

CAÑADA COLLEGE
COOPERATIVE EDUCATION WORK EXPERIENCE
CO-OP ED ORIENTATION

ORIENTATION MEETING

1. This meeting will provide you with the basic requirements and format for the Co-op Education course.
2. The meeting may involve students who are enrolled in a number of different Co-op sections.
3. State law and district regulations require documentation on each Co-op student. Consequently, a number of forms need to be filled out and submitted to the Co-op Ed office.

CO-OP ED - A PARTNERSHIP

Cooperative Education is a partnership arrangement between you as a student-employee, your employer, and Cañada College. An agreement concerning your learning activities on the job needs to be reached with all three parties.

QUALIFYING FOR THE PROGRAM

1. Your college major or career goal needs to be related to your job duties.
2. Volunteers who work for non-profit or governmental agencies qualify for Co-op Ed.
3. Self-employed students may qualify for the program, but they will need a person who can approve and evaluate their objectives.

STUDENT INFORMATION FORM

1. When filling out the form please press hard enough to read both copies. If you are a volunteer at your job and not being paid, please print volunteer on upper right hand corner.
2. A connection needs to be made between your college major or career goal and your job duties. If you have not declared a college major, think about your short-term career goals. Examples:
 3. (a) An accounting major and bookkeeping job.
 - (b) A restaurant management career goal and a waiter's job.
 - (c) A student with a window washer job and a drama major would **not** make a connection.
3. Indicate the Co-op section in which you are enrolled. eg: Co-op 670 AA or LA.
4. Indicate whether you wish a **letter grade** or **credit/no credit**. You will receive units toward your degree or for transfer purposes in either case. If you select the letter grade option, your grade point average will be affected, and if you select cr/no cr your grade point average will **not** be impacted. This is done in the Admissions Office.

GRADING SHEET

1. Fill out the top three lines on each side of this form.
2. On the bottom of the grading sheet where it says "student signature"- please sign and date.

GRADING

1. The grading system is based on a 100 point system.
2. Students taking the course on a credit/no credit option will need 70 points or more to earn credit.

HOW UNITS ARE EARNED

1. Units earned are dependent upon the total hours you work over the entire semester.
2. Units earned in Cooperative Education may be used to satisfy certificate requirements and total unit requirements for the AA or AS degrees. In addition, units will transfer to the California State University system, a number of private, local universities, and most all community colleges.
3. Co-op Ed can be repeated, and a total of 16 units may be earned. New learning objectives must be set each semester. A transfer college may place a limit on the number of units transferred to it. Check with your counselor.

IMPORTANT INFORMATION AND DATES

Read this form before we meet again.

SEMESTER TIME-LINE

1. A minimum of two contacts with the professor will be necessary at the beginning of the semester.
 - a. One orientation meeting.
 - b. One individual or small group meeting. Make appointment at the end of class.
2. You may request additional meetings in person or by phone.
3. There will be no group meeting at the end of the semester.
4. Final meetings may involve you, your supervisor, and your professor at the job site.

LEARNING OBJECTIVES

1. You will be required to write a minimum of 3 learning objectives.
 - a. You are encouraged to write and work on 4 or 5 objectives, as you have the potential of raising your grade. The three highest rated objectives will be used for grading purposes and the lowest rated objectives will be eliminated.
2. Each objective must have a learning component.
 - a. You will need to assume a new challenge of some kind.
 - b. New learning must result from these objectives.

3. Most learning objectives will be set in three areas.
 - a. Developing a new skill
You will be able to perform a job you have never performed before.
 - b. Improving Performance
You will improve upon a previously learned skill in order to become more productive. A learning component will develop around a new plan and new activities needed to implement your improvement.
 - c. Extending your knowledge
You will extend your knowledge of some aspect of your company.

OBJECTIVE COMPONENTS

Every objective will have 4 component parts.

1. A GENERAL GOAL STATEMENT: This statement defines the direction or character of the learning you wish to take place.
2. AN OUTCOME STATEMENT (level of performance): This statement describes the results you wish to achieve.
3. A COMPLETION DATE: The date in which all work must be completed.
4. A PLAN OF ACTION: The specific activities needed to implement the objective will be described.

A FEW EXAMPLES

	GOAL STATEMENT	OUTCOME STATEMENT	COMPLETION DATE	PLAN OF ACTION
<u>SKILL</u>	Use ABC soft-ware.	All functions will be used without direct assistance and with accuracy.		1. Read manual. 2. Use software "tour". 3. Check with resource person. 4. Input data.
<u>PERFORMANCE</u>	Increase the sale of widgets.	Sale of widgets will increase 15% when compared to the month of November last year.		1. Read manual. 2. Identify prospects. 3. Implement activities. 4. Evaluate results.
<u>KNOWLEDGE</u>	Describe the location and principal production and administrative activity at each company facility.	A short accurately written report will be presented to my supervisor.		1. Discuss with supervisor. 2. Research on-site written materials. 3. Discuss with appropriate on-site managers. 4. Phone contact with off-site plant personnel.

ADDITIONAL EXPECTATIONS

1. All objectives must provide a visual, measurable picture of the challenge you will be assuming.
2. You need to share your objective draft with your supervisor.
 - a. Develop a draft on a scratch piece of paper and present it to him or her.
 - b. Receive their input and then write a draft for your college professor on pages 14 and 15 of the handbook.
3. You and your supervisor will control the content of the objectives. Your professor will make sure your objectives are clear and measurable.
4. All objectives will need to be written to conform to a 2 month time-frame.

HANDBOOK ASSIGNMENT

1. Buy the Cooperative Education Handbook at the Cañada College Book Store.
2. Read the booklet completely.
3. Complete all exercises on pages 7, 8, and 9.
4. Share your objective possibilities with your supervisor.
5. Write a draft of your objectives on pages 14 and 15.
6. Bring your draft to the office conference.

