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:

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

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
## LEARNING OBJECTIVES

### Student Contact Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>____________</th>
<th>ID#:</th>
<th>____________</th>
<th>Major/Minor:</th>
<th>____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation Date:</td>
<td>____________</td>
<td>Phone#:</td>
<td>____________</td>
<td>Email address:</td>
<td>____________</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>____________</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### Employer/Company Information

<table>
<thead>
<tr>
<th>Company:</th>
<th>____________</th>
<th>Department:</th>
<th>____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Address:</td>
<td>____________</td>
<td></td>
<td>____________</td>
</tr>
<tr>
<td>Supervisor Name:</td>
<td>____________</td>
<td>Supervisor’s Email:</td>
<td>____________</td>
</tr>
<tr>
<td>Supervisor’s Title:</td>
<td>____________</td>
<td>Supervisor’s Phone Number:</td>
<td>____________</td>
</tr>
<tr>
<td>Your Job Title:</td>
<td>____________</td>
<td>Your Work Phone Number:</td>
<td>____________</td>
</tr>
<tr>
<td># Hours You Work Per Week:</td>
<td>____________</td>
<td>Employment Period: Start Date:</td>
<td>____________</td>
</tr>
</tbody>
</table>

**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: ___________________________________________________________________
   
   ___________________________________________________________________
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

<table>
<thead>
<tr>
<th>Work Experience</th>
<th>Rating</th>
<th>Comments (as needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship of work to career goals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training/orientation received</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervision received</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level of responsibility assigned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abilities/academic training utilized</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication/cooperation among co-workers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Learning Experience</th>
<th>Rating</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic preparation for this job</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information, skills, or techniques learned on the job (not learned in class)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relationship of work to academic program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career/professional knowledge gained</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal Development</th>
<th>Rating</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Self confidence gained</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understanding your strengths and weaknesses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improvement of communication skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improvement of interpersonal/teamwork skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to network with or meet people who contributed to your professional growth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall</td>
<td>Rating</td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>• Evaluation of employer and work experience</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• Did this work assignment meet your expectations? Yes No

• Would you want to do Co-op with this organization again? Yes No

• Was the time period in which you worked long enough to learn the specific job and participate in appropriate learning experiences? Yes No

• Would you consider this company for permanent placement? Yes No

• Would you recommend this as a Co-op work site to other U of A students? Yes No

Why or why not?

• Please share any success stories or problem situations that you experienced while working at your Co-op work site.

• What new skills or procedures did you learn during your Co-op experience?

• Please elaborate and be specific regarding the following: What is your overall evaluation of your experience with this company/organization, especially in relation to your career goals?
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

Attitude – Application to Work

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

Judgment

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

Dependability

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

Ability to Learn

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

Quality of Work

☐ Excellent
☐ Very good
☐ Average
☐ Below Average
☐ Very poor

Attendance

☐ Regular
☐ Irregular

Punctuality

☐ Regular
☐ Irregular

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?