

# **BMGT 2382.999, 998**

## **Cooperative Work Experience**

### **Fall 2011**

Instructor: Connie Nichols

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Class Meeting Time: Wednesdays either 12:00 noon or 5:45 pm

Under the supervision of college faculty and a workplace supervisor, this program is designed to interrelate academic and technical course lectures and labs with on-the-job business problems, modern business practices, human relations, and job-finding techniques.

### **General Information**

Under the supervision of college faculty and a workplace supervisor, this program is designed to interrelate academic and technical course lectures and labs with on-the-job business problems, modern business practices, human relations, and job-finding techniques.

### **What is Cooperative Education?**

The concept of cooperative education was born in 1906, but didn't catch on until the late 1960's. In the 1960's the focus of education was on providing relevant experiences for students. That philosophy embraced the basic principles of cooperative education. Each year, more than 250,000 students participate in cooperative education in the United States.

Cooperative Education is a joint effort of the student, the educational institution and the participating employer. Students enrolled in Cooperative Education apply practical work experience to classroom knowledge and theory and gain a fuller understanding of their chosen career fields. Sponsoring businesses have the opportunity to supervise and evaluate enthusiastic college students while meeting company employment needs.

### **Faculty Coordinator Responsibilities**

Cooperative Education faculty coordinators are interested in assisting students in gaining practical work experience within their chosen discipline. The responsibilities of the faculty coordinator are to:

- Assist student in the development of five competency based goals and objectives.
- Conduct two site visits to the student's place of employment.
- Get Training Station Agreement, Learning Contract, Student Time Sheet, and Employer Evaluation signed and submitted to CE office.
- Be available to students on an as needed basis.
- Submit a final evaluation of the student and a grade recommendation for each assigned student.

## **Student Responsibilities**

Cooperative Education students are aware of the advantages of having practical work experience in their chosen field of endeavor. CE students are committed to getting the most from their educational experience through the experiential learning process. Students may be full-time or part-time and must do the following to receive credit and a final grade for their cooperative education experience:

Successfully fulfill job requirements.

- Accrue a minimum of 320 hours worked in their Cooperative Education training station.
- Attend 16 hours of life/work skills seminars and complete class assignments.
- Develop and submit five goals and objectives to the faculty coordinator.
- Turn in a timesheet to faculty coordinator.
- Participate in two site visits conducted by faculty coordinator.
- Submit a final reaction paper.

## **Employer Responsibilities**

Cooperative Education employers/supervisors are interested in meeting company employment and productivity goals by hiring and supporting Cooperative Education students. They are interested in strengthening the company's relationship with the community and hope to be part of a student's professional growth.

- Assist student in development of five goals and objectives during the term of employment.
- Participate in initial and final site visit with student and faculty coordinator.

- Support the student during the duration of his/her employment and insure that he/she gains experience and learns as much as possible within practical limits.
- Sign timesheet.
- Submit a final evaluation at the end of the co-op semester.
- Communicate any program or student difficulties to the faculty coordinator.

## FAQ's

### 1. When should I enroll in Cooperative Education?

You should take Co-op during your last semester before completing the requirements for either your certificate of technology or your A.A.S. degree.

### 2. Can I attend either class on Wednesday?

Yes, attend whichever time fits your schedule best on any Wednesday - 12:00 noon or 5:45 p.m.

### 3. What happens if I have to miss a class?

Contact [Ms. Nichols](#) - as soon as possible - and make arrangements to make up that class.

### 4. Who signs my paperwork?

On most forms you, the student, your supervisor, and your faculty coordinator sign your Co-op paperwork.

### 5. Who is my faculty coordinator?

Your faculty coordinator is the person in your field of study who is responsible for Co-op duties which include helping you write your goals, making work place site visits, and signing paperwork.

### 6. How is my grade determined and who determines it?

Classroom Facilitator - 30%

- Attendance
- Timely completion of assignments
  - Goal Setting
  - Resume
  - Reaction Paper
- Participation in class discussion

Faculty Coordinator - 70%

- Timely completion of paperwork
  - Student Agreement

- Training Station Agreement
- Learning Contract
- Supervisor's evaluation
- Coordinator's evaluation

## 7. When is the Co-op Luncheon?

The Luncheon is Wednesday, November 16, 2011 in the Saulsbury Room on the OC campus.

## 8. Do I have to attend the luncheon?

Yes, the luncheon counts as two hours of class.

## 9. Is my supervisor required to attend the luncheon?

Your supervisor is invited to attend but is not required to be there.

## Lecture Schedule

Date	Topic	Due Dates
8-24-11	Cooperative Education Overview	
8-31-11	Writing SMART Goals: Steps to Success <a href="#">Workplace Objective</a> - <a href="#">Assignment</a>	
9-7-11 9-14-11	Mission Success 	<a href="#">Workplace Objective Assignment</a> due 9-7-11  Signed Training Station Agreement due 9-7-11
9-21-11	Communicating Non-defensively	<a href="#">Objectives signed document</a> due
9-28-11	Managing Your Boss	
10-5-11	Resumes - <a href="#">Resumes</a>	
10-12-11	Get Hired <a href="#">Interviewing Skills</a>	Resume' Due
10-19-11	Resumes - continued	
10-26-11	Employee 101	

11-02-11		Stress Management Calm Effectiveness	
11-9-11	Time Management - <a href="#">Interactive Assessment</a> Reaction Paper Assignment		
11-16-11	<b>Luncheon</b>		<a href="#">Reaction Paper</a> due
11-23-11	Thanksgiving Holiday - no class		
11-30	Ethics in the Workplace		

Holidays: September 5, 2011 – Labor Day (College Closed)  
November 22 (5:30 pm) – 27 – Thanksgiving (College Closed)

Last Day to Drop: November 9, 2011  
Graduation: December 9, 2011