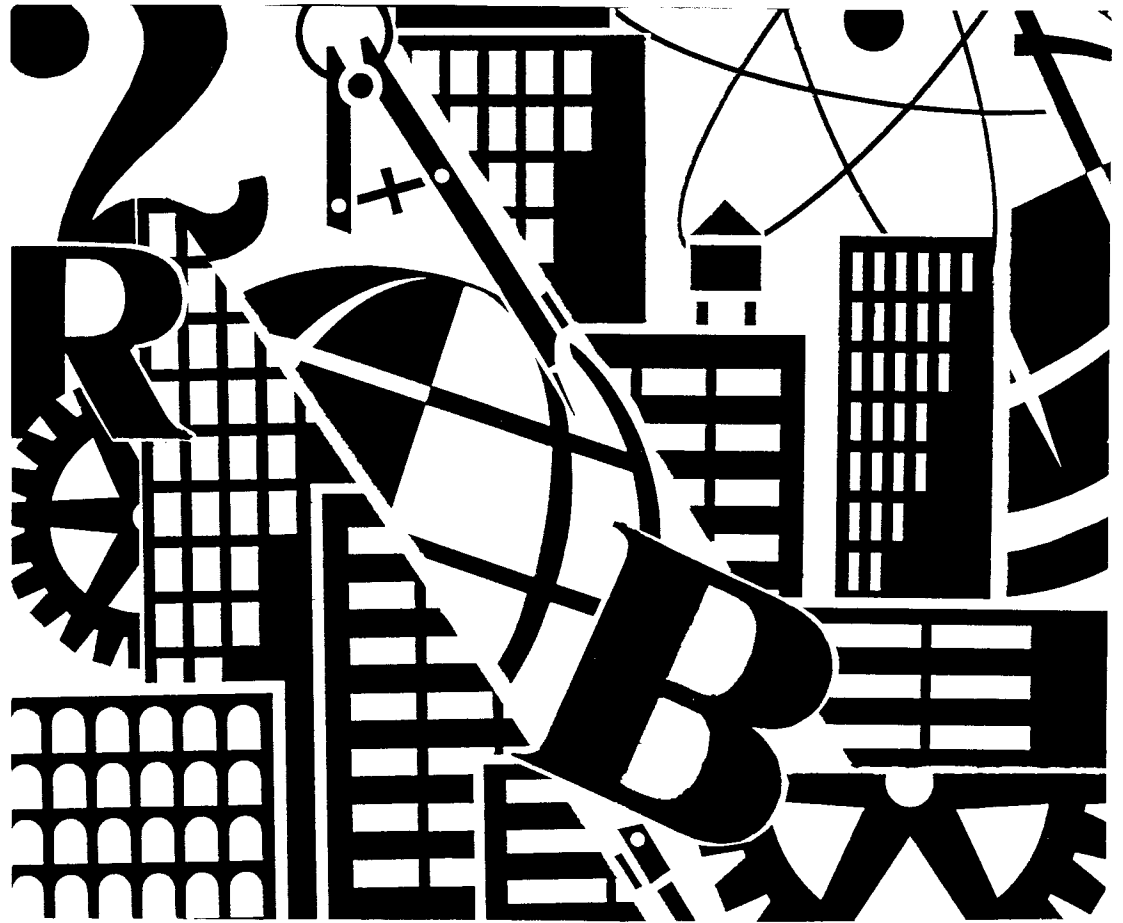


*Co*operative *E*ducation



Student Handbook for Co-op Field Experience 267

Spokane Falls Community College

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Cooperative Education

Spokane Falls Community College

Congratulations! You have just enrolled in an exciting program of study which will allow you to work in a professional setting to enhance the skills you have been learning in the classroom.

INSTRUCTIONS FOR USE OF THIS WORKBOOK

The purpose of this Cooperative Education Workbook is to structure your field experience. Through assignments in this workbook you will:

1. Complete a **learning agreement** with the college and your employer in a situation where the employer/training site and the college cooperate in advancing your education.
2. Establish **learning objectives** in areas that pertain to your major course of study and in areas that correspond to your particular career interest.
3. **Be evaluated** by your employer/supervisor and by your faculty instructor-coordinator. Your grade, or pass/fail status, will be determined by your faculty instructor-coordinator.

STEPS FOR COMPLETING THE WORKBOOK

The required forms, evaluations, and reports are contained within this workbook. **Please follow the suggested steps below in completing your assignments.** Your instructor may assign different due dates than those printed on each form.

Be certain that you have registered for the correct cooperative education course and section number. It is your responsibility to accomplish this registration within the normal time limit for registration. If you have questions, contact the appropriate faculty coordinator in your program of study, or contact the SFCC Office of Cooperative Education.

Review the "Student Assignment Checklist for Cooperative Education." The checklist outlines the timeline for completion of assignments during your cooperative education experience.

Complete the "Cooperative Education Learning Agreement". Be sure all parties involved have signed the agreement and the number of credits indicated is correct. (First through second week of quarter)

Deliver the "Letter to Your Co-op Employer", the "Responsibilities of Employer, Student and College", and "Five Steps to Supervise Your Co-op Student" to your current supervisor. (Second week of quarter)

Maintain the hourly log of hours spent at the field experience site. (First through tenth week of quarter)

Complete the "Work Experience Job Description" with the assistance of your employer/supervisor. Often, ideas for learning objectives will be generated by your job description. If you are currently employed in your co-op position, complete the "Additional Duties" form.

You must be doing something new in order to receive credit for the work experience. (Second week of quarter)

Read carefully the "Writing Learning Objectives." These instructions lead you step-by-step through the learning objective process. (Second week of quarter)

Submit your rough draft objectives to your faculty instructor-coordinator and employer/supervisor for approval. After they have been approved, write them in final form on the "Cooperative Education Learning Objectives" worksheets. (Second week of quarter)

Discuss your "Related Assignment" with your faculty instructor-coordinator. The type of assignment will be determined by the number of credits you are taking and is determined by your instructor. (Third week of quarter)

Complete "Weekly Journal Reports" as assigned by your faculty instructor-coordinator. (Fourth through tenth weeks of quarter)

Obtain completed "Mid-term Evaluation" from your employer/supervisor and return to your faculty instructor-coordinator. (Fifth week of quarter)

Complete the "Student Evaluation of Co-op Ed." (Ninth week of quarter)

Submit the "Final Evaluation" to your employer/supervisor for completion and return to your faculty instructor-coordinator. Check with your faculty coordinator, he/she may want to make the contact themselves. (Tenth week of quarter)

OVERVIEW OF COOPERATIVE EDUCATION SPOKANE FALLS COMMUNITY COLLEGE

Cooperative Education is an organized program of study and educational field experience available throughout your college career. You must enroll in the appropriate co-op seminar and field experience related to your academic or occupational goals. An instructor-coordinator will teach the co-op seminar and assist you in locating an appropriate full- or part-time field site. If you are currently employed, the instructor-coordinator will determine if the work site is appropriate for a co-op field experience in your field of study. As a co-op student, you may receive cooperative education credit for paid or volunteer positions.

Credit for the field experience is based on a minimum of 33 hours of work per academic credit. One to eight credits may be earned each quarter, up to a maximum of 18 credits for your career at SFCC. Some programs limit the number of credits that can be earned each quarter, so be sure to check with the appropriate instructor/coordinator. Three credits per quarter is the average. The co-op seminar is taken in conjunction with the field experience.