



Career Development Center

Course: **WCOB 310V Cooperative Education**

Prerequisite: Junior standing and completion of pre-business core.

May be repeated for up to 6 hours of degree credit.

Course Description:

Co-op allows students to earn one or two hours of credit per semester for work related to their major.

Accumulated credit may not exceed six hours. Eligibility requires:

- 1) junior standing in the college,
- 2) completion of the pre-business core and
- 3) the prescribed GPA. See catalog for details.

Course Assignments and Due Dates:

<i>Assignment</i>	<i>Due Date</i>
Learning Objectives (page 2)	Friday, September 14, 2012
Student Work Report Form (pages 3 & 4)	Friday, November 30, 2012
Employer Evaluation (page 5)	Friday, November 30, 2012
Co-op Term Paper (page 6)	Friday, November 30, 2012

Three ways to submit completed assignments:

1. Bring them to the Career Center, WJWH 226
2. Fax them to 479-575-4025, or
3. Email them to sayell@walton.uark.edu

Contact Person:

Sara Yell

Walton College Career Center

Manager of Special Programs

479.575.6415

sayell@walton.uark.edu

COOPERATIVE EDUCATION
LEARNING OBJECTIVES

Student Contact Information

Name: _____ ID#: _____ Major/Minor: _____ _____
Graduation Date: _____ Phone#: _____ Email address: _____ _____
Mailing Address: _____ _____

Employer/Company Information

Company: _____ Department: _____ _____
Employer Address: _____ _____
Supervisor Name: _____ Supervisor's Email: _____ _____
Supervisor's Title: _____ Supervisor's Phone Number: _____ _____
Your Job Title: _____ Your Work Phone Number: _____ Gross Hourly Pay: _____ _____
Hours You Work Per Week: _____ Employment Period: Start Date: _____ End Date: _____ _____

Instructions: Identify three learning objectives that you plan to accomplish during your Co-op work tour. The objectives should indicate what skills and knowledge you will gain as a result of your Co-op experience. The objectives should be specific, measurable, and realistic. Please be sure to state an action plan indicating *how* you will accomplish each goal. Discuss the objectives with your supervisor and have them approved.

*****Be sure to keep a copy for your records. You will need it to write the final paper.*****

1. Learning Objective: _____

Action Plan: _____

2. Learning Objective: _____

Action Plan: _____

3. Learning Objective: _____

Action Plan: _____

Student Signature

Supervisor Signature

COOPERATIVE EDUCATION
STUDENT WORK REPORT FORM

Name: _____ ID#: _____ Major/Minor: _____

Graduation Date: _____ Phone#: _____ Email address: _____

Mailing Address: _____

Company: _____ Department: _____

Employer Address: _____

Supervisor Name: _____ Supervisor's Email: _____

Supervisor's Title: _____ Supervisor's Phone Number: _____

Your Job Title: _____ Your Work Phone Number: _____ Gross Hourly Pay: _____

Hours You Work Per Week: _____ Employment Period: Start Date: _____ End Date: _____

Instructions: Objectively rate your experience with this employer using the scale below.

4 – Excellent 3 – Above Average 2 – Satisfactory 1 – Needs Improvement N/A – Not applicable

Work Experience	Rating	Comments (as needed)
• Relationship of work to career goals		
• Training/orientation received		
• Supervision received		
• Level of responsibility assigned		
• Abilities/academic training utilized		
• Communication/cooperation among co-workers		
Learning Experience	Rating	
• Academic preparation for this job		
• Information, skills, or techniques learned on the job (not learned in class)		
• Relationship of work to academic program		
• Career/professional knowledge gained		
Personal Development	Rating	
• Self confidence gained		
• Understanding your strengths and weaknesses		
• Improvement of communication skills		
• Improvement of interpersonal/teamwork skills		
• Ability to network with or meet people who contributed to your professional growth		

Overall	Rating	
• Evaluation of employer and work experience		

COOPERATIVE EDUCATION
EMPLOYER'S EVALUATION

Supervisor's Evaluation of Cooperative Education Student

Student Name: _____ Student Job Title: _____

Company: _____ Dates Worked: _____

Instructions: The immediate supervisor will evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

RELATIONS WITH OTHERS

- Exceptionally well accepted
- Works well with others
- Gets along satisfactorily
- Has some difficulty working with others
- Works very poorly with others

JUDGMENT

- Exceptionally mature
- Above average in making decisions
- Usually makes the right decision
- Often uses poor judgment
- Consistently uses bad judgment

ABILITY TO LEARN

- Learns very quickly
- Learns readily
- Average in learning
- Rather slow to learn
- Very slow to learn

ATTENDANCE

- Regular
- Irregular

PUNCTUALITY

- Regular
- Irregular

ATTITUDE – APPLICATION TO WORK

- Outstanding in enthusiasm
- Very interested and industrious
- Average in diligence and interest
- Somewhat indifferent
- Definitely not interested

DEPENDABILITY

- Completely dependable
- Above average in dependability
- Usually dependable
- Sometimes neglectful or careless
- Unreliable

QUALITY OF WORK

- Excellent
- Very good
- Average
- Below Average
- Very poor

OVER-ALL PERFORMANCE

- Outstanding
- Very Good
- Average
- Marginal
- Unsatisfactory

What traits help or hinder the student's advancement?

Additional Remarks (over if necessary)

Has this report been discussed with the student? Yes No

Supervisor's Name

Supervisor's Signature

Date

COOPERATIVE EDUCATION

TERM PAPER

All papers must conform to the outline below. Papers not addressing one or more of the outline items will have to be revised to include the missing items before credit will be granted. This outline must be followed each semester you are enrolled in Co-op.

The paper should be:

- For students receiving 1 or 2 credit hours: 3-5 full pages in length (*not including the cover page*)
- For students receiving 3 credit hours: 10 full pages in length (*not including the cover page*)
- Typed in 12 point font, double spaced, 1-inch margins, free of grammatical and spelling errors

Co-op Term Paper Outline

I. Cover Page

The cover page must include the following information:

- Your name, student ID number, and your e-mail address
- Your class standing (junior or senior) and your major
- The number of semesters you have received Co-op credit
- The semester for which the paper is being submitted
- The number of Co-op hours you are registered for this semester
- The company you are working for and the title of your position

II. Background

Provide a one-paragraph description of your company and the division of the company in which you worked. Describe the primary products and services that your company delivers, how your division (or team) contributes to the company, and the features of your company that distinguish it from other companies in a similar industry. Also, provide a one-paragraph job description for the position you held during your Co-op work tour. The description should include: the name and title of your immediate supervisor, the primary duties you were responsible for on typical work days, and any additional duties you were occasionally responsible for. (If you are writing a 10 page paper, you do not need to limit your company background and job description information to one paragraph.)

III. Learning Objectives

List the three learning objectives you established at the beginning of the semester. Include at least one paragraph for each learning objective and action plan. In each paragraph discuss the opportunities you had to meet the given objective and whether you felt the objective was met.

IV. Additional Experiences

Sometimes the learning objectives do not adequately summarize what you learned during your work tour. If there were any additional responsibilities assigned to you, if you were given opportunities to learn things that were outside the scope of your original objectives, or if you learned valuable lessons that you did not anticipate, summarize in this portion of the paper.

V. Conclusion

Summarize how this Co-op experience has contributed to your career development. Did the experience clarify the type of work you do or do not want to do? Which courses provided a useful background for performing your work and for understanding the business environment of your company?