

COOPERATIVE EDUCATION (COOP)

**STUDENT
HANDBOOK**



**CONTRA
COSTA
COLLEGE**

COOPERATIVE WORK EXPERIENCE – OVERVIEW

The complete registration for the course (and to remain enrolled) you must complete the following:

Employment/Volunteer	Prior to enrollment in COOP, you must already have employment, paid/unpaid internship, or enrolled in volunteer work with a supervisor.
Register for Course	<ol style="list-style-type: none"> 1. Prior to the term register through InSite or Admissions and Records 2. If the course has started, you may obtain permission to add from your instructor
Complete Application	Complete COOP Application on college website or InSite email for link: https://webapps.4cd.edu/apps/CccCooperativeEducation/Student-Application.aspx
Create Learning Objectives	Use “Employer Agreement Letter” to support conversations with your supervisor and complete the learning objectives together and sign. If you are enrolled in one unit complete one learning objective per unit registered. Your Objective Form will not be accepted if it is not signed by you and your supervisor
Prepare & Attend Mandatory orientation	Orientation is required to remain enrolled in the class. Bring completed Learning Objectives (signed) to orientation.
Complete Work Hours	Ensure you are able to complete the total work hours for the units enrolled, (see hours chart below) If there is a change in work hours or jobs contact instructor.
Worksite visit	During the term your instructor will meet with your supervisor to get the grading on your Learning Objectives. If the instructor has difficulty contacting your supervisor, you will be asked to assist in facilitating this meeting
Final Paper - Learning Objective Essay	Part of your final grade will include an essay on your learning objective. Your faculty will have details in their syllabus and during the orientation.
Meeting and communicating with Instructor	Communication will be facilitated through CANVAS, it is important to check for communication from your instructor. Your instructor will support you with appointments/questions.

PROGRAM GUIDELINES (FREQUENTLY ASKED QUESTIONS)

WHAT IS COOPERATIVE WORK EXPERIENCE EDUCATION? (COOP)

The Work Experience 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.

Work Experience courses are listed in the catalogue and class schedule as COOP-160 and 170. Discipline specific courses are 099. Prior to enrollment in COOP, 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
- Conduct research
- Improve employability skills
- Develop professional behaviors

HOW CAN COOP UNITS BE USED?

- To meet financial aid, EOPS, athletic and other academic unit requirements
- The California State University system will accept Work Experience units as electives
- The University of California system typically will not accept Work Experience units
- Private universities or Colleges - Inquire about the policies regarding units as each institution may be different

CAN I REPEAT COOP CLASSES?

Yes! **COOP 160** has a limit and can only be taken once. **COOP 170 and 099 or a combination with COOP 160** classes have a limit of 16 units. If you have not exceeded the limit, you may continue in the program until you reach the total limit.

Your Work Experience instructor will keep an accurate record of assignments and points accrued. Remember to keep in contact with your instructor throughout the term in order to stay on track and receive the maximum amount of points. You may receive point deductions if you:

- Arrive late or miss appointments
- Turn in work late and/or miss assignments
- Do not complete the required hours of work

REQUIRED WORK HOURS PER TERM

Fall / Spring Full Semester – Paid

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

Fall / Spring Full Semester – Unpaid

Units	Average Hours Per Week	Total Semester Hours
1	4	60
2	8	120
3	12	180
4	15	240

Summer Six-Week – Paid

Units	Average Hours Per Week	Total Semester Hours
1	13	75
2	25	150
3	37.5	225
4	50	300

Summer Six-Week – Unpaid

Units	Average Hours Per Week	Total Semester Hours
1	4	60
2	8	120
3	12	180
4	15	240

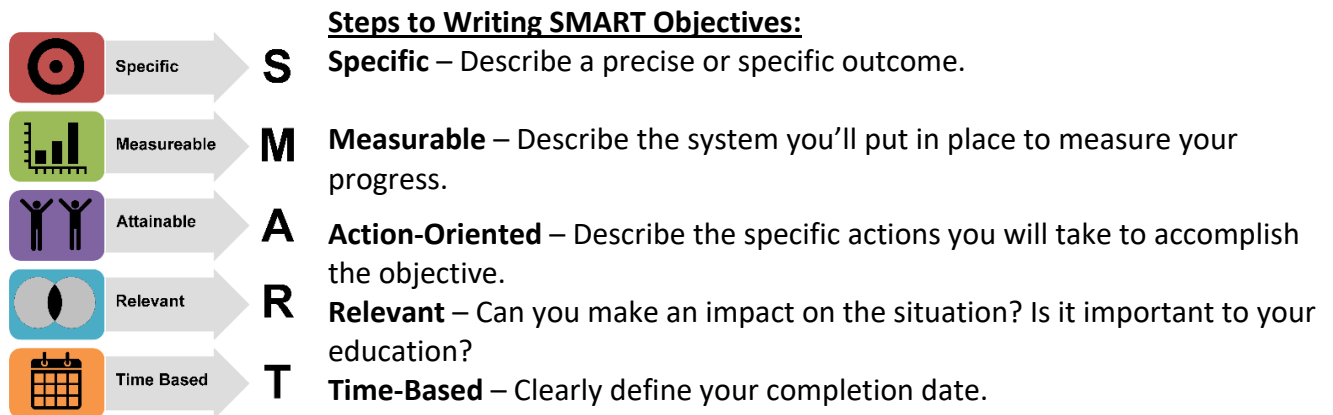
TIPS FOR WRITING A LEARNING OBJECTIVE

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?



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 term.

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 term.

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 REPORT GUIDELINES

Learning Objective Reports are due at or before the final conference with your instructor. Specific due dates are determined by your Work Experience instructor.

Learning Objective Reports must be in essay format, typed, double-spaced, 12-point font, and a minimum of two-three (2-3) pages in length (approximately 1 page per objective).

In addition to the minimum 2-3 page report, please include a cover sheet with:

- Your name
- Name of Company/Organization, Job Title
- COOP Education course and section number
- Term 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 term and how they were achieved. This is an integral part of the learning process and should be written as such. Your paper should show reflection, insights, new learning, and thoroughly address the following topics.

