



# **COOPERATIVE EDUCATION**

## STUDENT HANDBOOK



TRINITY VALLEY  
COMMUNITY COLLEGE

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# DEFINITION OF COOPERATIVE EDUCATION

Cooperative Education is a strategy of education a process of changing the behavior of people through experience. It is a method of instruction that involves the student in the application of theory in a real-world setting. In this involvement the student can recognize their own adaptabilities, skills, and potential as the real world becomes more relevant. This experience must be selected, ordered, and measured in such a way that quality growth is assured. The instructor/coordinator is the key facilitator and monitors the process by interacting with the student and the employer.

## PHILOSOPHY OF COOPERATIVE EDUCATION

Cooperative Education at Trinity Valley Community College reflects the philosophy that productive work performed by students in an actual business environment is an essential ingredient in the educational process. As a result of this philosophy, it is the dedicated and persistent intent of Cooperative Education at Trinity Valley Community College to offer every student the opportunity to enroll in a Cooperative Education course in his or her chosen career field.

## ADVANTAGES OF COOPERATIVE EDUCATION TO THE STUDENT

1. **Gives reality to learning.** Students find that their studies have greater meaning through coordinating work experience with classroom instruction.
2. **Increases educational motivation.** The integration of work and study increases student motivation because it engenders a strong desire to learn.
3. **Develops greater human understanding.** Students develop greater understanding of other people and greater human relations skills by utilizing the job skills-oriented work-a-day community as a laboratory for learning.
4. **Accelerates maturity.** Students discover that cooperative work experience in the existing real world of work provides them with opportunities to broaden their outlook and shape their behavior patterns to meet the demands of the working world.
5. **Provides orientation to the world of work.** Students have an excellent opportunity to test their interests and abilities in real job situations and gain a new understanding of, and a healthy attitude toward, the actual world of work.
6. **Provides financial aid.** While this is not its primary purpose, Cooperative Education does provide students with regular income-producing jobs to pay part of their college expenses and makes higher education possible for many qualified people who could not otherwise afford to go to college.
7. **Provides useful employment contacts.** The Cooperative Program gives the student contacts, which can be useful later for occupational placement. For many students it provides a head start in salary and position for permanent employment after graduation.
8. **Provides specialized facilities.** In the working community, specialized facilities and equipment are available to the student that are not present at the College.
9. **Provides greater career satisfaction.** While still in college, students may insure greater career satisfaction by sampling fields of work before making a commitment.

## **ADVANTAGES OF COOPERATIVE EDUCATION TO THE EMPLOYER**

1. **Provides a good source of labor supply.** The Cooperative Education Program helps the employer maintain an infusion of new talent into the organization at the entry job levels. The employer also has an opportunity to identify and select students with the particular abilities and talents that he/she is seeking
2. **Facilitates recruitment and retention.** The Cooperative Education program provides the employer with an excellent recruiting tool. In addition, the employer can use his/her own supervisory personnel to screen those cooperative students with the most potential for permanent employment consideration.
3. **Permits better utilization of personnel.** The employer can use cooperative students to fill assignments, which fall between those too difficult for the high school graduate and those which normally do not require the abilities and talents of professionals. This means the employer can more effectively use highly paid personnel for more specialized work.
4. **The employer becomes a contributor to the educational process.** Industry becomes a partner with the college in the community's total educational program.

## **ADVANTAGES OF COOPERATIVE EDUCATION TO THE COLLEGE**

1. **Encourages greater community support.** A college with a Cooperative Education program has an opportunity to expand its services to the community and thus merit to an even greater extent the moral, financial, and employer support of the community.
2. **Provides benefits to the teaching faculty.** As new work programs are planned and developed and as students alternate between classroom periods and work periods, faculty teaching members are in an advantageous position to maintain a closer relationship with business, industry, and the professions.
3. **Teaching effectiveness is enhanced.** Faculty members are kept up to date on the latest developments in their field by the students who are frequently exposed to the frontiers of knowledge in their cooperative assignments. Although the Cooperative Education Program puts more pressure on the teaching faculty to keep their instructional materials up to date, most of them find teaching in a cooperative situation stimulating and challenging.
4. **Eases the problem of placing graduates.** Students graduate with the equivalent of six months and up to a year or more of work experience related to their major field of study and/or career interest areas. Increasingly, employers are more likely to hire new personnel with relevant practical experience. Also, studies have proven that a great percentage of Co-op employers retain Co-op students after graduation.
5. **Makes available facilities and equipment.** Students are frequently afforded an opportunity to use industrial laboratory equipment and facilities the College cannot financially afford to provide.

# **QUESTIONS CONCERNING COOPERATIVE EDUCATION**

## **WHAT IS COOPERATIVE EDUCATION?**

It is a team effort involving your work supervisor, you, and your Instructor/Coordinator. Cooperative Education is a method of instruction that offers you the opportunity to earn college credit for the development and achievement of learning objectives, which are accomplished through current work experience.

## **HOW MUCH CREDIT MAY BE EARNED?**

You may earn up to three (3) credit hours each semester.

## **HOW DO YOU QUALIFY FOR ENROLLMENT?**

You must be enrolled in another course of your major at the same time or receive permission from the Dean.

## **DO VA BENEFITS APPLY?**

For all questions concerning VA benefits check with the campus Financial Aid Officer or Registrar.

## **MUST YOU HAVE A JOB TO ENROLL?**

NO! Your Instructor/Coordinator will help you find a job where you can work on your objectives.

## **ARE COOPERATIVE EDUCATION CREDITS TRANSFERRABLE?**

That depends on your major. Check with the college of your choice to be sure.

## **WHAT HAPPENS IF YOU QUIT OR CHANGE JOBS DURING THE SEMESTER?**

You will be dropped if you quit working. If you change jobs, you must repeat the paper work for the new job just like you did at the first of the semester.

## **HOW DO YOU DROP OR ADD COOPERATIVE EDUCATION?**

These courses are just like any other course. Regular registration procedures are followed.

## **WHAT KIND OF GRADE MAY YOU RECEIVE?**

Grades are just like those in other courses. Your Instructor/Coordinator will base your grade on how well you met your objectives, your seminar participation, your Employer Evaluation, and how punctual you are in turning in other required papers.

## **WHAT MUST YOUR EMPLOYER DO?**

He/she must agree to help you develop your job-related learning objectives, allow your Instructor/Coordinator to make at least two visits to your job site and help evaluate your achievements.

# **GUIDELINES FOR COOPERATIVE EDUCATION**

Cooperative Education is a method of instruction that offers you the opportunity to earn college credit for the development and achievement of learning objectives, which are accomplished through your current work experience. Work experience must be related to your field of study and occupational goals. This work experience takes place at work training stations approved by the college. The employers must be willing to enter into training agreements with the college and the student employee.

## **Determination of College Credit**

Credit for Cooperative Education during the semester will be based on the following:

1. Completion of a minimum of 15 hours of work per week.
2. Attendance at all seminars and completion of required seminar activities.
3. Completion of Student Objectives Report form to verify accomplishment of objectives at the end of the semester.

## **Prerequisites**

You must be concurrently enrolled in a course related to your major subject area or have permission from the Dean.

## **Instructor/Coordinator Involvement In Cooperative Education**

Instructor/Coordinators are accountable for the following:

1. Advising students regarding the Cooperative Education Program.
2. Assisting Cooperative Education students in establishing on-the-job learning objectives.
3. Consulting with the employer to confirm student's progress in achievement of objectives.
4. Visiting student at place of employment.
5. Providing for student seminar activities each semester.

## **Orientation Meeting With Students**

Your Instructor/Coordinator will meet with you within two weeks after classes begin. Your program will be outlined and proposed objectives discussed prior to the first job visitation.

## **On Site Visitations**

A minimum of one visitation per semester by the Instructor/Coordinator to your place of employment is required.

1. The Instructor/Coordinator will arrange a meeting with you and your employer/supervisor at the job site to discuss and confirm your planned objectives.
2. The on-site meeting is held to confirm the achievement of the learning objectives.

# **COOPERATIVE EDUCATION RESPONSIBILITIES**

## **Student/Employee Responsibilities**

1. You have the over all responsibility to see that all requirements of the Cooperative Education Program are performed as spelled out in this guide.
2. Complete and submit an application to the Instructor/Coordinator.
3. Read and sign a Cooperative Work Experience Agreement.
4. Establish objectives with the help of your supervisor and Instructor/Coordinator.
5. Attend all seminars and complete other course requirements.
6. Complete and sign Student Objective Report and return to Instructor/Coordinator at the end of each semester.

## **Instructor/Coordinator Responsibilities**

1. Complete a minimum of one on-site visit per semester.
2. Provide for student seminar activities each semester.
3. Submit to Cooperative Education Office a copy of the signed Cooperative Work Experience Agreement and Job-Related Learning Objectives.
4. Submit student's grade, Student Objective Report and other appropriate student records at the end of the semester to your Instructor/Coordinator.

## **Employer Responsibilities**

1. Agree to participate in the Cooperative Education Program.
2. Assist the student in developing and achieving job-related learning objectives.
3. Participate in a minimum of one on-site visit with Instructor/Coordinator.
4. Participate in student evaluation.

# OBJECTIVES

Cooperative Education recognizes the value of learning, which can take place on real jobs. It is important to complete a job, solve problems, and see the results of your work. It is also important to move onward and upward on the job.

One of the requirements of the cooperative program is that you must follow a planned work experience, which includes new and added responsibilities or learning opportunities beyond those already done. Being able to gain work experience is recognized, and the demand for new learning is given special attention.

It is expected that your evaluations by supervisors should improve because they are based on objectives decided upon in advance. Also, you can determine whether or not you are on the right path in your work.

Your Instructor/Coordinator will help you set and reach objectives on the job.

A statement of objectives is designed to describe what you plan to learn on your job during the semester. It should say what you plan to learn, how you will learn, and how you measure what you have learned.

By setting reachable objectives, the Instructor/Coordinator, supervisor, and you can expect changes in your feelings, thinking, and actions. You should pay attention to these questions:

1. What is your present level of development?
2. What are your present areas of interest?
3. What will you be expected to do?
4. What problems will you have?
5. What will you learn about yourself which will help you in the future?

# LEARNING OBJECTIVES

\*Key: Instructor/Coordinator will instruct and advise you in developing and achieving objectives on the job.

A learning objective is a precise statement describing the tasks necessary to achieve the result, accomplishment, skill, knowledge, or behavior you wish to attain on your job each semester. The objective will also state the conditions for evaluation of achievement.

## Importance of Learning Objectives

1. They will enable you to realize the educational opportunities that are available to you on the job.
2. They will provide an open line of communication between you and your supervisor concerning job performance.
3. They will make evaluation at the end of the semester more meaningful to you.
4. You can anticipate a change in feelings, actions, and thinking.
5. You are a predictor of your own success and accomplishments as you seek to experience real on-the-job training.

## Steps for Establishing Objectives

1. You will meet with your Instructor/Coordinator to identify possible learning objectives.
2. You will secure the understanding and approval of the job supervisor.
3. You will write a preliminary draft outlining your objectives in terms of:
  - a. what you plan to accomplish
  - b. how you are going to accomplish them
  - c. how you will measure their achievement
4. An on-site meeting will be scheduled with the Instructor/Coordinator, supervisor, and you to confirm your job related learning objectives.

## Guidelines for Preparing Objectives

1. State objectives in measurable terms. Avoid generalities.
2. Define each objective in terms of a single result.
3. Select language which can communicate to all interested parties not to just a limited technical group.
4. Identify new learning experiences, which go beyond those you have had.

(Where am I? What will I be able to do at the end of the work period that I cannot do now?)
5. Know what goals your employer is seeking to accomplish so that your objectives can coincide.

## **SEMESTER GRADES**

The grade for Cooperative Education will be determined by the following criteria:

1. Evaluation of the student's completion of performance objectives by the instructor/coordinator and the employer/supervisor.
2. The manner in which the student fulfilled the responsibility of submitting all necessary paper work on time.
3. The attendance at and participation in seminars.

It should be noted the instructor/coordinator has the authority and responsibility to make the final determination of the student's grade for Cooperative Education. The criteria above will not necessarily be given equal value in determining the grade.

# STUDENT APPLICATION FOR COOPERATIVE WORK EXPERIENCE

## GENERAL INFORMATION

Program (major) \_\_\_\_\_ Date \_\_\_\_\_  
Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email Address \_\_\_\_\_ Work Phone \_\_\_\_\_  
TVIN \_\_\_\_\_  
Part-Time or Full Time Student \_\_\_\_\_ Night Student Only \_\_\_\_\_  
High School Attended \_\_\_\_\_ Date Graduated \_\_\_\_\_  
Other Colleges Attended \_\_\_\_\_ Degree Held \_\_\_\_\_  
Are you pursuing a Degree or Certificate at TVCC? ☐ Degree ☐ Certificate  
Are you a veteran? ☐ Yes ☐ No Date Discharged \_\_\_\_\_  
Date you plan to graduate? \_\_\_\_\_

## EMPLOYMENT INFORMATION

Length of time employed \_\_\_\_\_ Average hours worked per week \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Your Present Position \_\_\_\_\_ Department \_\_\_\_\_  
Duties and activities you presently perform \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## COOPERATIVE EDUCATION INFORMATION

What class will you be taking this semester that is related to both your job and your major?

Number of total hours enrolled for this semester? \_\_\_\_\_ Number of hours earned toward your major? \_\_\_\_\_  
Number of hours you have previously earned in Co-op? \_\_\_\_\_

For the duration of my active participation in Cooperative Education, I hereby authorize the Director of Cooperative Work Experience (or a designee) to release my educational records, including grades, to my employer. I understand that Cooperative Work Experience is an academic course.

I affirm that the above is true and correct.

Approved by:

Student Signature \_\_\_\_\_ Instructor/Coordinator \_\_\_\_\_

White-Instructor/Coordinator

Canary-Student

Pink-Supervisor

# COOPERATIVE WORK EXPERIENCE AGREEMENT

Student Name \_\_\_\_\_

Employer Company Name \_\_\_\_\_

Employer Address \_\_\_\_\_  
CITY STATE ZIP CODE

Employer Telephone \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Supervisor Telephone \_\_\_\_\_

The instructor/coordinator makes a minimum of one visit to the job site. The supervisor is asked to assist with the evaluation of the student's performance within the guidelines established by the employer relating to such activities. The instructor/coordinator determines the student's final grade.

The student agrees to abide by the guidelines of the Cooperative Education Program.

This agreement does not necessitate permanent or full-time employment upon completion of the program.

\_\_\_\_\_  
EMPLOYER OR SUPERVISOR

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
INSTRUCTOR/COORDINATOR

It is not necessary to renew this agreement each semester unless there is a change in willingness to participate on the part of the employer.

White-Instructor/Coordinator

Canary-Student

Pink-Supervisor

# LEARNING OBJECTIVES WORKSHEET

You will meet with your instructor/coordinator to identify possible learning objectives and then secure the understanding and approval of your job supervisor. Please complete this worksheet as an aid in carefully developing each of the objectives.

Part I What are you going to accomplish?

Part II How are you going to accomplish it?

Part III How will you measure the achievement of your objective?

## OBJECTIVE I

Part I \_\_\_\_\_

Part II \_\_\_\_\_

Part III \_\_\_\_\_

## OBJECTIVE II

Part I \_\_\_\_\_

Part II \_\_\_\_\_

Part III \_\_\_\_\_

## OBJECTIVE III

Part I \_\_\_\_\_

Part II \_\_\_\_\_

Part III \_\_\_\_\_

Trinity Valley Community College Cooperative Work Experience

**COORDINATOR VISITATION**

*(To be completed by the faculty CWE coordinator on first visit)*

Date \_\_\_\_\_

Student's Name \_\_\_\_\_ Company \_\_\_\_\_

Coordinator/Faculty \_\_\_\_\_ Student's Job Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Job Title \_\_\_\_\_

<b>Criteria</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
Coordinator's satisfaction with worksite	_____	_____	_____
Worksite seems to have a favorable work environment	_____	_____	_____
How well matched is the Co-op student to the job he/she filled	_____	_____	_____
Disabled students ability to enjoy equal opportunities	_____	_____	_____
Student's satisfaction with the job that has been offered	_____	_____	_____
My appraisal of the job offered to the student seems to be	_____	_____	_____
Appraisal of the learning experiences available to Co-op students	_____	_____	_____

**Please take this opportunity to comment on any of the following:**

What is the size of the organization? \_\_\_\_\_  
\_\_\_\_\_

What kind of organization is it? \_\_\_\_\_  
\_\_\_\_\_

Additional comments or suggestions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Trinity Valley Community College

## CWE PERFORMANCE EVALUATION

### Confidential

Student's Name \_\_\_\_\_

Employer's Company Name \_\_\_\_\_

Evaluate your CWE student on a scale of 1 to 5 with 1 being unsatisfactory and 5 being excellent.

❖ Job Knowledge and Skills						
• Performance in all phases of related jobs	1	2	3	4	5	NA
• Understanding of related jobs	1	2	3	4	5	NA
❖ Basic Skills						
• Arithmetic	1	2	3	4	5	NA
• Reading	1	2	3	4	5	NA
❖ Communication Skills						
• Written	1	2	3	4	5	NA
• Oral	1	2	3	4	5	NA
❖ Productivity						
• Quality of Work	1	2	3	4	5	NA
• Quantity of Work	1	2	3	4	5	NA
❖ Dependability						
• Ability to finish task	1	2	3	4	5	NA
• Ability to work without supervision	1	2	3	4	5	NA
❖ Interpersonal Skills						
• Ability to work on a team	1	2	3	4	5	NA
• Ability to deal with customers	1	2	3	4	5	NA
❖ Initiative						
• Desire to assume responsibility	1	2	3	4	5	NA
❖ Leadership						
• Willing to delegate and train personnel	1	2	3	4	5	NA
• Organization skill	1	2	3	4	5	NA
❖ Judgement						
• Ability to make sound decisions	1	2	3	4	5	NA
❖ Personal Work Attitude						
• Attendance and punctuality	1	2	3	4	5	NA
• Neatness and vitality	1	2	3	4	5	NA
• Appearance and attire	1	2	3	4	5	NA
❖ Overall Evaluation	1	2	3	4	5	NA

Please provide any information regarding the student's Cooperative Work Experience that will increase his/her performance on the job \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

White-Instructor/Coordinator

Canary-Student

Pink-Supervisor

