships, how to communicate what you know to strangers, being able to recognize when to speak and when to listen in work relationships, understanding the importance of teamwork, learning how to recognize adaptive and maladaptive behavior in dealing with another person. (Core Principles: Communication, Leadership/Teamwork)
6. Learning from Environment – Understanding the unique history and character of an area, using the special resources of an interest like music or history. (Core Principle: Analytical Thinking)
7. Taking Responsibility – Learning how to organize a complicated job, how to monitor one's time and effort so that tight schedules can be met, how to complete work as a team member. (Core Principle: Independence, Leadership/Teamwork)
8. Research Skills – How to seek information and organize facts into a persuasive argument or course of action, and how to relate academic knowledge to the demands of a particular job. (Core Principle: Analytical Thinking)
9. Special Projects – Investigation, analysis and the planning and implementation of a special project or a specific problem solving task at the workplace. (Core Principles: Analytical Thinking, Creativity)

## SUMMARY OF CO-OP LEARNING EXPERIENCE

The following guidelines may be helpful to the student in writing a Summary of Co-op Learning Experience.

1. Keeping a well-written journal/calendar of daily activities can be very helpful.
2. Briefly describe where one works, and assigned job responsibilities.
3. Address each learning outcome as delineated in the Learning Contract and discuss the specific experiences that enabled one to accomplish the objective or supported progress toward achieving the objective.
4. Describe or explain any significant learning experiences that were not anticipated.
5. Discuss if the co-op work experience changed one's future plans regarding career interests or educational focus.
6. Discuss if the co-op experience strengthened one's thinking toward a career goal.

The written Summary of Co-op Learning Experience report should be 3-5 pages (word processed, double-spaced, 12 point font) and may address areas beyond the guidelines.

**This Summary report, resume, cover letter, letter of recommendation, and documentation of use of employability skills resources should be submitted to the Faculty Advisor or Co-op Coordinator at the beginning of final exam week (or by an alternate faculty assigned deadline).**

*Remember that when you are working for an employer, you are not only representing yourself, but you are also representing Lake-Sumter Community College. Please adhere to professional standards of appearance and demeanor so that this is a positive experience for you, the college, and the employer.*

## GRADING PROCEDURES – SAMPLE ONLY

The following sample grading procedures have been established to aid in understanding how the grade will be determined for the cooperative education work experience.

<u>Graded Item</u>	<u>Suggested Point Value</u>
1. LEARNING OBJECTIVES Accomplishment of learning objectives stated on the Learning Contract as evaluated by the Faculty Advisor	40
2. SUMMARY OF LEARNING EXPERIENCES A review of the learning outcomes and their effects on personal growth and development	20
3. EMPLOYER EVALUATION An evaluation of your work habits and learning objectives completed by the job supervisor	15
4. OTHER ASSIGNMENTS Resume, resume cover letter, letter of recommendation and documentation of completion of employability skills assignments	25

The Faculty Advisor may adjust the above criteria as needed at the beginning of the semester and share the information with the student and co-op coordinator.

<u>GRADE</u>	<u>RATING</u>	<u>POINTS</u>
A	Excellent	92-100
B	Good	81-91
C	Average	71-80
D	Below Average	61-70
F	Failure	60 or less

*Did you know?  
Cooperative education was the “brainchild” of Herman Schneider who implemented his ideas at the University of Cincinnati in 1906.*

## FREQUENTLY ASKED QUESTIONS (FAQ)

**1. Should I talk with the Co-op Coordinator first or the person I want as my Faculty Advisor?**

If you talk with the Cooperative Education Coordinator first, you will receive information about the courses and, after discussing your academic area, you will be referred to a faculty advisor. If you see a faculty member first, you will be referred also to the Co-op Coordinator. Either choice will get you to the right place.

**2. Where is the Cooperative Education Office? How do I make contact?**

The Cooperative Education Coordinator is Patti Weasel, Manager Workforce Education Programs. She is located in the Student Services Building, Room 146. Telephone contact is 435-5042. Questions can also be e-mailed to [weaselp@lsc.edu](mailto:weaselp@lsc.edu).

**3. When should I make contact?**

Contact the Co-op Coordinator during the semester before you want to enroll in a cooperative education course. You will need to make arrangements for the Co-op and then register just as you do for your other classes.

**4. How do I register for a Co-op? Do I have to pay a fee?**

You will register for Co-op as you register for other classes. However, the course will not appear in the schedule until the Co-op Coordinator gives you a section number, and the correct course prefix and number. To get this course number, you must have all required materials submitted to the Co-op Coordinator and be approved for the course.

Tuition payment will be made as with your other classes. If a three credit Co-op is being taken, you will pay for three credit hours.

**5. Do I need to have a job prior to doing cooperative education or will LSCC find an employer for me?**

If you have a job related to your academic major or you have already contacted an employer who will work with you on a learning experience, LSCC can arrange a Co-op with that employer. If you do not have a work placement, LSCC staff will help you find one. **You will have to interview and be acceptable to the employer. No guarantee is made on finding an employer for each student in the desired field.** LSCC publishes a local job listing that is posted on campus bulletin boards and at [www.lsc.edu](http://www.lsc.edu).

**6. I have a part time job and want credit for it. May I earn cooperative education credits for my current position?**

To be able to use your present job for a Co-op learning experience, the situation would have to meet three criteria:

- The job needs to relate to your academic major or career choice and be identified as a cooperative education course at LSCC.
- You must be acquiring significant new skills or knowledge or developing a recently learned skill related to your academic field of study.
- You must be receiving increased levels of responsibility and/or expanded duties related to your academic field of study.

**7. Are there Associate of Arts (AA) cooperative education opportunities at LSCC?**

Several Co-op experiences exist for AA students. However, the AA student needs to be aware of some additional issues:

Check with your prospective transfer College/University to determine if they will accept cooperative education course credit and the grade. While most Universities will accept co-op credit as a part of the A.A. Degree's elective hours, a specific college within the University may not accept the grade or credits. Cooperative education credits will be evaluated individually at the University. This may alter your GPA.

Universities offer Cooperative Education and Internships at higher grade levels than those offered at community colleges. If your program permits you to complete only one Co-op course, you should check with the University to find which is of greater benefit to your studies and career.

To find the requirements for transfer in your academic major and if they allow for an additional three credit hours, check the requirements of your anticipated major at your prospective University and college carefully.

**8. I really just want a job. Do I have to do Co-op?**

No, all jobs do not have to be through Co-op but they may be suitable for co-op.

**9. I want to learn more about my career choice but I do not have time to do a Co-op. Is there assistance for me?**

Yes. An LSCC Career and Academic Advisor may assist you to research your career choice and receive information about job shadowing, part-time jobs, and other resources to help you learn more.

**10. Must I have completed all my developmental classes before I do Co-op?**

Yes. It is important to employers that Co-op students are able to speak, write, and read well in addition to having the ability to complete mathematical problems as the need arises. LSCC policy states the developmental classes should be completed before enrolling in college level courses.

**11. I cannot meet with the Cooperative Education Coordinator during regular office hours. What can I do?**

Please contact Ms. Weasel at 435-5042 or via email at [weaselp@lsc.edu](mailto:weaselp@lsc.edu) to arrange for a meeting at a time and campus location that better meets your needs.

**12. Will I be paid by the employer for my work?**

Cooperative Education placements can be paid or unpaid. If a student has no preference, LSCC can arrange for a volunteer assignment.

If in a paid position, the student should be paid at the same rate and time as the other employees completing similar work tasks. No student will be placed in a position at a rate below the minimum wage. Students usually work less than full-time and therefore may not be eligible for some employee benefits.

Personal and Professional anticipated outcomes from the cooperative education experience:

Integration of classroom theory with workplace practice

Clarity about career goals

Clarity about academic goals

Determination of one's strengths and weaknesses

Professional network

Workplace competencies

Citizenship skills

The following is a list of employability skills resources to assist cooperative education students in the preparation of their resume and cover letter, as well as resources to help in locating a job, interviewing for a position, adjusting to and excelling in a new job. All resources are located in the LSCC Career Center, Lake Hall, Room 109.

<b>Readiness Area</b>	<b>Suggested Titles</b>	<b>Publisher</b>
<b>Resume &amp; Cover Letter Preparation</b>	<p><u>Video:</u> Top 9 ½ Resume Tips            Transferrable Skills: Using Everything You've Got to Advance            Quick Resume Video            Quick Cover Letter Video</p> <p><u>Books:</u> Americas Top Resumes, Farr            Resume Magic, Whitcomb            Internet Resumes, Weddle            Cover Letter Magic, Enelow/Kursmark            The Everything Cover Letter Book, Nadler            Amazing Resumes            Gallery of Resumes (without a 4 year Degree)            The Job Hunting Handbook*</p>	The School Co (1996) NaJor (2003) JIST (2000) JIST (2000)
<b>Job Search Skills</b>	<p><u>Video:</u> The 2 Best Ways to Find a Job            Top 9 ½ Job Search Skills</p> <p><u>Books:</u> A Foot in the Door, Hansen            A Guide to America's Federal Jobs, Maxwell            Hidden Job Market, Hansen            Over- 40 Job Search Guide, Geary            Guide to Internet Job Searching, Dikel &amp; Rohme            The Job Hunting Handbook*</p>	The School Co (1996)
<b>Interview Strategies</b>	<p><u>Video:</u> Interview Techniques            Quick Interview Video            Top 9 ½ Interview Tips            Exceptional Interview            The Perfect Interview – interactive software</p> <p><u>Books:</u> Interview Techniques, JIST            Goof Proof Interviews, Devine            301 Smart Answers to Tough Interview Questions, Oliver            The Job Hunting Handbook*</p>	JIST (2007) JIST (2000) The School Co (1996) Cambridge Ed (1997)
<b>Positive Work Habits</b>	<p><u>Video:</u> Top 9 ½ Positive Work Habits            Employee 101: Respecting the Team            Point of Impact            Work Skills &amp; Habits for Job Success            Top 9 ½ Teamwork Tips            8 Easy Ways to Lose a Job            Social Skills at Work            Office Politics: Not Necessarily the Truth            Continuous Motivation            Exceeding Expectations</p>	The School Co 1996 Right Brain (1999) Right Brain (1998) Jaguar (2002) The School Co 1996 JIST (1998) JIST (1994) Right Brain (1994) Right Brain (1997) Right Brain (1996)
<b>Conflict on the Job</b>	<p><u>Video:</u> Top 9 ½ Ways to Resolve Conflict on the Job            Conflict Resolution            Problem Solving</p>	The School Co (1996) Cambridge Ed (2002) Cambridge Ed (2002)

\*The Job Hunting Handbook will be provided to each Cooperative Education Student