CABRINI COLLEGE
The Office of Cooperative Education and Career Services
Grace Hall, Room 150
610 King of Prussia Road
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FACULTY COORDINATOR

HANDBOOK

COOPERATIVE EDUCATION/ INTERNSHIPS

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2012

COOPERATIVE EDUCATION

Cooperative Education is an academic strategy integrating on-campus study with off-campus work experience. Through cooperation of the college, employer and student, the quality of education is enriched by combining classroom learning with work. All Cooperative Education (CEP) courses are scheduled and administered by the Director of Cooperative Education and Career Services.

Cabrini College

Cabrini College is interested in having Cooperative Education benefit students and businesses/educational/non-profit communities. Emphasis focuses on quality and meeting the needs of the individual student. To be successful, the faculty, Cooperative Education staff and employers must be vested in this effort.

While the Cooperative Education Office will strive to achieve arrangements in which compensation is offered to students, the College continues to recognize the valid and valuable work experience that has been and will be gained through co-ops/internships if financial compensation is not available. The Cooperative Education Office maintains a centralized job bank that includes salaried and non-salaried positions. The Cooperative Education Office also maintains essential data on all students involved in work experiences to insure they receive appropriate academic credit and grades. Minimum requirements will be set by the Cooperative Education Office; however, prerequisite and/or co-requisite courses set within individual disciplines will be enforced through granting or withholding approval by the department chair on the student application for Cooperative Education.

The Cooperative Education Office will submit appropriate faculty pay requests through the Academic Dean to insure faculty receive compensation. Pay rates will be based on the number of students assigned to a faculty coordinator. ($80.00 per student).

Benefits of Cooperative Education for Students

A. Cooperative Education provides students with opportunities to:

1. Learn job-seeking and job-holding skills
2. Gain relevance for theories learned in the classroom through participation in a meaningful work experience
3. Test interests and goals by working in a chosen field
4. Gain a greater sense of purpose and career direction
5. Develop maturity, professionalism, responsibility, confidence and competence
6. Possibly help finance college expenses

7. Gain college credits

8. Increase marketability upon graduation

B. Benefits of Cooperative Education for employers:

1. Provides an opportunity to participate in the education process and career preparation of students

2. Provides means for cost effective recruiting of qualified students

3. Provides the infusion of intelligent, young people from an educational environment offering new ideas and viewpoints

4. Provides vehicle for close ties between the employer, community, and the college

5. Allows training and evaluation of prospective employees without long term hiring decisions or commitments

Applying for a Cooperative Education Placement

A. Eligibility

1. Undergraduate students must have second semester sophomore status (45 credits); at least 15 credits must be Cabrini College credits in order to participate in Cooperative Education. Application can be made during sophomore year or later.

2. Students must be in "good academic standing" having a minimum 2.0 GPA.

3. Students must have approval from their Adviser, Department Chairperson, and the Director of Cooperative Education.

4. Students may register for 2-6 general elective credits per semester. A six credit registration will be limited to those students working full time. Three credit registrations will be limited to those students working 15-20 hours per week. Every credit hour awarded is equivalent to 75 hours of work. Exceptions may be made on approval of the Director of Cooperative Education.

5. Tuition for Cooperative Education is the same as for any other credit course. In fall and spring semesters Cooperative Education credit is counted as part of the eighteen credits covered by full time fees, or paid for as another course exceeding the eighteen credit maximum. Summer school rates apply in summer.

6. Because federal and state regulations for financial aid change periodically, students should consult the Financial Aid Office for current regulations.

7. Students may register for a co-op placement upon obtaining a job as long as they can work the required number of hours for credit sought.

B. **Procedure**

1. An orientation meeting with a Cooperative Education staff member will be required of all candidates. Program requirements, resume preparation, and interview skills will be discussed during this meeting.

2. Students submit a current resume and application for Cooperative Education (Appendix A) to the Director of Cooperative Education and Career Services in the semester prior to the semester in which he or she is seeking a Cooperative Education placement.

3. Students may search for co-op jobs on-line after their advisor and department chair have signed the students application. The students' resume will be electronically forwarded to the employers requested by the student. If an interview is desired by the employer, the employer will contact the student and arrange an interview. Most interviews will be conducted at the company's site. If for any reason a student is unable to be present for the interview, s/he shall notify the employer as early as possible. It is the student's responsibility to keep the Cooperative Education Office informed about scheduled interviews and results of all interviews.

   Interviews are competitive and it is unlikely that the student will be hired at the interview before all candidates have been seen. Students are encouraged to visit the Cooperative Education Office to discuss and critique the interview. The student will be notified by the employer or the Cooperative Education Office if s/he is offered the position. **Students are strongly advised to write thank you notes following an interview, and to continue visiting on-line employment opportunities until a Cooperative Education placement is secured.**

4. The Cooperative Education Office cannot guarantee that each student who applies will qualify for and receive an offer of employment. Every effort will be made to assist students in obtaining appropriate employment. Placements depend upon the student's qualifications and the availability of employment opportunities.

C. Hiring

Once offered a position, the student should accept or reject the position as quickly as possible. The Cooperative Education Office must be notified of the decision. The student will no longer accept other interviews. As soon as a position is accepted, the Cooperative Education Office will advise the student on procedures, assign a faculty coordinator, notify the coordinator and provide both the student and coordinator with guidelines for writing Learning Objectives. The student will also be registered for a Cooperative Education placement.

D. Petitioning Process

1. All Cooperative Education employment opportunities have been approved for Cooperative Education credit. Students obtaining employment independently or who are already employed may petition their existing job for approval by

submitting a Cooperative Education Petition form (Appendix B) for approval to the Director of Cooperative Education.

2. Students petitioning existing jobs must also show that their job responsibilities have been expanded or have substantially changed from previous job responsibilities.

3. A written job description is provided by the students' employer. This information is verified with the students' supervisor.

4. The evaluation process and grading for "petitioned" Cooperative Education placements is the same as for traditional Cooperative Education placements. A letter grade can be assigned if required for tuition reimbursement.

Faculty Coordinator

A. Selection of a Faculty Coordinator

One month prior to each new semester, the Director of Cooperative Education and Career Services requests that the chair of each department designate faculty coordinators for the following semester. As students are placed, the Director of Cooperative Education and Career Services will assign a Faculty Coordinator for the placement. The student will be advised by letter (Appendix C) to contact a specific Faculty Coordinator. A form for Learning Objectives (Appendix H) and a Guide for Writing Learning Objectives (Appendix I) will be attached to the letter. These are also available on-line at: http://www.cabrini.edu/Academics/Cooperative-Education-and-Career-Services/Cooperative-Education.aspx

B. Position of Faculty Coordinator for Cooperative Education

Under the supervision of the appropriate academic department chair or in the absence of a department chair, under the supervision of the Academic Dean, the Faculty Coordinator will serve as department liaison for Cooperative Education.

Duties and responsibilities of the Coordinator:

1. Assist in the recruitment of students for the Cooperative Education Program

2. Recommend employers and work sites for the Cooperative Education Program

3. Advise students assigned to the Cooperative Education program

4. Meet with student enrollees on at least three separate occasions during the semester

    a. **First Meeting**: Assist assigned Cooperative Education program students in preparing learning objectives that contain the following elements: **Duties** (what will be done), **Conditions** (how it will be done), **Criteria** (measure or evaluation of accomplishments) and **Limits** (deadlines).

Modify learning objectives and approve when complete.

b. **Second Meeting**: Meet with the Cooperative Education student at the mid-semester and receive an oral progress report on the student's job experience. This may also be an on-going process in the form of a log or journal that will be emailed to the Faculty Coordinator.

c. **Third Meeting**: Meet with the student and evaluate:

(1) Student Achievement Objective Report (Appendix D)

(2) Employer's Evaluation of Student (Appendix E)

(3) Any reports from the Director of Cooperative Education and Career Services

(4) Other assignments given by the coordinator to the student at the beginning of the Cooperative Education experience, e.g., meetings, research, log/journals, projects.

Students are to submit these reports to the Director of Cooperative Education and Career Services two weeks prior to the last day of classes (on assigned date) during the semester enrolled. These reports will be forwarded to the Faculty Coordinator.

6. Submit grade recommendations to the Director of Cooperative Education. The final grades will be either pass, no credit, or a letter grade, depending upon the student's major/need.

NOTE: It should be noted that paragraph (4) above provides the coordinator with the latitude to impose supplemental requirements for Cooperative Education students. These supplemental requirements should serve to enhance learning.

Coordinators are expected to individualize these requirements to meet the circumstances of employment and the needs of the student, e.g., personal meetings might be impossible if employment is remote.

Differences between disciplines are expected because anticipated outcomes vary. Parity, while subjective, is sought in the value of the learning experience. The quality of the learning is paramount.

C. Coordinator Pay

The Faculty Coordinator will be paid $80.00 per student under his/her advisement.

Learning Objectives

Within the first two days on the job, the student will consult with his or her supervisor to determine what tasks or responsibilities they will be assigned, and enlist the supervisor's help in creating ideas for learning objectives. The student should prepare a preliminary set of learning objectives and then meet with the faculty coordinator for comment, changes and approval. **The student will furnish the Director of Cooperative Education, the faculty coordinator, and the work supervisor with copies of the approved objectives by the end of the second week at work (date assigned).** The Cooperative Education Director and Faculty Coordinator are responsible for notifying students if learning objectives are not submitted by the due date.

Academic Credit

Cooperative Education at Cabrini is credited based on the quality and quantity of the learning achieved. The number of credits approved for students by the Director of Cooperative Education will be based on a number of factors, including:

A. Hours to be worked

B. Complexity of the job or potential for learning the job provides

C. Consideration of the number of credits a student is carrying that semester

D. Breadth of experiences or comprehensiveness

E. Depth of experience

F. Degree of responsibility and authority provided by the job

Credit hours/hours worked per semester (based upon a 15 week semester):

2 credit hours - a minimum of 150 hours worked
3 credit hours - a minimum of 225 hours worked
4 credit hours - a minimum of 300 hours worked
5 credit hours - a minimum of 375 hours worked
6 credit hours - a minimum of 450 hours worked

Credits will normally follow a pro-rata general relationship of 6 credits for one semester of full time employment. Students will **NOT** be permitted to earn more than 6 credits of Cooperative Education in one semester nor more than **12 credits of Cooperative Education toward their undergraduate degree at Cabrini College.**

Cooperative Education credits may fill general elective requirements. With department approval, they may be used to fill departmental elective requirements.

Contact with Employer/Supervisor

An on-site visit will be made (ideally around the mid-semester) to meet with the Cooperative Education student and his/her supervisor. The purpose of this meeting is to be certain that the student is meeting his/her objectives; working the required number of hours; meet with student's supervisor to assess the experience and, if necessary, address problematic issues; view the

workplace. The Director of Cooperative Education and Career Services will take necessary action to rectify any problems that may be surfacing**. An On-Site Visitation form, Appendix G will be completed during this contact.**

Final Student Report/Evaluation and Employer Evaluation Form

Two weeks before the last scheduled class day (date assigned) of the semester, the student and employer will submit final reports and evaluations to the Cooperative Education Office. These will be forwarded to the faculty coordinator for review. Reports and evaluations will include:

A. The Student Achievement Objective Report (Instructions for this report are continued in Appendix D)

B. Student Evaluation of Employment Experience (Appendix F)

C. Employer's Student Evaluation (Appendix E). Link is emailed to employers.

Forms A, B and C will be retained in the Cooperative Education Office following Faculty Coordinators' review.

Grading

The Director of Cooperative Education and Career Services will provide Grade Sheets to Faculty Coordinators prior to final exams. The Faculty Coordinator will award grades and return to the Cooperative Education Office by the dates assigned. The Director of Cooperative Education and Career Services records all grades. Failure to meet any of the Cooperative Education requirements or assignments within specified time limits may result in a grade of "No-Credit."

CABRINI COLLEGE
CO-OP APPLICATION

SEMESTER_____
YEAR_____

PERSONAL DATA

Name_____ GPA_____

ID #_____ Total number of co-op credits I would like to register for _____

Campus/Local Phone ( )_____ Total number of co-op credits earned to date:_____

Campus Box #/Local Address_____ Days/Hours available to work_____

Perm. Address_____

Perm. Phone_____

E-Mail: _____

Education

Year in school: Soph_____ Jr_____ Sr_____ Major_____ Minor_____

Expected date of graduation_____ Transfer student? Yes_____ No_____

No. of Cabrini credit hours completed_____ Transfer Credits_____

Financial Aid Recipient? Yes_____ No_____

Other College(s) attended:

_____
(name) (city, state) (dates attended) (degree or major)

_____
(name) (city, state) (dates attended) (degree or major)

Extracurricular Activities_____

_____

Special Skills (i.e., computer languages, typing, foreign languages – be specific)_____

_____

Have you applied for, or are you receiving CWS funds? Yes_____ No_____

Do you have a car? Yes_____ No_____ How were you referred to co-op?_____

_____

****Please indicate if you will need to drop a scheduled class by accepting a co-op placement.***

Yes_____ No_____

A

RACIAL/ETHNIC INFORMATION (For reporting purposes only)

African American or Black_____ Asian, Asian American or Pacific Islander_____ Puerto Rican_____ American Indian or Alaskan Native_____

Mexican American or Chicano_____ Caucasian_____ Latin, South, or Central American, or Other Hispanic_____ Biracial_____ Other_____

Are you a U.S. citizen? Yes_____ No_____. If no, complete a, b and c

a) Country of Citizenship_____ b) Country of Birth_____

c) Type of Visa f1 (student visa)_____ Other_____ Permanent Resident on "green card"_____

CO-OP EMPLOYMENT INFORMATION

STUDENT AGREEMENT

* I grant permission for the Cooperative Education Office to release my resume and/or application information to any potential employer.
* I understand that by accepting an employment position through the Cooperative Education Program, it is my responsibility to register and pay for the Cooperative Education course including any related fees and/or charges.
* I understand that I am responsible for dropping any courses(s) I do not intend to take because I have accepted this co-op placement.
* Upon accepting a Cooperative Education position, I agree to contact my assigned Faculty coordinator and fulfill specific written requirements as designed by the Faculty Coordinator and the Cooperative Education Office.

_____

(Student's Signature) (Date)

ACCEPTANCE OF EMPLOYMENT AND REGISTRATION:

Signature attests to the fact that I agree that should I be offered and do accept a position for which I was referred and/or assisted by the Co-op Program, I must accept registration for Co-op Education credit and the accompanying tuition charges and will fulfill all academic obligations as stipulated by the program. Furthermore, I will not initiate early termination of employment or change any aspect of the registration contract without the written consent of the Director of the Cooperative Education Program. Finally, I attest that such an action will result in a termination of my future participation in the program.

_____

(Student's Signature) (Date)

FACULTY COORDINATOR AGREEMENT:

I agree that this student can benefit from and contribute to a cooperative work experience.

_____

(Faculty Coordinator's Signature) (Date)

DEPARTMENT CHAIR AGREEMENT:

This student is eligible to participate in Cabrini College's Cooperative Education Program

_____

(Department Chair's Signature & Date) (Cooperative Education Director's Signature & Date)

CABRINI COLLEGE
COOPERATIVE EDUCATION APPLICATION
PETITION FORM

SEMESTER_____
YEAR_____

PERSONAL DATA

Name_____ GPA_____

ID #_____ Total number of co-op credits I would like to register for _____

Campus/Local Phone ( )_____ Total number of co-op credits earned to date:_____

E-Mail:_____ Days/Hours available to work_____

Campus Box/Local Address_____

Permanent Address_____

_____

Permanent Phone:_____

RACIAL/ETHNIC INFORMATION (For reporting purposes only)

African American or Black_____ Asian, Asian American or Pacific Islander_____ Puerto Rican_____ American Indian or Alaskan Native_____

Mexican American or Chicano_____ Caucasian_____ Latin, South, or Central American, or Other Hispanic_____ Biracial_____ Other_____

Are you a U.S. citizen? Yes_____ No_____. If no, complete a, b and c

a) Country of Citizenship_____ b) Country of Birth_____

c) Type of Visa f1 (student visa)_____ Other_____ Permanent Resident on "green card"_____

Education

Year in school: Soph_____ Jr_____ Sr_____ Major_____ Minor_____

Expected date of graduation_____ Transfer student? Yes_____ No_____

No. of Cabrini credit hours completed_____ Transfer Credits_____

Financial Aid Recipient? Yes_____ No_____

Faculty Coordinator Agreement:

I agree that this student can benefit from and contribute to a cooperative work experience.

_____

(Faculty Coordinator's Signature) (Date)

****Please indicate if you will need to drop a scheduled class by accepting a co-op placement. Yes_____ No_____***

B

CABRINI COLLEGE
OFFICE OF COOPERATIVE EDUCATION
AND CAREER SERVICES
COOPERATIVE EDUCATION PETITION

I, the undersigned, petition that the following job be approved as temporary employment for the following semester:_____

Name:_____ Date:_____
(Last) (First) (M.I.)

Major:_____

Employer:_____

Address:_____
(Street) (City) (State) (Zip)

Phone #:_____
(Area Code)

Supervisor:_____
(Name) (Title) (Ext.)

Must you receive a letter grade (A-F) in order to get tuition reimbursement from your company?
Yes_____ No_____

New job title and/or expanded duties: (use another page if necessary)

How did you learn about the Cooperative Education program?

Working hours and days:_____ Start Date:_____

New or expanded duties:_____

Salary:_____

Best time to contact supervisor:_____

Student's Signature:_____

I understand that Cabrini College Co-op will contact my employer to verify employment, explain requirements of the Program and determine their willingness to participate in the Cooperative Education Program. I agree to remain a registered student, subject to all the rules and regulations of the College and the Cooperative Education Program.

Have you notified your supervisor that you are a Co-op candidate?
Yes_____ No_____

Date Semester/year

TO: Student Name **ID Number:**

Congratulations on your Co-op employment at **Employer name and address.**

You are registered for ***2*** credits **(150 hours)** for **CEP 401. If this placement requires a schedule change, you MUST take this letter to the Registrar's Office immediately to verify that your schedule is accurate.** Your Faculty Coordinator will be:

Faculty Coordinator Name (faculty.coordinator@cabrini.edu)

Your next step is to make an appointment with your coordinator, who will assist you in writing your learning objectives. A form for the objectives and guidelines for writing them are attached. You must write a minimum of four objectives that are specific, obtainable and measurable and obtain approval from your coordinator. The approved form is due on or before

Date

The writable *Learning Objectives Form* is available on-line:

http://www.cabrini.edu/asets/cabrini/CareerServices/PDFs/LearningObjectives.pdf

Faculty Coordinator requests that this form be forwarded to him/her electronically.

If the approved Learning Objectives are not submitted on or before this deadline date, hours worked after the deadline date will not count towards the required hours necessary for credit. Copies of the approved form should be given to your coordinator, the Co-op office and your supervisor/employer. Remember to keep a copy for yourself.

If your supervisor has any comments or recommendations for change, you should discuss these with your coordinator. Your coordinator may modify your objectives as a result. The coordinator has the authority to revise the objectives anytime. You should notify the coordinator at any time you or your job supervisor if you believe there will be difficulty accomplishing the objectives as written. If your coordinator revises the objectives, copies of the revision should be furnished to the job supervisor and the Co-op office.

If you have any questions or concerns about your co-op placement, please notify me immediately.

Sincerely,

Nancy C. Hutchison, Director
Cooperative Education and Career Services
610-902-8305; 610-902-8307 (fax)
nch722@cabrini.edu

C

THIS REPORT IS DUE IN THE OFFICE OF COOPERATAIVE EDUCATION AND CAREER SERVICES ON OR BEFORE_____.

CABRINI COLLEGE
THE OFFICE OF COOPERATIVE EDUCATION AND CAREER SERVICES

STUDENT ACHIEVEMENT OBJECTIVE REPORT

Student's Name_____ Major_____

Organization Name_____ Phone_____

Organization Address_____

Supervisor's Name and Title_____

Date_____ Semester_____ CEP#_____

Faculty Coordinator_____

This section of the final report should be completed by answering the following questions as completely as possible. Please type your answers on a separate page(s) and attach to this form.

1. Job Title and Department.
2. Describe your responsibilities and activities during this experience.
3. Describe your work environment.
4. List your Learning Objectives for this co-op assignment and how they were met.
5. How did this co-op placement contribute to your professional development? (new skills, improved communications, etc.)
6. How did this assignment relate to your field of study?
7. What specific courses and/or experiences have helped you perform this job?
8. What technical skills did you use in performing this job?
9. What technical skills did you lack in performing this job?
10. How did this assignment influence your future plans and career objectives?
11. How did your participation fit into the overall activities of the department and organization?

12. Was this placement beneficial and why?

13. Comment on any positive or negative aspects of the experience.

14. Would you recommend this co-op placement to another Cabrini student? Please explain.

15. Were you offered a permanent position with this employer? If yes, did you accept?

16. Additional comments

May we share this report with students considering placement with this employer in the future?
Yes_____ No_____

Student's Signature_____

Date_____

THIS REPORT IS DUE IN THE OFFICE OF COOPERATIVE EDUCATION AND CAREER SERVICES ON OR BEFORE_____.

COOPERATIVE EDUCATION PROGRAM
EMPLOYER'S STUDENT EVALUATION FORM

Student's Name, Title & Department:_____

Employer: (Name & Address)_____

Supervisor:_____

Dates of Co-op Assignment: Start_____ **End**_____

INSTRUCTIONS: This evaluation is extremely important in determining part of the student's grade for his/her Cooperative Education experience. Please evaluate the student objectively, comparing him/her with other students of comparable academic levels, with other employees assigned the same or similar classified jobs, or with individual standards that you and your company/agency have established.

Please rate the student's performance on a scale of 1 (needs improvement) to 4 (excellent) in each area:

	Not Applicable	Needs Improvement	Fair	Good	Excellent
1. Work Attitude:	**NA**	**1**	**2**	**3**	**4**
2. Capacity to work with others:	**NA**	**1**	**2**	**3**	**4**
3. Judgment/Decision making:	**NA**	**1**	**2**	**3**	**4**
4. Quality of Work:	**NA**	**1**	**2**	**3**	**4**
5. Initiative:	**NA**	**1**	**2**	**3**	**4**
6. Academic preparation:	**NA**	**1**	**2**	**3**	**4**
7. Organizational skills:	**NA**	**1**	**2**	**3**	**4**
8. Attendance/punctuality:	**NA**	**1**	**2**	**3**	**4**
9. Verbal ability:	**NA**	**1**	**2**	**3**	**4**
10. Writing ability:	**NA**	**1**	**2**	**3**	**4**
11. Ability to learn:	**NA**	**1**	**2**	**3**	**4**
12. Dependability	**NA**	**1**	**2**	**3**	**4**
13. Professional appearance:	**NA**	**1**	**2**	**3**	**4**

E

What traits may help the student's progress?

What traits may hinder the student's progress?

PROFESSIONAL DEVELOPMENT EVALUATION: **Emphasis in this section should be placed on the student's relative strengths and weaknesses as they affect overall professional development. By considering the student's strong points as well as limitations, guidance can be provided to enhance achieving maximum professional potential.**

COMMENTS ON STUDENT'S PERFORMANCE WITH SPECIFIC INCIDENTS TO ILLUSTRATE YOUR APPRAISAL:

ADDITIONAL COMMENTS:

OVERALL PERFORMANCE OUTSTANDING EXCELLENT SATISFACTORY FAIR UNSATISFACTORY
Ck. appropriate boxes)

Would you rehire this student? ___Yes ___No

Has the student met or attempted to meet the Learning Objectives? ___Yes ___No

This report has been discussed with the student: ___Yes ___No

Supervisor's Name: _____Title:_____ Dept:_____

Signature: _____ Date:_____

Telephone: _____ e-mail:_____

EVALUATION REVIEWED BY_____
Faculty Coordinator's Signature Date

The Cooperative Education Program at Cabrini College extends the student's education beyond the limitations of classroom teaching and curriculum by providing a structured sequence of progressively more challenging lessons learned on assignments in direct association with senior members in the professional work place. The person who supervises one of our candidates on Co-op assignments has the serious responsibility of reporting to the individual student their performance level, limitations, potential, and developmental needs. The Co-op advisor thus cooperates with the college in planning the student's program as well as providing counsel in connection with his/her career objectives. This communication is essential for the development of individual talent and the continual upgrading of performance. This evaluation will be used for counseling purposes, in determining part of the student's Co-op grade, and as part of the student's permanent record.

Please forward the completed evaluation report to

CABRINI COLLEGE
THE OFFICE OF COOPERATIVE EDUCATION AND CAREER SERVICES
610 KING OF PRUSSIA ROAD
RADNOR, PA 19087-3698
(610) 902-8304, 5, 6
(610) 902-8307 (FAX)
nch722@cabrini.edu

THIS REPORT IS DUE IN THE OFFICE OF COOPERATIVE EDUCATION AND CAREER SERVICES ON OR BEFORE:

CABRINI COLLEGE
STUDENT EVALUATION OF COOPERATIVE EDUCATION ASSIGNMENT

Name of Student (First-Middle-Last) **Credits Earned** **Major**

Employer: Department **Total Salary Earned** **Course No.**

Hourly Wage

Work Period (Semester) - Days, Hours
Start/End date

Immediate Supervisor

This evaluation will be important in determining the value of your work experience, both for yourself and for students on future Co-op assignments with the same employer. The evaluation should be honest, objective, and should indicate problems as well as your progress during the Co-op period. Please add your remarks on the second page so that your Coordinator may counsel with you and with the company/organization for which you worked. These comments help us to maintain and improve the program.

EDUCATIONAL VALUE OR MERIT OF ASSIGNMENT:
___ Exceptional opportunity
___ Worthwhile experience
___ Not a useful experience/might help some
___ Probably of no value (*please comment below)

DID I LIVE UP TO MY FULL POTENTIAL?
___ Eagerly sought to gain maximum from experience
___ Usually tried to get the most from experience
___ Did not do anything extra
___ Did as little as possible

ATTITUDE TOWARD STUDENT BY SUPERVISOR/MGMT:
___ Encouraged spirit of inquiry/helpful
___ Willing, but did not go out of the way to help
___ Seemed to act like I was "in the way"
___ Actively rejected me/discouraging attitude
___ Does not apply (*please comment below)

MY WORK HABITS:
___ Looked for additional things to do
___ Checked work, on time, neat & accurate
___ Regular and punctual in attendance
___ Showed up for work

OPPORTUNITIES TO RELATE TO OTHER PERSONNEL:
___ Open, friendly & supportive atmosphere
___ Permitted but not encouraged
___ Generally unfriendly, closely knit groups

CO-OP JOB ORIENTATION BY EMPLOYER:
___ Complete and Accurate
___ Somewhat related
___ Had no meaning at all

SALARY PAID IN RELATION TO JOB REQUIREMENTS, EXPERIENCE, AND ACADEMIC TRAINING:
___ Comparable to full-time employees
___ Position was well paid
___ Definitely underpaid for service given
___ Not applicable

WAS YOUR SUPERVISOR AVAILABLE WHEN NEEDED?
___ Always available
___ Sometimes available
___ Rarely available
___ Never available

DID POSITION LIVE UP TO THE ORIGINAL DESCRIPTION?:
___ Closely matches description
___ Mostly matches the original description
___ Little relationship exists
___ No relationship exists (*Please comment below)

***COMMENTS:**_____

_____

_____

_____

F

SUPERVISOR WILLING/CAPABLE OF ANSWERING QUESTIONS:
_____Always helpful and informative
_____Sometimes informative and helpful
_____Unhelpful & uncommunicative
_____Passive/kept to him/herself

SUPERVISOR RECEPTIVE TO NEW IDEAS:
_____Implemented suggestions by employees
_____Considered ideas but did not implement
_____Paid "lip service" only to ideas
_____Did not want to hear ideas

RELATIONSHIP WITH YOUR SUPERVISOR:
_____Good
_____Fair
_____Needs Improvement

MY ATTITUDE:
_____Showed real enthusiasm & initiative
_____Willing to help when told to do something
_____Lacked interest and enthusiasm
_____Refused all but assigned duties & tasks

MY RELATIONSHIP WITH OTHER PERSONNEL:
_____Open, friendly, helpful & informative
_____Quiet and reserved
_____Generally unfriendly and unhelpful
_____Kept completely to myself

SUPERVISOR'S RELATIONSHIP WITH OTHER CO-OP'S:
_____Good
_____Fair
_____Needs Improvement
_____Not applicable

Please indicate the level of effectiveness of each of the following services of the co-op office (CIRCLE ONE NUMBER FOR EACH ITEM):

	Improvement Needed	Satisfactory	Effective	Very Effective
Provided me with a worthwhile study related work experience	1	2	3	4
Staff counseled and assisted me during the co-op job search	1	2	3	4
Staff assisted me in resume writing and interviewing	1	2	3	4
Co-op staff was helpful and available during my placement	1	2	3	4
Other (PLEASE SPECIFY) _____ _____ _____	1	2	3	4

Please rank the benefits of participating in the Cooperative Education Program. Rank you answers from 1 to 5. One (1) being the greatest benefit and five (5) of least benefit.

_____Earn a good salary
_____Gain self-confidence
_____Apply my coursework in on the job experience
_____Increase my chances of getting a good job after graduation/advancing
_____Develop professional skills

OVERALL PERFORMANCE OUTSTANDING ABOVE AVERAGE AVERAGE BELOW AVERAGE UNSATISFACTORY
(Check appropriate boxes)

The information on this form will be kept strictly confidential and will be used only by the Cooperative Education Program in evaluating your experience and the employer for whom you worked.

Student's Signature:_____Date:_____

Address:_____

_____

Telephone Number:_____
e-mail_____

Sophomore_____ Junior_____ Senior_____

CABRINI COLLEGE COOPERATIVE EDUCATION
ON-SITE VISITATION FORM

Student Visited: Company:

Job Title: Faculty Coordinator:

Visitation Date:

Work Supervisor/Title:

Type of work student is performing:

Work Schedule: Days_____ Hours_____ Salary_____

Are you meeting your learning objectives? Yes_____ No_____ If "NO", please comment.

Do you feel your employer is satisfied with your performance? Yes_____ No_____ If "NO", please comment.

Is supervision adequate? Yes_____ No_____ If "NO", please comment

What has been the benefit of this assignment? Please comment.

CABRINI COLLEGE COOPERATIVE WORK EXPERIENCE EDUCATION

ON-THE-JOB LEARNING OBJECTIVES WORKSHEET

Show this Learning Objectives Worksheet to your job supervisor, discuss the objectives and revise them, if necessary. Have your supervisor approve them by signing the line below. You will then need to return this completed and signed worksheet to the Co-op office.

_____ _____

Student's Name Supervisor's Signature

_____

Faculty Coordinator's Signature

OBJECTIVE A

1. WHAT are you going to learn?_____
_____
_____

2. HOW are you going to attempt to learn this objective? List steps to achieve objective:
a._____
b._____
c._____

3. WHEN are you going to complete it?_____

4. WHY are you going to accomplish this objective?_____
_____

5. HOW can you measure the results?_____
_____

OBJECTIVE B

1. WHAT are you going to learn?_____
_____
_____

2. HOW are you going to attempt to learn this objective? List steps to achieve objective:
a._____
b._____
c._____

3. WHEN are you going to complete it?_____

4. WHY are you going to accomplish this objective?_____
_____
HOW can you measure the results?_____

OBJECTIVE C

1. WHAT are you going to learn?_____
_____
_____

2. HOW are you going to attempt to learn this objective? List steps to achieve objective:
a._____
b._____
c._____

3. WHEN are you going to complete it?_____

4. WHY are you going to accomplish this objective?_____
_____

5. HOW can you measure the results?_____
_____

OBJECTIVE D

1. WHAT are you going to learn?_____
_____
_____

2. HOW are you going to attempt to learn this objective? List steps to achieve objective:
a._____
b._____
c._____

3. WHEN are you going to complete it?_____

4. WHY are you going to accomplish this objective?_____
_____

5. HOW can you measure the results?_____
_____

CABRINI COLLEGE
COOPERATIVE EDUCATION/INTERNSHIPS

COOPERATIVE EDUCATION FIELD EXPERIENCE

Nancy Hutchison
Room 150, Grace Hall
e-mail: nch722@cabrini.edu

Phone: 610-902-8304, 5, 6
Fax: 610-902-8307

COURSE OBJECTIVES:

The objective of this course is to make you think about what you are getting from your work, in terms of learning about your job and its setting, as well as enabling you to plan for your future career by:

- Observing the internal and external work environment;
- Developing better insight into factors that influence individual and group behavior in an organizational setting; and
- Learning to assess personal skills and work processes in order to increase your job satisfaction.

Co-ops are excellent ways to learn how systems work through experience, to assess the validity of theories of organizations, policies, etc., and to establish a track record and good contacts for future employment. The transition from student to professional is facilitated by this program.

REQURIED MEETINGS WITH FACULTY COORDINATOR

Co-op students are required to meet with Faculty Coordinators on three separate occasions during the semester:

Meeting #1 - Prepare and review learning objectives (a minimum of four)

Meeting #2 - Provide an oral progress report at the mid-semester or regularly email Logs/journals as requested.

Meeting #3 - Discuss the results of final reports or meet with Faculty as assigned. (Student Achievement Report and Employer Evaluation of Student)

Differences between disciplines are to be expected because the expected outcomes vary. These differences are also predictable between Faculty Coordinators and even between students because of the highly individualized nature of Cooperative Education. Parity, while subjective, is sought in the value of the learning experience. How the learning takes place is of small importance compared to the quality of the learning.

EVALUATION OF THE CO-OP LEARNING EXPERIENCE

As a credit bearing experience, Co-op placements must be strong academically. Regardless of the academic department, Faculty Coordinators have a common objective: to develop the tools and techniques that will facilitate assessment and evaluation of the learning that occurs in a Co-op experience. The quality and relevance of academic assignments have a direct bearing on the quality of the learning experience. Faculty Coordinators who assess the students' learning have several tools and techniques at their disposal. The following instruments are utilized by the Faculty Coordinators:

Learning Objectives
On-site Visitation forms
Employer Evaluation of Co-op Student
Student Achievement Objective Report
Student Evaluation of Employment Experience

In addition, several departments require one or all of the following:

Research Project(s)
Journals/Daily Logs/Blog
Group Meetings/Seminars
Readings/Annotated Bibliography
Monthly Reports
Portfolio
Workbooks
Individual Meetings

GRADING OF THE CO-OP LEARNING EXPERIENCE

The Director of Cooperative Education and Career Services will distribute grade sheets to Faculty Coordinators. The Faculty Coordinator will indicate his/her evaluation of the student for the course on the list and return it to the Co-op Office. Grades of **PASS, NO CREDIT, INCOMPLETE,** or **LETTER GRADES** may be assigned. The Director of Cooperative Education will report the grades to the Registrar.

Failure to meet any of the co-op requirements or assignments within specified time limits may result in a grade of "NO CREDIT".

MEASURABLE LEARNING OBJECTIVES
PLANNING YOUR COOPERATIVE EDUCATION PROGRAM

In order for the Cooperative Education program to be effective for you, it is necessary to develop new or expanded responsibilities/activities in addition to those experienced during previous periods of employment.

These new experiences are to be written in an objective format. They must be approved (signed) by your employer/supervisor and your college faculty coordinator. The educational value of one's co-op experience will depend on how realistic and meaningful these objectives are.

Simply stated, learning objectives are your plan for learning what will occur throughout your work experience. Progress toward meeting these objectives and fulfilling the required number of work hours will be the most important factors in determining your satisfactory completion of this course.

STEP I - Most learning objectives will be in one of the following categories:

A. **Creative** - Doing things a new way -- finding new things to do. (Example: Make a study on the installation of a new bookkeeping system or on the application of a computer to some aspect of company operation such as inventory control. Prepare a report on the study.

B. **Problem Solving** - Taking apart some existing problem and finding a solution. (Example: Perhaps a number of customers have complained of waiting for service. You seek a solution through a new employee scheduling system or a new way of processing orders. Perhaps equipment is breaking down too often and you seek a solution through an improved maintenance procedure or through a new piece of equipment). While you may not be in a position to actually make the change, you can go through all the problem-solving steps to be prepared to present your ideas of management.

C. **New Assignment or Acquisition of New Knowledge or Skill** - Growing in one's work, increasing usefulness, improving performance. (Example: You are working in Human Resources improving a new hire orientation program; developing attractive, clear orientation materials and presenting these materials to management; developing a measurement tool to evaluate the success of the program. Learning to organize the data, creating a database to track the responses, creating a frequency distribution table, creating bar graphs to illustrate results, drawing conclusions and making recommendations; presenting results and recommendations to management demonstrates an expansion of knowledge and skills.

D. **Personal Improvement** - Developing personal habits or a social skill that allows one to deal better with work situations. (Example: A teacher's aide may need to develop the patience and skill to work with slow learners. A recreation leader may need to develop ways to give proper attention to the needs of a certain age group. Making clearly identifiable, concrete efforts to overcome these personal problems are suitable objectives.

E. **New Assignment**

1. What are you going to do?
   I will personally prepare the December 1st payroll report.

2. How are you going to attempt to do it?
   I will read the three manuals written about our company's accounting system and procedures, especially the sections on payroll. I will set aside one hour daily for reading the manuals and one hour daily to assist the regular payroll clerk in preparation of each payroll report.

3. When are you going to complete it?
   I will begin immediately and continue through the quarter.

4. Why are you going to accomplish this objective?
   To enhance my chances of promotion from clerk typist to assist in the accounting department.

5. How can you measure the results?
   I will personally prepare the December 1 payroll report and show my knowledge of the system by having it error free. The payroll clerk will verify its accuracy.

STEP II - **(Review)** *Use these basic rules in writing your learning objectives:*

A. Begin each objective with I WILL and an action word (see the list on the following pages.

Avoid general statements: To know, learn, enjoy, understand are vague!

B. Identify a single key result for each objective.

C. Give an estimated time for completion.
   1. by the end of the quarter
   2. every three weeks during the quarter
   3. by March 13th

D. State verifiable criteria which signal when the objective has been reached.

E. To test for validity, ask yourself the following questions:
   1. Can the objective be achieved by the end of the quarter?
   2. Is the objective feasible?
   3. Is the objective achievable?
   4. If the objective measurable.

Use the Pink Learning Objectives Work sheet to prepare your objectives.