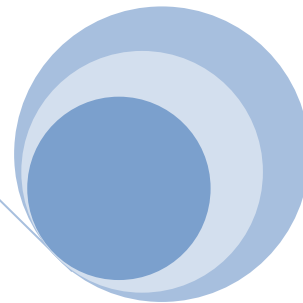
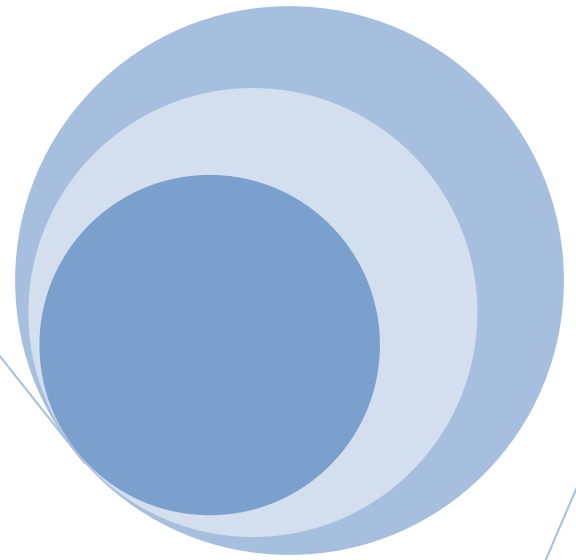


DVC



Cooperative (COOP) Work Experience Education

Student Handbook



Career & Employment Services

Cooperative (COOP) Work Experience Education Course Syllabus

COOP Course Definitions

COOP 160 (General Work Experience)

General work experience COOP is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes, and career awareness. COOP 160 is designed for students whose jobs do not relate to their college major or career goal and provides an opportunity to explore areas of career interest, increase learning and responsibilities on current jobs under the supervision of a college instructor, facilitated by the use of learning objectives.

COOP 170 (Occupational Work Experience Education)

Occupational work experience COOP assists students in exploring and wisely choosing a career, preparing for full-time employment and/or advancing in current careers/job of their choice. The course is designed for students whose jobs relate to their college major or career goal and provides on-the-job training in business and industrial establishments under supervision of a college instructor, facilitated by the use of learning objectives.

COOP 170A (Internship in Occupational Work Experience Education)

COOP 170A combines college study and work to give students the broadest possible preparation for a specific career. An internship/volunteer experience involves working in a skilled or professional level assignment in the area of a student's vocational or academic major or interest. Internships may be paid, nonpaid, or some partial compensation provided. The duration of an Internship is one to four terms, four to twenty hours per week. Learning is facilitated with the use of learning objectives, supervised by a college instructor.

Student Learning Outcomes (SLOs): Students completing COOP will be able to:

- Improve capabilities on the job.
- Improve time management skills
- Conduct research
- Develop professional behaviors

How to Enroll in COOP

- *Submit application to Career & Employment Services (available in center and online: www.dvc.edu/coop)*
- *Enroll in appropriate COOP course, dependant on academic/career goal and number of hours/week of work*
- *Attend a student orientation*

Course Requirements

1. **Orientation:** Students attend mandatory orientation to learn about class expectations and instructor contact information
2. **Learning Objectives:** All students set three learning objectives that outline goals for the term. These objectives must be reviewed by the instructor and signed by students, faculty and site supervisors
3. **Instructor Meetings:** Students are required to coordinate and meet with instructors during the semester to review learning objectives and discuss progress on objectives
4. **Progress Reports:** Two progress reports are due during the semester. Due dates are determined individually.
5. **Employer Visitations:** Co-op instructors visit student site of employment to obtain an evaluation of student performance as it relates to determine learning objectives.
6. **Field Work Report:** This paper outlines your semester related to student learning objectives/goals and be of value

Grading

Course Grading Rubric

A = 180-200
B = 160-179
C = 140-159
D = 120-139
F = 119 or less

Ratings on objectives

A = 25
B = 20
C = 15
D = 0

Your Co-op Instructor will keep an accurate record of assignments and points accrued. Remember to keep in contact with your instructor throughout the semester in order to stay on track and receive the maximum amount of points.

Possible Point Deductions

- ✓ Arriving late or missing scheduled appointments
- ✓ Incomplete projects or insufficient hours worked
- ✓ Late work and/or missed assignments

Student Assignment Chart

Assignment due dates vary based on the instructor and the student.

Discuss due dates of required assignments with your instructor and record them on the chart below:

Assignment	Point Value	Due Date
First Conference (in person): Make an appointment with your assigned Co-op instructor to turn in <u>completed</u> Practice Objective form.	15	
Return signed and completed Agreement Form: Signed by students, faculty and site supervisor	10	
First Progress Report:	15	
Second Progress Report:	15	
Objectives (3): Site supervisor provides input and rates student on objectives.	75	
Final Conference (in person)/Field Report/Survey:	70	
Total Possible Points	200	

Tips for Writing Objectives

What is an Objective?

COOP objectives establish goals for the course, tailored to each student/employment site needs. These objectives count for 75 total points of a student's final grade.

Objectives must be:

- *Understandable*: written clearly in a way that communicates the goals to you, your faculty member and your site supervisor
- *Challenging*: outside of normal job responsibilities and worthy of college credit
- *Achievable*: realistic and able to be accomplished within the semester
- *Measurable*: specific enough where you can demonstrate results and you and your site supervisor can note progress

Objectives must address:

- *What* is the task to be accomplished?
- *How* will it be accomplished?
- *How* will it be evaluated (measured) and by whom?
- *When* will it be accomplished?

Consider an objective that shows level of:

- Creativity*: Doing things a new way or finding new things to do on the job.
Example: Designing a new system for tracking customer inquiries
- Problem Solving*: Identifying a problem and finding a reasonable solution.
Example: Customers complain about long lines at your store. You determine a method to speed up check-out.
- Skill development*: Seeking opportunity to improve your effectiveness on the job
Example: You work in the stock room but want to move into sales. You seeking training from your supervisor to learn effective sales associate skills

Questions to ask yourself:

- Is there anything that I could do to help improve the day-to-day aspects of my job? How? How would it be measured (observation, a report, etc)?
- Are there specific problems in my work area? How might I solve them?
- Is there anything that I would like to learn in my current job? Is there anything that my manager does that I would like to learn how to do?
- Do I need to improve my basic skills in any area of my job?

Use action words that immediately communicate what is to be accomplished. Use the action word list on page 7 to get started.

Objectives: Getting Started

Think about your job description:

1. In just a few sentences, briefly describe your job.
2. Make a list of things your responsible for, using your description as your guide. Think about what percent of your time is spent on each task.
3. If there are special skills you must have to perform your job, list them.
4. What is your current career goal?

Review your completed job description. Try and identify those parts of your job, which offer growth or learning opportunities in any or all of the following categories:

1. *Routine*: Is there room for specific improvement?
2. *Problem Solving Opportunities*: Can you identify specific problems to be solved with measurable results?
3. *Personal Improvement*: Can human relations be improved on the job?
4. *Creative Opportunities*: Are there creativity tasks you can do which will result in saving time, costs, etc.?
5. *New Assignment*: Is this a new job for you? What are the opportunities for learning?

Try these steps to get started on your objectives:

1. Start with an action verb (page 8)
2. Identify a key result
3. Give the month and year of the estimate completion of the task.
4. State the clear criteria that a completed objective has been reached.
5. Ask your supervisor for input and help to identify things that need to be done.
6. Test for validity of objectives by asking:
 - a. Can the objective be achieved within the time available?
 - b. Is the objective feasible?
 - c. Is the objective measureable?
7. Use the samples and get feedback from your Faculty member.

Action Words to Enhance Your Objectives

Do you want to observe or pay special attention to something?

Address	Investigate	Observe	Study
Examined	Inspected	Research	Survey
Explored	Measure	Read	Test

Do you want to discover something?

Determine	Discover	Prove	Identify
Detect	Pinpoint	Solve	Uncover

Do you want to evaluate something?

Analyze	Compare	Qualify	Rate
Assess	Evaluate	Quantify	Review

Do you want to start something?

Adopt	Establish	Generate	Launch
Begin	Form	Initiate	Originate

Do you want to manage or lead?

Administer	Facilitate	Maintain	Perform
Advise	Handle	Manage	Pilot
Conduct	Implement	Motivate	Process
Control	Integrate	Navigate	Show
Direct	Led	Oversee	Supervise

Do you want to organize something?

Arrange	Compile	Coordinate	Prepared
Assemble	Collect	Implemented	Consolidate
Organized	Summarized		

Do you want to work with people?

Advise	Counsel	Guided	Train
Coach	Mentor	Instruct	Teach

Sample Objectives

Student's Name: Buggs A. Bunny Date August 24, 2009

Student ID# 123456789 Company Name ACME Inc

Students must identify new and expanded learning objectives each semester, which must be measurable and within his/her range of accomplishment. The objectives must be developed and written by the student, as well as reviewed and approved by the employment supervisor and the instructor at the beginning of each semester. These objectives must reflect new and expanded responsibilities for the student. The employment supervisor and the student will discuss progress made in attaining the student's objectives.

- (Sample One)
1. What is the task to be completed? Develop a 95% operating index, which is desirable by bank standards.
 2. How will it be accomplished? By determining and encouraging more effective staff utilization.
 3. How will it be measured/evaluated/rated, and by whom? Supervisor to evaluate by comparing monthly computer printouts and completion date.
 4. When will it be completed? At the end of the semester on December 17th. 2009.

- (Sample Two)
1. What is the task to be completed? Increase typing speed from 35 wpm to 50 wpm with less than five errors.
 2. How will it be accomplished? Through practice and weekly, timed five-minute typing tests.
 3. How will it be measured/evaluated/rated, and by whom? _____
 4. When will it be completed? By November 20, 2009

- (Sample Three)
1. What is the task to be completed? Create a test fixture to run life tests on hot-gas valve fixture to test for Electro-mechanical reliability.
 2. How will it be accomplished? By examining the present procedure and the steps involved.
 3. How will it be measured/evaluated/rated, and by whom? Demonstrate the effectiveness of the test fixture in comparison with present methods. Supervisor to evaluate through observation and testing.
 4. When will it be completed? By December 10, 2009.

Practice Objectives Sheet

Bring this to your first instructor meeting with at least one objective completed.
For tips on writing objectives, see pages 7-8 of student handbook.

Student's Name _____ Date _____

Student ID# _____ Company Name _____

Students must identify new and expanded learning objectives each semester, which must be measurable and within his/her range of accomplishment. The objectives must be developed and written by the student, as well as reviewed and approved by the employment supervisor and the instructor at the beginning of each semester. These objectives must reflect new and expanded responsibilities for the student. The employment supervisor and the student will discuss progress made in attaining the student's objectives.

(One)

1. What is the task to be completed? _____

2. How will it be accomplished? _____

3. How will it be measured/evaluated/rated, and by whom? _____

4. When will it be completed? _____

(Two)

1. What is the task to be completed? _____

2. How will it be accomplished? _____

3. How will it be measured/evaluated/rated, and by whom? _____

4. When will it be completed? _____

(Three)

1. What is the task to be completed? _____

2. How will it be accomplished? _____

3. How will it be measured/evaluated/rated, and by whom? _____

4. When will it be completed? _____

Field Work Report Guidelines

Field work reports are due at the final conference with your instructor. Specific due dates are determined by your instructor.

Field Work Reports must be in essay format, a minimum of three (3) pages in length and typed. Please include a cover sheet with your name, Co-op course and section number, semester for which you are enrolled and the name of your assigned Cooperative Work Experience Education instructor.

The theme of your paper is to be about your set learning objectives, and how they were achieved. This is an integral part of the learning process and should be undertaken with care. Your paper should thoroughly address the following:

A. Introduction:

Your introduction should include a listing of each objective, a brief explanation of why you selected those particular objectives and the course of action taken to accomplish them.

B. Results: Report on how effectively you completed your learning objectives.

1. What aspects of the plan worked?
2. What changes did you make from your original plan?
3. Discuss observations and experiences.

C. Conclusion:

1. What did you learn about yourself, your employer, and your career/field?
2. Summarize how this new knowledge will benefit you in your employment.

Program Evaluation Survey

Students: Please complete and return to your Cooperative Education instructor at the Final Conference.

COOP instructor's name: _____ Date _____

Student's name (optional): _____

In order to make the Cooperative Education program more meaningful to students, we would appreciate your feedback. Thank you for your participation.

Evaluate Your Co-op Instructor

1. How many times did you meet with your instructor? 0 1 2-5
2. Was the number of times you met with your instructor sufficient? Yes No
3. Did your instructor assist in writing your objectives? Yes No
4. Did your instructor maintain his/her stated office hours? Yes No
5. Did your instructor call on your work supervisor? Yes No
6. Was the instructor and work supervisor conference beneficial to your work supervisor and specifically to you? Yes No

Please comment: _____

Evaluate Your Work Supervisor

7. Did your work supervisor assist in writing your objectives? Yes No
8. Do you feel that your work supervisor was willing to let you become involved in new, expanded responsibilities and/or learning? Yes No
9. Was your work supervisor receptive to your participation in Co-Op Ed? Yes No
10. Was your work supervisor receptive to being contacted by your instructor? Yes No

Please comment: _____

Evaluate Yourself

11. Do you feel that you have benefited from the Co-Op program? Yes No
In what ways? *Please be specific* _____
12. Did your Co-Op objectives aid in your learning on the job? Yes No
In what ways? _____
13. You may enroll in Co-op for 4 semesters or a total of 16 units. After your experience in Co-op at this time, do you intend to enroll again? Yes No
If not, why not? _____

Additional Comments:

Faculty Contact Information

To call an instructor on the **Pleasant Hill (PH) campus**: (925) 685-1230 and then the extension.

To call an instructor on the **San Ramon (SRC) campus**: (925) 866-1822 and then the extension.

If you are unable to contact your instructor, please contact the Career & Employment Services office for assistance: PH-DVC Student Services Rm 138; (925) 685-1230 x2345

Instructor	Office/Hours	DVC Phone Extension	Message Phone
Marilyn Ashlin mashlin@dvc.edu	PH-Career & Employment Services, SS138 Wed: 8:30 – 9:30; Thurs: 4-5 pm by app't	x1652	x1652
Bob Berggren bberggren@dvc.edu	PH-FO 261 Tue:12-1pm & 5:30-7pm; Wed: 12-1pm	x2348	x1557
Paul Bernhardt chefpaul@jps.net	PH Culinary Dep't Wed /Thur: 6:30am-7:30am/3:00pm-4:00pm Friday 6:30am-7:30am	x2484	(925) 200-3269
Liz Cabiles lcabiles@dvc.edu	PH-FO226 Tues/Thurs afternoon: by app't; Wed: 3:30-5pm	x2703	x2703
Patrick Carter pcarter@dvc.edu	SRC P/T Faculty Office FO119 Mon: 11-3; Wed: 3-7	SRC: x5136	SRC: x5136
Joe Costa jcosta@dvc.edu	PH-C & E Office, SS138 Tues: 12:30-4:30	x2014	(510) 332-4553
Chris Draa cdraa@dvc.edu	PH- Bakery Lab Mon-Thurs: 6-7am; Other: by app't	x2225	x2225
Robin Heinemann robinh@cpd.ci.concord.ca.us	PH-PL113 T:7:30-8am; F:11:15 -12 pm M & F afternoon by appt. only		x1726
Yvonne Lefort ylefort@comcast.net	PH-FO226 Tuesday: 10:30 – noon; After 9/11/09: By app't	x1692	925-631-9041
Mark Mithaiwala mmithaiwala@dvc.edu	PH- Career & Employment Services, SS138 Wed: 4:30-6:30 pm Thurs: by app't	x2759	x2759
Christine Morrison cmorrison@dvc.edu	PH-FO226 Mon: 12-1 and 1-2 by app't	x1653	x1653
Dietra Prater-Slack dprater-slack@dvc.edu	PH-Career & Employment Services, SS138 Wed: 1:30-2:30 and by app't	x1661	x1661
Helen Sinclair hsinclair@dvc.edu	PH - FO 226 Mon: 10-12pm & 5-6pm; Other days by app't	x2396 or x2789	x1570

DVC CAMPUS

321 Golf Club Road
Pleasant Hill, CA 94523
(925) 885-1230

www.dvc.edu

Registration

● Admissions Office
250C 1st floor
at the Quad

★ Parking permit
machines
(3 quarters)

☎ Public phones

☎ Emergency Alert



Smoking is only
permitted in the
central Quad and
parking lots

DVC OVERFLOW
PARKING LOT

Division offices

① Applied & Fine Art	H 112	B 3
② Biological & Health Sciences	SC 100	DE 1
③ Business Education	BFL 204	B 2-3
④ Counseling and Library Studies	C 11	D 3
⑤ English	FO 134	CO 2
⑥ Math & Computer Science	MA 207	D 4
⑦ Physical Education, Athletics & Dance	PE 104	D 6
⑧ Physical Science & Engineering	PS 202	E 2
⑨ Social Science	FD 130	C 2

Student Services Center

Admissions
and Records
Assessment
CalWORKs
Career and Employment

Cashier
Cooperative Education
Disability Support Services
EO/PS/CARE
Financial Aid

Information Center
International Students
Veterans' Services
WorkAbility III

