

Cooperative Education Student Orientation

Your job is your class room

Phone: (408) 864-5841

Room SC-1206 (E-Parking Lot)

www.deanza.edu/cooperative

Orientation Overview

- Co-Op Staff & Benefits
- Information - Requirements, Dead lines, Submission of Course Work
- Web site - Handbook
- First Assignment
- Student Agreement
- Employer Letter
- Learning Objectives & Guidelines
- Performance Agreement
- Guidelines for Midterm Project
- Self-evaluation
- Time Cards
- Program Evaluation
- Responsibilities
- Confirmation of Orientation / Questionnaire

Co-Op Staff

- Carmen Pereida, Program Coordinator
 - 408-864-5841 pereidacarmen@fhda.edu
- Instructors
 - Karel Jordan
 - Rod Martin rodney.martin@sbcglobal.net
 - Bill Mathiasen
 - Phil Wagner pmwags@yahoo.com

Benefits of Co-Op

- College credit for learning at the workplace
- Occupational/General co-op course(s)
- Course may be repeated - letter graded
- Maximum units - 24 occupational units in combination with 9 general units
- Transferable units to the CSU systems
- Qualifies for full-time status
- Opportunity for developing professional skills, building resume, improving communication, and more

Co-Op Student Handbook

Download from Co-Op web site:

www.deanza.edu/cooperative

- A Co-Op Application Must be Completed Each Quarter

Website includes:

- Student Application
- All Forms
- Orientation: Video & Power Point
- Questions & Answers

Course Requirements

- Complete Co-op Application
- Register for Class
- Read student Handbook
- Complete Orientation
- Meet with Instructor
- Submit Course Work on Time
- Follow Instructions
- Letter graded: based on performance evaluation, quality, and timeliness of work

Due Dates & Course Work Drop Off

- Due Dates
 - Download current due dates from www.deanza.edu/cooperative
- Submit Course Work (Drop Off)
 - E-mail your work to your instructor
 - Co-op Mail Box (outside the Co-Op office)
 - Or Faculty Mail Room
 - Administration Building, Room 111
 - Ensure your name, your instructor's name, and date are on all your documents submitted

Letter Grade

- Student Calls to instructor = 06 points
 - Midterm Project = 20 points
 - Self-evaluation = 20 points
 - Time Cards = 09 points
 - Performance Evaluation = 45 Points
 - Total = 100 Points
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- See student handbook for details on grading policy
www.deanza.edu/cooperative

First Assignments

- Download Student Handbook & Read It
- Review Orientation Video and/or Power Point
- Submit Employer Letter to Supervisor
- Complete Learning Objective Worksheet
- Set-up First Meeting w/Co-Op Instructor
- Meet with Co-Op instructor
 - submit answers to orientation questionnaire
 - discuss learning objectives, required project, & timelines

Student Agreement

- Read the Student Agreement (Bottom of the Application)
 - 50 hours of work is required to earn one unit of credit
 - Course work must be submitted on time
 - Changes in employment must be communicated
 - If you need to withdraw, it is your responsibility to withdraw from the course and notify your instructor
- Application: www.deanza.edu/cooperative

Employer Letter

- Provides Co-Op information to your employer
- Should be provided to your employer at the beginning of the course

Learning Objectives

- Defines the Co-op Course
- Are designed by you, your supervisor, and your instructor
- Are written in an objectives worksheet and transferred to a Performance Agreement
- Should answer five questions
 - What is the purpose for your objectives?
 - How will you accomplish the objectives?
 - When will objectives be completed?
 - How can you measure the results?
 - Who will verify & evaluate your accomplishment?

Writing Learning Objectives

- Select Categories for Learning Objectives
- Objectives Must be S.M.A.R.T.
 - Specific
 - Meaningful & Measurable
 - Action Oriented
 - Realistic
 - Timely

Use Learning Objectives In

Present duties:

- Improving quantity and/or quality of present performance
- Solving a functional problem in the work area
- Solving a human relations problem
- Continuing new learning experiences recently started in this job.

Expanded duties:

- Adding new duties to ones already preformed satisfactorily.
- Learning new information or duties that will lead to the next level

New job:

- Starting a new job classification & learning duties to be preformed.

Use Action Words

Activate	Complete	Establish	Perform	Revise
Adjust	Compose	Estimate	Plan	Rewrite
Analyze	Compute	Evaluate	Prepare	Select
Arrange	Conduct	Explain	Reconstruct	Separate
Articulate	Construct	Illustrate	Recruit	Simplify
Assemble	Convert	Implement	Reduce	Structure
Assist	Coordinate	Improve	Remove	Summarize
Build	Decrease	Increase	Reorganize	Supervise
Calculate	Define	Introduce	Repair	Survey
Categorize	Demonstrate	Investigate	Replace	Train
Change	Description	Limit	Report	Translate
Collect	Design	List	Reproduce	Transfer
Combine	Develop	Maintain	Research	Update
Compare	Direct	Modify	Restructure	Verbalize

Select Learning Objectives Categories

- Creative
- Problem-solving
- New Assignment
- Personal Development
- Routine Duties
- Service Learning

Examples

Learning Objectives Categories

- **Creative** - finding new ways in which tasks can be performed in a new manner
 - Example: By January 15, I will explore and develop new learning methods for students who are "hands-on" learners through creative lesson plans and present it to the teacher I am currently aiding.
- **Problem Solving** - Assess and resolve an existing human relation challenges or issues at the worksite
 - Example: By May 10, I will develop a communication tool in the form of a "Shift Log" that will be used to inform the day and night shift crews of equipment failures.

Examples

Learning Objectives Categories

- **Routine Duties** - develop a learning objective that improve your performance using current tasks
 - Example objective: By March 24, with the assistance of my supervisor, I will devise a lunch and break schedule on weekly basis to ensure coverage using an excel spreadsheet.
- **New Assignment - learning new duties**
 - Example objective: By June 10, I will read and implement safety procedures regarding hazardous waste materials.
 - Promotion is new learning through training
 - Example objective: By August 21, I will use my supervisory training skills to develop an employee motivation plan.

Examples

Learning Objectives Categories

- **Personal Development** - Assess your personal business skills and demonstrate how you can enhance them
 - Example: improved communication, organizational or time management skills.
 - Example objective: I will conduct two oral presentations to my department in order to develop and enhance my public speaking skills.
- **Service Learning** - assist your community
 - Example objective: By December 10, I will organize a toy drive at work to benefit low income children in my community.

Are Your Objectives Valid?

- Before finalizing your learning objectives, determine validity
 - Can they be completed within the quarter?
 - Are they challenging?
 - Are they realistic?
 - Are they measurable?
 - Can they improve your skills?
 - Will you learn something new?
 - Will you improve on current performance?

Learning Objectives Worksheet

- Create one learning objective for each unit of Co-Op credit for which you are enrolled
- Present completed form to instructor for approval at your first meeting
- Approved objectives will be transferred to the Performance Agreement by your instructor
- Submit a copy with your self-evaluation essay

Performance Agreement (Objective Setting)

- Formal documentation of learning objectives
- Completed by instructor based on your learning objectives worksheet previously submitted
- Agreement for new learning
 - signed by student, supervisor, and instructor - all signatures are at the top of the form
- Submitted to the office by the 4th week of the quarter

Performance Agreement (Final Evaluation)

- Final performance evaluation
 - Supervisor rates learning objectives using a 1- 4 scale
 - Supervisor signature at the bottom of the form
- Submitted by instructor during the 9th week of the quarter
- Student will not receive credit without it
- Final evaluation is worth 45% of grade
 - See student handbook for rating points

Guidelines for Midterm Project

- Projects can be selected from the student handbook at www.deanza.edu/cooperative
- Or can be created by you, the student
- Must have the instructor's approval
- All written assignments are 12 point, typed, double spaced
 - Include your name, your instructor's name, date, & name of the project

Project Examples

- Academic Planning
 - Visit a counselor for guidance on academic plan
 - Provide copy of your plan with a brief explanation
- Career Portfolio
 - Include samples of work: graphic works, brochures created, pictures of art layouts, web site development, lesson plans, description of collaborative efforts
- Resume
 - Review and revise an effective resume
 - Provide cover letter and old resume

Self-evaluation Guidelines

- Essay describes your learning by objectives
 - Describe the process you took to achieve your learning objectives
 - Reflects on your learning experiences
 - Did your objectives increased your performance?
 - If so, how? If not, what would you do differently?
 - Did you have challenges? What were they?
 - Two or three pages, typed, 12 point, double space
 - Include your name, your instructor's name, date, and report name
 - See student handbook for more details

Time Cards

- Document hours worked
- Worth two points each
- Three total time-cards (monthly hours)
- Must be submitted to receive credit
- Require supervisor's signature for validation
- No credit will be provided with out them
- Not substituted by pay check stubs
- Are forms found in the student handbook at www.deanza.edu/cooperative

Responsibilities

- Student
 - Complete course work
 - Adhere to due dates
 - Meet all program commitments
 - Communicate with instructor & workplace supervisor
- Supervisor
 - Guide students in creating learning objectives
 - Evaluate student performance
 - Validate work hours
 - Meet with Co-Op instructor at the workplace

Next Steps

- Complete your learning objectives worksheet
- Decide on your midterm project
- Complete orientation questionnaire
- Call your instructor for an appointment
- Submit completed forms to your instructor
- Don't know who your instructor is?
 - Call the office! (408) 864-5841

Questionnaire

- My instructor's name is?
- How do I contact my instructor?
- How do I get the student handbook?
- Where do I submit my course work?
- Can this course be repeated?
- What is a learning objective?
- How do I write learning objectives?
- What is S.M.A.R.T.?
- What is a Performance Agreement?
- What are timecards?
- Where do I pick up new forms?
- What if I lose my timecards?
- What if I forget to turn in my coursework?
- What do I do if I need to withdraw from the course?