

Cooperative Work Experience Education and Internship Program

Course Requirements

EMPLOYER EVALUATES WITH INSTRUCTOR

Three On-the-Job Learning Objectives (25 Points for Each Objective) **75 Points**

Evaluation of on-the-job learning includes three new learning objectives, which can be implemented while working. Learning objectives are developed and written with the assistance of your instructor and employer.

Work Habits and Employment Skills **10 Points**

Evaluation of habits and skills include use of time, resources, technology and information as well as interpersonal, thinking, and communication skills.

INSTRUCTOR EVALUATES

Scheduled Conferences with Instructor **45 Points**

Evaluation of scheduled conferences include four conferences, an initial meeting, two progress meetings and a final meeting.

- Initial meeting = 15 points
- Progress meetings = 10 points each, 20 points total
- Final meeting = 10 points, and submittal of final paper

The initial and final meetings each require approximately 30 minutes of your time, the progress meetings require no more than 15 minutes and one can be done via telephone.

Academic Assignments **70 Points**

Career Development = 30 points (*Recommended Courses may be substituted for assignment.*)
Career Development assignments will be selected by your faculty member based on where you are in the Career Decision-Making Process. Examples of assignments include career assessment activities (e.g., personality, values, interest inventories), career exploration activities (e.g., career research, job shadowing, informational interviews), job search activities (e.g., resume writing, cover letters, portfolios, networking, applications, and interviews).

Final Report = 40 points

The report must be at least 3 pages typed and double spaced. The specific content in the report will be agreed upon by you and your instructor. The types of reflection activities are:

- Summary of major accomplishments, results, and marketable skills gained directly through Co-Op Work Experience, How did Co-Op specifically help?
- Analyze individual classes and if and/or how it has been applied in the workplace.
- Summary of career research on one or several careers of interest to you, including necessary education and training, industry outlook, and short term goals to reach your career objective. Include an informational interview.
- Assignment agreed upon by you and your instructor.

Grading: A = 200 – 180 points; B = 179 – 160 points; C = 159 – 140 points; D = 139 – 120 points; F = 119 or less