

COOPERATIVE EDUCATION (COOP)

**STUDENT
HANDBOOK**



**CONTRA
COSTA
COLLEGE**

COOPERATIVE WORK EXPERIENCE - OVERVIEW

Register for Course	Prior to the semester register for your COOP course on your own After the semester begins, you can obtain a late add code from your instructor
Complete Application	Complete COOP Application Online After completing your Application upload/submit
Prepare for Orientation	Bring all necessary paperwork (Student Learning Objectives, Documentation Log) All forms will be emailed 1 week before orientations Instructor will explain the course and its requirements
Create Learning Objectives	Meet with your work supervisors and discuss 3 or 4 learning objectives Fill out the Objective Form, sign it and have your supervisor sign it. Your Objective Form will not be accepted if it is not signed by you and/or your supervisor
Complete Work Hours	Complete your specified work hours each week on your job, internship or volunteer
Worksite Visit	During the semester your instructor will visit your worksite and meet with your supervisor. The site visit will be brief (5-10 minutes) If the instructor has difficulty contacting your supervisor, you will be asked to assist in facilitating this meeting
Learning Objective Report	Learning Objective reports are due at or before the final meeting with your instructor. Reports must be in essay format, and a minimum of two (2) pages.
Final Meeting with Instructor	Your instructor will inform you of your course grade Receive feedback on performance of learning objectives obtained from supervisor

PROGRAM GUIDELINES (FREQUENTLY ASKED QUESTIONS)

WHAT IS COOPERATIVE WORK EDUCATION? (COOP)

The Cooperative Education Program is designed to assist you with related work experiences whether as a paid employee or a community volunteer. The program involves students, faculty, and employers working together to enhance learning in your job.

Cooperative Education courses are listed in the catalogue and class schedule as COOP-160, COOP-170 or 099. Prior to enrollment in COOP, a you must already be employed, have a paid/unpaid internship, or enrolled in volunteer work.

Student Learning Outcomes (SLOs): Students completing COOP will be able to:

- Improve capabilities on the job
- Improve employability skills
- Conduct research
- Develop professional behaviors

COOP – 160 General Work Experience (1-3 Units: 90-270 hours of work, per term, LR, DG, CSU)

This course will allow you to earn college units for their general work experience during the semester. Work experience need not be related to their college major or career goals. With the collaboration of student, instructor, and worksite supervisor, you will learn new skills and/or knowledge about your job and improve work performance. Work experience can be paid or non-paid.

COOP-170 Occupational Work Experience Education (1-4 Units: 90-360 hours of work, per term, LR, DG, CSU)

This course will allow you to earn college units for work experience during the semester. Work experience must be related to their college major or career goals. With the collaboration of student, instructor, and worksite supervisor, the you will learn a new skill and/or knowledge about your job and improve work performance. Work experience can be paid or non-paid.

WHAT IS COOP 170 or 099?

Occupational Work Experience Courses COOP-170 & 099 are jobs **related to your major**, Units are based on the average number of hours worked per week. The following 099 major related courses are currently offered at CCC:

AUSER – 099	BOT – 099	CIS – 099	HHS – 099
ADJUS – 099	BUS – 099	ECHD – 099	MEDIC – 099
ASTRO – 099	CHEM – 099	ECON – 099	INDUS – 099
BIO – 099	CCT – 099	HED – 099	PE – 099

HOW CAN COOP UNITS BE USED?

- Up to a total of sixteen units may be used as electives toward an A.A. or A.S. degree at Contra Costa College
- A.A. /A.S. require 60 units: Cooperative Education units can fulfill all of your elective units
- The California State University system will accept up to 16 units of Coop Ed as low division electives
- The University of California system will not accept COOP Ed units
- Private universities or Colleges - Inquire about the policies regarding units as each institution may be different

CAN I REPEAT COOP CLASSES?

Yes - COOP classes have a limit of **16 units** and a typically students around take 3 to 4 units a semester. If you have not exceeded the limit, you may continue in the program until you reach the total limit of 16 units.

[Section 55253] limits the total number of units of credit you can take in cooperative work experience courses.

Revision to Title 55253, College Credit and Repetition reads as follows:

...The amendment to Title 5 created an exception to the general rule for repetition of activity courses to allow students to take the full number of units of cooperative work experience, which would otherwise be allowed.

REQUIRED WORK HOURS PER SEMESTER

FALL AND SPRING SEMESTERS

PAID		
Units 1-4	Average hours per week	Total Semester hours
1 Unit	9.5 Hours	75 Hours
2 Units	19 Hours	150 Hours
3 Units	28 Hours	225 Hours
4 Units	37.5 Hours	300 Hours

UNPAID		
Units 1-4	Average hours per week	Total Semester hours
1 Unit	4 Hours	60 Hours
2 Units	8 Hours	120 Hours
3 Units	12 Hours	180 Hours
4 Units	16 Hours	240 Hours

SUMMER SEMESTER

PAID		
Units 1 -4	Average Hours Per Week	Total Semester Hours
1 Unit	5 Hours	75 Hours
2 Units	10 Hours	150 Hours
3 Units	15 Hours	225 Hours
4 Units	20 Hours	300 Hours

UNPAID		
Units 1-4	Average hours per week	Total Semester hours
1 Unit	7.5 Hours	60 Hours
2 Units	15 Hours	120 Hours
3 Units	22.5 Hours	180 Hours
4 Units	30.0 Hours	240 Hours

TIPS FOR WRITING A LEARNING OBJECTIVE

What is an Objective?

Objectives establish goals for the course, tailored to the needs of each student and employer.

Objectives must address:

- What is the task to be accomplished?
- How will it be accomplished?
- How will it be evaluated (measured) and by whom?
- When will it be accomplished?



Specific

S

Steps to Writing SMART Objectives:

Specific – Describe a precise or specific outcome.



Measurable

M

Measurable – Describe the system you'll put in place to measure your progress.



Attainable

A

Action-Oriented – Describe the specific actions you will take to accomplish the objective.



Relevant

R

Relevant – Can you make an impact on the situation? Is it important to your education?



Time Based

T

Time-Based – Clearly define your completion date.

Consider an objective that shows level of:

Creativity: Doing things a new way or finding new things to do on the job.

Example: Designing a new system for tracking customer inquiries.

Problem Solving: Identifying a problem and finding a reasonable solution.

Example: Customers complain about long lines at your store. You determine a method to speed up check-out.

Skill development: Seek opportunity to improve your effectiveness on the job

Example: You work in the stockroom but want to move into sales. You seek training from your supervisor to learn effective sales associate skills

Questions to ask yourself:

- Is there anything I could do to help improve the day-to-day aspects of my job? How?
- How will it be measured (observation, a report, etc.)?
- Are there specific problems in my work area? How might I solve them?
- Is there anything I would like to learn in my current job? Is there anything my manager does that I would like to learn how to do?
- Do I need to improve my basic skills in any area of my job?

STUDENT LEARNING OBJECTIVES – EXAMPLES

EXAMPLE OBJECTIVE #1

What is the task to be completed? Improve and rebuild a better procedures handbook for volunteers.

How will it be accomplished? Observing volunteers, removing old documents and creating new procedures.

How will it be measured? To be submitted to supervisor for evaluation.

When will be completed? *By the end of October.*

EXAMPLE OBJECTIVE #2

What is the task to be completed? Learn how to upload patient chart information to the computer.

How will it be accomplished? My supervisor will train me how to input patient information in the computer.

How will it be measured? I will be able to upload patient charts without any help.

When will it be completed? By the end of the Spring semester.

EXAMPLE OBJECTIVE #3:

What is the task to be completed? Learn how to process supplies and shipping invoices of company bills.

How will it be accomplished? Through instruction and on-the-job training in invoice control.

How will it be measured? Supervisor will evaluate my performance at the end of the semester.

When will it be completed? Two weeks after final training.

OBJECTIVES PRACTICE

OBJECTIVE #1

What is the task to be completed?

How will it be accomplished?

How will it be measured?

When will it be completed?

OBJECTIVE #2

What is the task to be completed?

How will it be accomplished?

How will it be measured?

When will it be completed?

LEARNING OBJECTIVE REPORT GUIDELINES

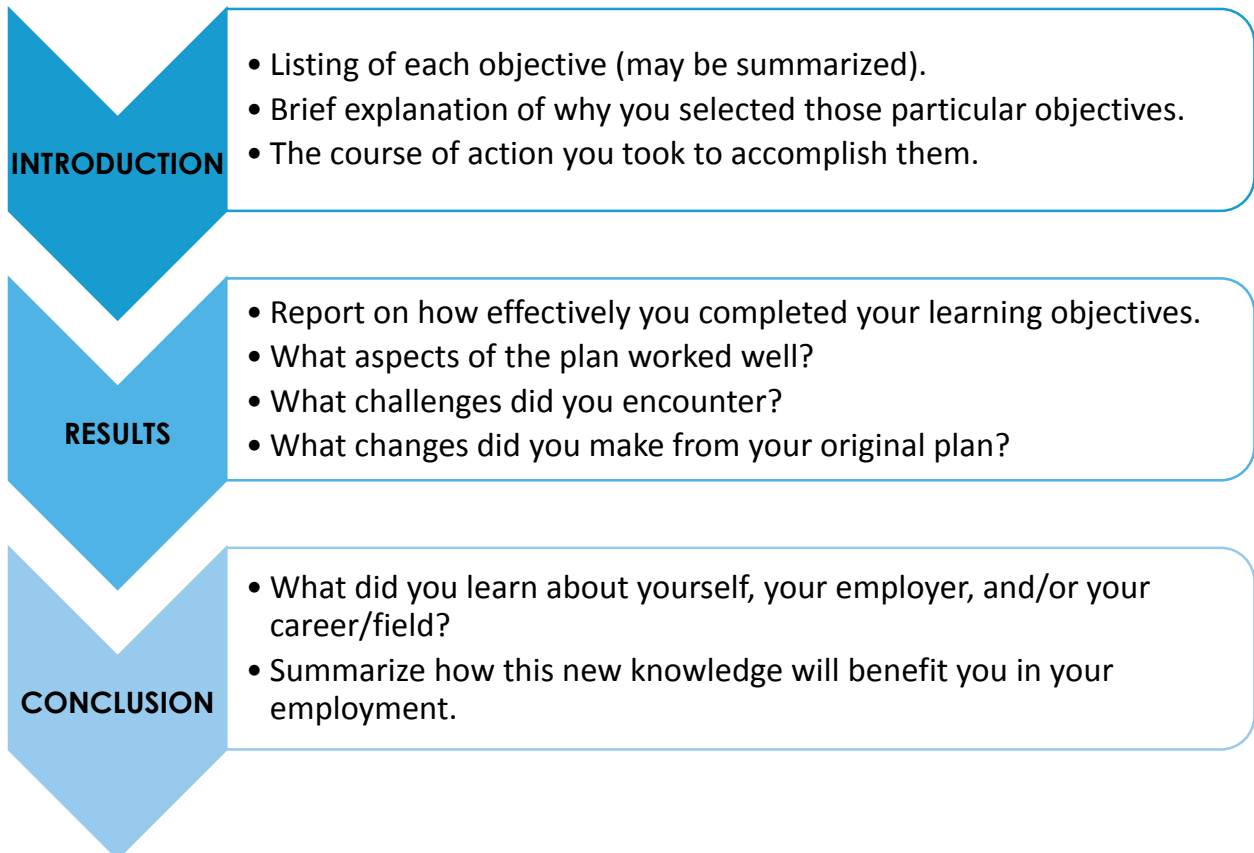
Learning Objective reports are due at or before the final conference with your instructor. Specific due dates are determined by your Cooperative Education instructor.

Learning Objective Reports must be in essay format, typed, double-spaced, 12-point font, and a minimum of two (2) pages in length.

Please include a cover sheet with:

- Your name
- Name of Company, Job Title
- COOP Education course and section number
- Semester for which you are enrolled
- Name of your assigned COOP Education instructor

The theme of your paper is a discussion of the learning objectives you developed at the beginning of the semester and how they were achieved. This is an integral part of the learning process and should be undertaken with care. Your paper should show reflection, insights, new learning, and thoroughly address the following topics.





CONTRA COSTA COLLEGE

To: Employer/Supervisor

Re: Employer/Supervisor Agreement

The Contra Costa College community and the Cooperative Education program staff would like to thank you for your time and commitment to our students and to us. The purpose of the Cooperative Education (COOP) program is to encourage students to seek new or expanded learning opportunities on the job that will make him/her a more efficient and valuable employee. Through Cooperative Education, your employee/volunteer has the opportunity to utilize many of the skills that are learned in the classroom. The program gives you, the employer, the opportunity to make a contribution to their college education in a way that will directly benefit you and your industry.

In order for this contribution to be documented for college credit, workplace-learning objectives must be written at the beginning of the term. Workplace learning objectives are project-based learning opportunities that take place on-the-job during the normal work schedule. The project objectives should involve new or expanded responsibilities for the student. Project objectives must be briefly documented on a form entitled "Cooperative Work Experience Education Objectives/Agreement" which the student will provide. We are asking you to participate with your employee/volunteer in selecting meaningful objectives. This is an opportunity to encourage and to develop new skills that may be valuable to your organization now and in the future.

Your partnership in this program is critical. It contributes up to **50%** of their grade. Your time is as valuable as your involvement, and we have streamlined your participation to minimize your paperwork. The following milestones summarize your important inputs to this program:

- At the beginning of the term collaborate with the student to develop work objectives/projects, sign and date the "Cooperative Work Experience Education Objectives/Agreement" form(s).
- During the term meet with the instructor, at your facility, to briefly discuss the student's progress. The meeting will take 15 – 30 minutes.
- At the end of the term provide your assessment of the student's 21st Century Workplace Skills by completing the "Employer Evaluation of Student Workplace Competencies".

The following confirms existence of insurance coverage and is in accordance with Ed Code 78249.

District's Certificate of Consent to Self-Insure # 5508-005 Issued by State of California

Limits of Coverage: Statutory Per Occurrence for California Workers' Compensation and \$1,000,000 Employers' Liability.

Please email us at ndealmeida@contracosta.edu if you have any questions about the program. Your suggestions are welcome.

Thank You,
Natasha DeAlmeida
Career Services Coordinator
Contra Costa College