

COOPERATIVE EDUCATION STUDENT CHECKLIST

1. Review the Cooperative Education Program Outline (Page 2). Complete the Registration Information Form (Page 3) with your work supervisor and co-op faculty advisor.
2. Register for academic credit by submitting the Registration Information Form (Page 3) to the Career Education Office (a hard copy or sent electronically by email as a PDF). **It is your responsibility to do this by the end of the 4th week of the semester. It is your responsibility to verify this information.**
3. Meet with a full-time faculty member in your major to develop your Learning and Development Plan, LDP (Pages 4 and 5). Both of you will agree to specific projects to be completed.
4. **Schedule an appointment with your co-op faculty advisor to complete your LDP. At this meeting**, provide a copy of “Student Duties and Responsibilities and the Organization Profile” (Page 6) and the “Organization Insight” (Page 7) if required. Discuss plans for your paper/project within the timeframe set by your faculty advisor.
5. Share the LDP with your co-op work supervisor. Negotiate changes according to workplace needs as suggested by your supervisor.
6. Revise and finalize your LDP with input from your co-op faculty advisor and work-site supervisor, and have your co-op faculty advisor approve your LDP. Provide your faculty advisor with a copy of your finalized LDP at due date agreed upon.
7. Meet with your co-op faculty advisor several times throughout your co-op experience to monitor progress in relation to your LDP and review progress on your paper/project.
8. Complete your paper/project and your student evaluation form (Page 8) and submit it to your co-op faculty advisor by due date agreed upon.
9. Have your co-op work supervisor complete the Employer Evaluation form (Page 9) and review it with you. Turn in a copy of this form to your co-op faculty advisor.
10. A grade will be issued by your co-op faculty advisor when all of the above items are completed.

COOPERATIVE EDUCATION PROGRAM OUTLINE

Objective:

- The objective of the Cooperative Education Program is to provide out-of-classroom learning opportunities for students and assist employers with staffing needs.
- The Cooperative Education Program encourages students to work in positions that are related to and integrated with their academic majors and/or their career area of interest.

Student Requirements and Responsibilities:

- Must have a minimum overall GPA of 2.5.
- Must be at the sophomore level with a minimum of 6 credit hours of coursework completed at Maryville University.
- It is the student's responsibility to gain approval from their faculty advisor for the co-op experience.
- Students are responsible for completing all the academic requirements set forth in cooperation with their faculty advisor.
- Once hired, students will be expected to follow company guidelines.
- Students agree to fulfill the terms of the co-op requirements as long as employed by the company. Failure to fulfill the terms of these requirements could result in expulsion from the co-op program.

Length of Employment:

- The Cooperative Education Program is designed to provide students with at least one full semester of employment. Whenever possible the employer should employ the student throughout a minimum work period of 12 - 15 weeks.
- The student is expected to be employed for the full term of a given work period.

Employer Responsibilities:

- The employer agrees to coordinate and supervise the student so that work tasks will be closely related to the academic degree program and career objectives of the student.
- The employer also agrees to support Maryville University's co-op policies during all work periods, and to complete an evaluation for the student.

Scheduling and Coordination:

- Work periods are scheduled to meet the student's academic needs and the employer's personnel requirements.
- Commensurate with employer needs, the student will be given work assignments that relate to his/her educational field, interests and abilities.
- The employer will provide for ascending levels of responsibility and training throughout the co-op experience.

Quality of Work and Study:

- The quality of work performed by the co-op student must meet the standards set by the employer.
- Students must continue to meet the academic standards set forth by the Cooperative Education Program.
- By mutual agreement, students who do not perform satisfactorily either in their work or their studies will be dropped from the program.

Remuneration:

- The employer determines the rate of pay, keeping in mind the work assignments, the background and educational level of the student, the work quality, and the established policies of the employer.



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COOPERATIVE EDUCATION

REGISTRATION FORM

To register for Co-op credit, return this completed form to the Career Education Office, located on the first floor of the University Library, **by the end of the 4th week of the semester.**

Student Information:

Name: _____ Student Number: _____

Phone: _____ Major: _____

Year in School (please circle): Sophomore Junior Senior Graduate student

Overall GPA: _____

Name/Signature of Maryville University Co-op Faculty Advisor: _____

REQUIRED INFORMATION: Co-op Academic Course #: _____ (Faculty advisors, please complete this item with student)

Student salary \$ _____ Hourly/Weekly/Monthly/Yearly (please circle one)

Semester you are earning Co-op credit? Fall 20__ Spring 20__ Summer 20__

How many hours of academic credit do you wish to receive? _____

(Generally, the credit awarded is 1, 2 or 3 hours. You may a maximum of 5 hours of elective credit per semester for a maximum total of 18 hours of Cooperative Education credit. All credit hours are determined in consultation with your faculty advisor.)

Employer Information:

Supervisor Name: _____

Title: _____

Company Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____

 Student Signature Date

 Employer Signature Date

 Co-op Faculty Advisor Signature Date

Date form was returned to Career Education _____ Date copy was submitted to Registrar by Career Education _____

COOPERATIVE EDUCATION LEARNING AND DEVELOPMENT PLAN (LDP)

Learning plans are formalized, but flexible, goals which students set for themselves for their experiential assignments. Assisted by their co-op faculty advisor, students develop goals that are appropriate for their major and career goals. The LDP allows students to create a plan that encourages the transfer of academic learning from the classroom to the workplace.

Since students are expected to meet the requirements of the job and the expectations of their work-site supervisors, supervisors should work closely with students in refining their learning plans, making them specific and tailoring goals for the job. This involves a process of negotiation to arrive at appropriate goals and objectives. It should be stressed that the development of a learning plan is an ongoing process that involves writing and rewriting goals, working toward them and modifying them as necessary.

The following steps will assist students in developing their Learning and Development Plans.

- Step one:** Define a statement of purpose. What is your overall **purpose** for doing a cooperative education assignment?
- Step two:** Work with your co-op faculty advisor to formulate three to five **goals** for your assignment; these will be derived from your main purpose for participating in a co-op.
- Step three:** This step results in a list of specific tasks or **sub-objectives** responsibilities assigned which will help meet your general goals. These are relevant to both your goals and the requirements of the job. To ensure relevancy, you should share your learning plan goals with your work-site supervisor. Your supervisor will then work with you to determine the feasibility of accomplishing your goals based upon job requirements and constraints.
- Step four:** Concrete **outcomes** are formulated for each sub-objective. They should always be observable, measurable, explicit and descriptive. Ensuring success involves a series of follow-up meetings with your supervisor to assess progress and make any corrections based on changing requirements and completion of tasks.

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STUDENT RESPONSIBILITIES and ORGANIZATION PROFILE

(This is an optional assignment the student and faculty member may use)

Student Responsibilities

Use these questions to outline your co-op job tasks and explore the relationship between your co-op experience and your career goals.

1. Provide a detailed account of your significant co-op responsibilities.
2. List additional responsibilities you anticipate before completing your co-op assignment.
3. How do your assignments relate to your field of study?
4. List your accomplishments that will increase your skill sets in your academic field.

Organization Profile

Outline your understanding of your co-op employer and the structure of the company.

1. What is the company's mission?
2. How many people are employed by this company? What is the largest division and how many people are in it?
3. What is the relationship of your unit/department to the overall structure?
4. What is the organizational structure of your department?
5. What are the sales and revenue figures for this organization for the past three years?
6. Who are the company's customers?
7. In what ways does this company contribute to the larger community?

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ORGANIZATION INSIGHT

(This is an optional assignment the student and faculty adviser may choose to use).

Interview at least one person in the company and get their perspective on job tasks, company structure, and industry growth. Use the questions listed below; feel free to add any additional questions of your own.

Student Name: _____ Date: _____

Person Interviewed: _____ Title: _____

- 1) What is your job and how many hours per week do you work?
- 2) Does your job title accurately reflect your actual job duties/responsibilities? If so, how?
- 3) What academic background, job training and employment experience have you had to prepare you for success in this job?
- 4) What are some of the characteristics of people in this company that you consider to be leaders?
- 5) Describe the training program within the company.
- 6) How does this company apply technology to increase human productivity?
- 7) What are some of the trends occurring in this company that are new and/or non-traditional?
- 8) What changes are you aware of that will be occurring in this industry? Do you feel that your company is prepared to manage these changes? Please explain.

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STUDENT EVALUATION

Please feel free to use an additional sheet of paper for your comments.

Student Name _____ Date: _____

Company Name: _____ Supervisor: _____

Please rate the following on a scale of 1 to 5.

	Excellent	Good	Average	Poor	Very Poor
a. I would rate the quality of my work assignments as	1	2	3	4	5
b. I would rate the quality of my learning through my paper/ project as	1	2	3	4	5
c. I would rate the overall quality of my co-op experience as	1	2	3	4	5
d. The amount of assistance, support, and guidance that I received from my co-op faculty advisor generally was	1	2	3	4	5
e. The amount of assistance, support & guidance that I received from my employment supervisor generally was	1	2	3	4	5

1. For the upcoming semester would you like to:
 - a. Continue current co-op assignment ____
 - b. Locate a new co-op ____
 - c. Begin full-time job search ____
 - c. Other (please explain) _____
2. What have you learned about yourself and your work habits?
3. Has your co-op reinforced your choice of major or caused you to change this decision? Please explain and describe any changes in your plans for future coursework.
4. List ways in which your career goals have been reinforced or modified.
5. Reflect on the impact of your experience on potential career options for you to consider.
6. Additional comments:

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Employer Evaluation of the Cooperative Education Student

Student Name: _____ Date: _____

Company Name _____

Evaluate the student's performance during his/her co-op experience. Feel free to include additional pages as necessary. Please discuss this report with your co-op student. Your feedback is very helpful. Thank you for your assistance.

1. Rate the student's performance/characteristics in the following areas:

	<u>Excellent</u>	<u>Good</u>	<u>Average</u>	<u>Poor</u>	<u>Very Poor</u>
Quality of work	1	2	3	4	5
Quantity of work	1	2	3	4	5
Dependability	1	2	3	4	5
Initiative	1	2	3	4	5
Relationships with others/teamwork	1	2	3	4	5
Judgment	1	2	3	4	5
Maturity level	1	2	3	4	5

2. In what areas did the student excel? Please explain.

3. Are there any areas that the student could improve his/her skills or performance? Please explain.

4. Please comment on the student's overall performance.