

Cooperative Education 199 | Course Syllabus

Co-op Instructor's Name _____

Instructor email _____

Instructor Phone _____

Requirements for Co-op Credits

1-5 Variable Credits/Quarter: Offered Fall, Winter, Spring and Summer quarters, by arrangement, and with permission of Co-op Instructor

COURSE DESCRIPTION: Cooperative Education (Co-op) is an academic internship program that offers students an experience-based learning opportunity to explore or confirm career interests and plans, apply classroom learning to real world situations and practice or strengthen interpersonal and technical skills. A concurrent enrollment class provides a framework for analyzing and evaluating the internship experience.

PREREQUISITE: Consent of Co-op Instructor.

CAMPUS-WIDE ABILITIES: Clark College identified six campus-wide abilities that form the foundation of our students' educational emphasis: Critical Thinking/Problem Solving, Information Technology, Communication, Life-Long Learning, Effective Citizenship, and Global/Multicultural Awareness. The focus in this class is on: Life-Long Learning and Critical Thinking.

COURSE OBJECTIVES:

1. To develop and achieve appropriate educational and occupational learning objectives that are measurable and job specific (Life-Long Learning and Critical Thinking Abilities).
2. Integration of classroom theory with practical, on-the-job work experience. (Life-Long Learning and Critical Thinking Abilities).
3. Development of attitudes and skills essential for obtaining and keeping employment. (Life-Long Learning Ability).

CREDIT ALLOCATION: The number of credits for which a student is eligible to receive is determined by the number of hours the student works during the enrolled quarter.

1 credit : 30 hours worked during quarter, when concurrently enrolled in, or have taken a companion class (for most students, choose from: HDEV 195, 198 or 200; or, BTEC 147 for Business Admin. students; or, BTEC 141, 143 or 145 for BTEC students).

(For a typical 10 week quarter, this means 1 credit per approximately 3 hrs. of work per week)

Otherwise:

1 credit: 50 hours worked during quarter **without** concurrent enrollment in companion classes (concurrent class must be waived by instructor)

The hours usually begin accruing after the training agreement/learning contract is developed; at the instructor's discretion, credit for hours already worked may be awarded for the concurrent quarter. For each credit the student plans to earn, one learning objective must be set.

A maximum of five Co-op (199) credits may be earned per quarter. Students who pursue an Associate in Arts degree may earn up to fifteen Co-op credits while at Clark College (they fall in the "gray" area of elective credits allowed). In some programs, these credits apply toward the credits necessary to graduate; for others, they are elective credits.

If there are any questions regarding the transferability of Co-op credits, the student should consult with the institution to which he/she is transferring.

CLARK COLLEGE COOPERATIVE EDUCATION

PUB 002 | 1933 Fort Vancouver Way, Vancouver, WA 98663-3598 | (360) 992 2391

COURSE REQUIREMENTS and ASSESSMENT OF LEARNING:

1. The position must be related to the student's major or career goal and be approved by the Co-op instructor for Co-op credits; the work should reflect an increasing level of responsibility as time goes on.
2. The student should be pursuing a certificate or degree or have an approved individual educational plan at Clark College that is related to his/her Co-op/Internship position.
3. A **Training Agreement** form is completed by the student and work supervisor within the first three weeks of work, signed by them and the Co-op instructor. A copy is submitted to the Co-op office file and retained by the respective parties. Due Date _____
4. The student will do **two** of the following (**or** any other assignment the instructor feels is relevant):
 - Keep a weekly journal, documenting the work experience
 - Write a 3-4 page reflection paper, describing the work experience and how it relates to career goals.
 - Compile a portfolio or any other proof of work performed
 - Write a research paper related to the chosen career field (include work's cited)
 - Conduct 3 informational interviews
 - Other (faculty assigns) _____Due Date _____
5. The Co-op instructor will either make a **work site visit** to meet jointly with the work supervisor and student to discuss the student's progress and job performance or monitor the student's progress via phone calls or e-mails to the supervisor; arrangements to be initiated by student or instructor.
6. An employer evaluation form will be completed by the work supervisor, turned in to the Co-op instructor at the end of the quarter and discussed with the student and Co-op instructor, either by phone or at the site visit (see packet). Due Date _____
7. A Co-op **log sheet** (documents hours worked) must be completed and turned into instructor/coordinator at end of quarter (see packet) Due Date _____

Copies of the Training Agreement, Site Visit Evaluation form and Evaluation of Employer form must be submitted to the Co-op/Internship office, PUB 002

GRADING POLICY:

The student will receive a letter grade (or satisfactory/unsatisfactory grade, depending on department's policy) for the Co-op credits at the discretion of the Co-op instructor, and based on the following criteria:

- Submitting appropriate documentation to instructor/coordinator on time - 20%
- Quality and completion of written assignments (learning objectives, log, summary paper, etc.) - 30%
- Employer's evaluation of work performance - 50%

DISABILITY SUPPORT SERVICES:

Any student with a diagnosed disability requiring auxiliary aids, services or other accommodation should contact Disability Support Services at 992-2314 or VP (360) 991-0901, or visit PUB 001.