



COOPERATIVE EDUCATION

TRAINING MANUAL

Academic Year 2009-2010

Student's Name

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Cooperative Education Syllabus

Cooperative Education Coordinator: Jim Rodgers, CFCC, Ewers Century Center (building 40), 3rd floor student advising station. Registration hours: Monday through Friday 8:00 a.m. – 4:30 p.m. Extended hours by appointment.

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Course Description

Cooperative Education is designed to give the student work experience related to their major field of study while earning college credit. Students are expected to learn skills related to their degree or major field of study in a work setting. Placements are normally off-campus with business, industry or governmental agencies, though, on occasion, placements may be on campus. Co-op work experience can be a paid or non paid opportunity.

Overall Course Objectives

- To integrate classroom learning with field experience
- To gain work experience in the student's career field
- Provide exposure to advanced skills and knowledge
- To develop foundation workplace competencies
- Provide exposure to job opportunities and potential
- To clarify and confirm career goals
- To increase understanding of workplace culture.

Credits and Hours

Most co-op programs are 3 credit hour courses; however, there are several that require more Co-op hours (depending on major). A minimum of **40 hours of work experience per college credit hour earned** is required for completion of Co-op. (40 hours of co-op experience equals 1 credit hour). Specific learning objectives and academic assignments, as directed by your faculty facilitator, must also be accomplished for a student to successfully complete this course.

CFCC Cooperative Education Training Manual.

It is the student's responsibility to keep this training manual up-to-date, and to submit all completed assignments, objectives, and other required documentation to their faculty facilitator at the end of the term.

Your completed manual is due to your faculty facilitator by the date listed in the Student Information packet (available for downloading at www.cf.edu/current/coop_info_packet.pdf) which you received when you registered for co-op through the co-op coordinator.

Late work may NOT be accepted and may result in a failing grade. Any late or incomplete assignments must be approved by your faculty facilitator.

Co-op Calendar and Schedule of Events: Please refer to your student information packet for important dates.

Course Requirements and Grading: The cooperative education coordinator works in conjunction with the faculty facilitator in your major area to determine course learning objectives. In addition, you must complete the following:

- Co-op work experience at a minimum of 120 work hours during the semester (Plus an additional 40 hours for each credit hour over the minimum 3 credit hours). Co-op work schedule may be flexible in order to meet the needs of the employer and /or student.
- Attend a mandatory co-op orientation meeting. If you fail to attend the orientation session, your overall grade will be reduced by five (5) points plus you will miss the important information that is discussed in this session. The dates for the orientation classes are in the student information packet (you only have to attend one session).
- Maintain training manual notebook.
- Complete the following work:

Assignment	Points Available
1. Co-op Performance Employer Evaluations Employer Letter of Reference	25
2. Program Objectives	30 or 35 (depending on program)
3. Resume and Cover Letter Assignment	5 or 10 (depending on program)
4. Employability Skills Workshop	5
5. Work Ethic Assignment	5
6. Thank you letter to Co-op Employer	5
7. Job Search Assignment	5
8. Overall Professionalism of Manual	5
9. Performance Assessment Document (depending on program)	5
10. Student Portfolio (depending on program)	5
<i>Absence at mandatory Co-op Orientation</i>	-5
TOTAL	100

GENERAL GUIDELINES

Term of Employment

A co-op student must work according to the college semester schedule and, therefore, your work experience must occur during the term for which you are registered.

A minimum of 40 hours of work experience is required for each credit hour of your co-op course (i.e. a 3 credit hour Co-op requires 120 hours of work experience). Actual scheduled hours may vary according to your program objectives and the needs of the employer. Work schedule and experience, which may be paid or non paid (voluntary), is at the mutual agreement of the employer and the student.

Qualifications and Registration Requirements of a co-op Student

To be eligible for co-op, a student must:

1. Have completed 12 hours of college credit and the necessary prerequisites for a specific major and have an overall 2.0 GPA.
2. Meet with Co-op Coordinator to register for Co-op. You will also receive a student information packet that can also be downloaded from the CFCC Web site http://www.cf.edu/current/coop_info_packet.pdf.
3. Download the Co-op Training Manual from the CFCC Web site http://www.cf.edu/current/co-op_manual.pdf (the required text for Co-op).
4. Interview with employers and secure a Co-op placement relating to your area of study. Obtain employer's signature on the Co-op agreement form. Review objectives with employer.
5. Meet with the Faculty Facilitator for your major discipline to explain your Co-op placement, review learning objectives and obtain his/her approval for your co-op location and experience and obtain his or her signature on the Co-op agreement form.
6. Return the completed Co-op agreement form to the Co-op coordinator for signature. Deadline for return of agreement form is Co-op Orientation date.
7. Attend the mandatory Co-op Orientation Class (five points deducted from final grade for missing the co-op orientation).

Using Regular Employment for Co-op

Many students at CFCC are already employed in full or part-time positions that may relate to their major field of study. The following guidelines have been established if your present employment situation is to be used as the Co-op Education experience:

1. You must be acquiring significant new skills or knowledge related to your academic field of study; and

2. You must be developing a recently learned skill or applying recently learned knowledge related to your academic field of study; and
3. You must be receiving increased levels of responsibility and/or expanded duties within the company or organization and these responsibilities or duties must be related to your academic field of study.

In order to use your regular employment as your Co-op placement, you **MUST** obtain approval from your Co-op Faculty Facilitator and demonstrate to your Faculty Facilitator one or more of the above criteria.

Academic credit for Co-op work experience is not granted based solely on you working in an academically related position. Specific learning objectives must be met and new skills and knowledge must be acquired. *Moreover, academic credit for Co-op work experience is not granted for prior work.*

The basic premise supporting this guideline is the college's intent to provide a quality cooperative education experience which enhances your academic knowledge, professional preparation and personal development while providing a reasonable degree of flexibility if you are already employed in a job closely allied to your chosen field of study.

Termination of Employment

Should a work experience be discontinued, ***you must*** make every effort to find another placement. Contact the Co-op Education Coordinator and your Faculty Facilitator immediately for assistance.

Policies

As a Co-op student, it is your responsibility to comply with the requirements stated in this manual. You are responsible to complete all assignments by the stated due date in your Student Information Packet. *Remember: late work may not be accepted!* Store your training manual in a binder and insert a divider behind your manual and file all completed assignments, following the order of the grading sheet, behind this divider.

Successful professionals take great effort in making every report, form or assignment that they prepare look absolutely perfect. Your assignments in this manual should reflect the professionalism you have learned in the workplace. Grammar, spelling and punctuation will count! Your professionalism and presentation in your manual is valued at five points.

All assignments must be typed. Handwritten work is unacceptable in the workforce, and thus, it is unacceptable in Cooperative Education.

A FIRST IMPRESSION IS A LASTING IMPRESSION. When you are working with an employer, you are not only representing yourself, but also CFCC. Please adhere to professional standards of appearance and demeanor so that this is a positive experience for everyone involved. Remember, the main objective is for you to find a job in your major area of study and this Co-op experience may lead to one!

COMPANY PROTOCOLS

Please contact your Co-op site's Human Resources office to ensure you have completed all appropriate company paperwork. Depending on your placement, you may need to complete additional personnel forms, even as a volunteer.

WITHDRAWING FROM CO-OP

If you decide to withdraw from the class, you must file withdrawal paperwork in accordance with the college's procedure and schedule for withdrawing from a course. Because of the nature of this course in which class is actually "at work," the Faculty Facilitator or Co-op Coordinator cannot interpret your need to drop the co-op class.

EMPLOYER SITE VISIT

Your Faculty Facilitator may visit your workplace. They may do this to introduce themselves to your employer and to ascertain if there is anything he or she can do for your employer as an ambassador of CFCC. It is important to remember that without local employers we wouldn't have a co-op program. We want to make sure that our academic programs match their employment requirements and to learn from them how we best can develop an academic program to support the workforce needs of the community.

Co-op Program Objectives

Program	Objectives
Accounting ACG 1949	<ol style="list-style-type: none"> 1. Submit monthly reports or e-mail communication to faculty facilitator regarding positive and/or negative co-op experiences. <u>Each report must be between 100-200 words in length. Grammar and spelling count!</u> 2. Contact faculty facilitator for additional objectives.
Business Administration and Management MAN 1949	<ol style="list-style-type: none"> 1. Prepare a report of the firm's market, business management style, organizational structure and sales and marketing philosophy. 2. Identify and discuss several government regulations affecting the firm and evaluate their effect on the firm in terms of cost and operations. 3. Prepare a cost/benefit analysis of adding a hypothetical new product or service to those offered by the firm in terms of economic explicit and implicit costs. 4. Contact faculty facilitator for additional objectives.
<u>Communications</u> MMC 1949	<p><u>Journalism</u></p> <ol style="list-style-type: none"> 1. Develop competency in accurately gathering information for stories. 2. Write objective and accurate news reports. Enclose documentation. 3. Become proficient in interpersonal skills (working story sources and news staff.) 4. Prepare and enclose three original news stories. 5. Develop excellent grammatical and spelling skills. <p><u>Theater/Technical</u></p> <ol style="list-style-type: none"> 1. Increase competency in stage carpentry. 2. Gain working knowledge of fly system and basic rigging. 3. Increase competency in stage electrics. 4. Increase competency in theater sound. 5. Work in collaborative and deadline situations. 6. Document work for portfolio. Enclose photos of projects, and additional supporting materials as appropriate. <p><u>Theater/Management</u></p> <ol style="list-style-type: none"> 1. Develop working knowledge of box office. 2. Develop working knowledge of artist contracts, scheduling, and compliance with copyright. 3. Develop basic skills in production areas to include backstage activities, safety inspections, costume maintenance, etc. as appropriate. 4. Participate in publicity and marketing project(s) for theater. Enclose documentation of project(s) and brief summary of outcome. <p><u>Broadcast Journalism</u></p> <ol style="list-style-type: none"> 1. Demonstrate basic knowledge of broadcast equipment (setup and basic operation), and other technology and software associated with the radio/television news media. 2. Develop competency in accurately gathering information for stories. 3. Become proficient in interpersonal skills (working story sources and new staff). 4. Demonstrate involvement in preparing three news stories. 5. Develop excellent grammatical and spelling skills. 6. Provide documentation of work through photographs of participant "on the job". 7. Write a 500-word summary of your field experience.

<p>Computer Information Technology</p> <p>Hardware Track</p> <p>CGS 1949</p>	<ol style="list-style-type: none"> 1. Demonstrate familiarity with the network and its hardware used by the company/dept. 2. Submit a two page analysis of the company detailing the number of IT personnel and their job responsibilities, what operating software they are using, what type of communications channels are in use, etc. 3. Identify possible security issues relating to the current network and its components. 4. Develop and enclose a new application or activity to meet a stated need on the company/dept. i.e. a security issue, upgrades, etc... 5. Submit a weekly journal of your co-op experience. Include skills and knowledge acquired. 6. Contact faculty facilitator for additional objectives.
<p>Computer Information Technology</p> <p>Software Track</p> <p>COP 1949</p>	<ol style="list-style-type: none"> 1. Submit a one page analysis of the company that details your familiarity with the software and hardware used by the company. 2. Identify and discuss several areas of computer related concern to the company, i.e. upgrades, networking, communication, security, additional software needed. 3. Develop and enclose a new application or activity to meet a stated need on the Company/Dept., or prepare a hypothetical detailed plan for doing so. Include testing and start up plans. 4. Submit a weekly journal of your co-op experience. Include skills and knowledge acquired. 5. Contact faculty facilitator for additional objectives.
<p>Criminal Justice</p> <p>CCJ 1949</p>	<ol style="list-style-type: none"> 1. Prepare an organizational chart of your co-op employer. 2. Abide by all company policies and procedures such as following that agency's internal rules, showing up on time, following directions, showing some interest or initiative, etc. Enclose documentation of work. 3. Write a minimum 500-word essay synthesizing their field experience with the knowledge gained in the classroom. 4. Contact faculty facilitator for additional objectives.
<p>Drafting and Design</p> <p>ETD 1949</p>	<ol style="list-style-type: none"> 1. Developed familiarity with basic drafting practices. 2. Demonstrated ability to perform drafting functions corresponding with the student's academic background. 3. Become familiar with the organization and storage of drawings. 4. Become familiar with the application of specifications or building codes. 5. Become familiar with the company's drawing origination and plot set-up practices. 6. Become familiar with the products manufactured or services performed by the co-op employer (field experience is encouraged). 7. Submit a 1000-word essay discussing the co-op experience. Include a discussion of the following points: <ul style="list-style-type: none"> *What challenges are faced and how were they overcome *Identify and discuss drafting software packages used *Discuss how drawings are stored and maintained *Discuss plotting practices used *Discuss the use of specifications or codes *Suggest ways to improve drafting office practices or drawing efficiency. 8. Contact faculty facilitator for additional objectives.
<p>Education</p> <p>EDE 1949</p>	<ol style="list-style-type: none"> 1. Become familiar with the fundamental principles of teaching and learning. Submit a one page essay of this experience. 2. Prepare a weekly journal of classroom work. 3. Submit a 500-word analysis of educational trends and innovations. 4. Contact faculty facilitator for additional learning objectives
<p>Equine Studies</p> <p>ANS 1949</p>	<ol style="list-style-type: none"> 1. Learn and/or develop proficiency in at least 5 job-related activities (e.g. grooming technique, feed management, veterinary lab test, computer skill). Submit a 500 word report on the five job relate activities your experienced. 2. Contact faculty facilitator for additional objectives.

Engineering Technology ETI 1949	<ol style="list-style-type: none"> 1. Contact faculty facilitator for objectives.
Horticulture ORH 1949	<ol style="list-style-type: none"> 1. Contact faculty facilitator for objectives.
Marketing MAR 1949	<ol style="list-style-type: none"> 1. Prepare a report concerning the firm's marketing philosophy. 2. Identify the company's target market/markets. 3. Prepare a report on the firm's Global Vision. 4. Develop a sample marketing plan for your co-op employer. 5. Contact faculty facilitator for additional objectives.
Office Systems Technology OST 1949 (Includes Medical Office Administration, Medical Records Transcription, Dental Office Management)	<ol style="list-style-type: none"> 1. Demonstrate appropriate customer service and office management skills. 2. Key documents accurately and within a reasonable amount of time. Submit appropriate documentation of work. 3. Accurately file and retrieve documents upon request. 4. Assist supervisor and other staff assistants with an attitude of cooperation and courtesy. 5. Demonstrate business attire/appearance. 6. Read and follow instructions and directions. 7. Submit weekly journal of Co-op experience. 8. Contact faculty facilitator for additional objectives.
Paralegal PLA 1949	<ol style="list-style-type: none"> 1. Demonstrate ability to follow directions by the supervising attorney. 2. Submit a 500-word essay of your work experience. 3. Demonstrate the ability to accept constructive criticism and use the criticism to better his/her performance. 4. Complete all tasks indicative of legal assisting work. Submit two examples of your work; ex: discovery documents, client interview notes, correspondence, or legal documents. 5. Preparation of discovery documents. 6. Conduct client interviews. 7. Draft correspondence and legal documents. 8. Contact faculty facilitator for additional objectives.
Psychology PSY 1949	<ol style="list-style-type: none"> 1. Submit weekly reports of work experience. 2. Submit a formal report of an understanding of the applications of theory in the organizational setting, i.e. drug dependence program, which theoretical perspective is taken the diagnosis and treatment of clients. 3. Identify and discuss ethical issues confronted by the organization. 4. Conduct a case study either of an individual client or of the organization, maintaining patient/client confidentiality at all times. 5. Contact faculty facilitator for additional objectives.
Social Service HUS 1948 HUS 1949	<ol style="list-style-type: none"> 1. Interview clients. 2. Recognize deviant behavior and identify corrective measures. 3. Use self in a helping intervention relationship. 4. Perform group therapy sessions. 5. Identify causes of disruptive behavior. Submit a 500-word essay on this experience. 6. Write incident reports. Submit a sample ("White-out" confidential information.) 7. Submit weekly journal of co-op experience. 8. Contact faculty facilitator for additional objectives.

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CO-OP ASSIGNMENTS and GRADING RUBRIC

1. Co-op Performance

25 points

Your co-op work experience should include new and expanded responsibilities or learning opportunities beyond those experienced during previous employment or class work. In addition, you should exhibit core level work skills such as work ethic, teamwork, reliability, responsibility, following instructions and supervision, initiative, and essential communication skills. Points will be earned based on the **Employer Evaluations of Co-op Performance** and your **Employer Letter of Reference**.

- A. Employer Evaluations:** You will be evaluated on your performance during your co-op work experience through the mid-term and final evaluations from your employer. From these evaluations, your Faculty Facilitator will gain an understanding of your mastery of skills learned as well as your basic readiness for success in the workplace.
- i. Mid-Term Evaluation (10 points):** This evaluation must be completed by your employer and returned to you no later than the due date established on the calendar in the Student Information Packet. Give your Faculty Facilitator a copy of this report as soon as you receive it and file the original in your training manual.
 - ii. Final Evaluation (10 points):** This evaluation should be completed by your employer and submitted with your training manual at the end of the school term.

Points may be deducted for evaluations submitted after the due date.

- B. Employer Letter of Reference (5 points):** It is required that your co-op employer provide you a letter of reference on official company letterhead relating to your overall performance. This is valuable to include in your personal portfolio and a copy must be included in your co-op training manual.

2. Program Objectives

30 or 35 points
(depending on program)

To complete the Program Objectives portion of your Co-op assignments, please refer to the Co-op objectives section of this manual and discuss your objectives with your Faculty Facilitator as soon as possible. Your faculty facilitator may add or delete or establish new learning objectives tailored to your needs as he or she deems necessary.

3. Resume and Cover Letter Assignment

10 Points

A resume is a summary of your professional history. It is an excellent document for you to have at this stage in your college career. It is also an *essential* tool to use when seeking employment. A winning cover letter accompanies your resume and introduces

you and your resume to the employer. Your cover letter is your way to tailor your application to each specific job. NEVER submit a resume without a cover letter! A variety of resume-writing software packages are available in the Career Services Center located in the Bryant Student Union (building 5). *Remember...your resume and cover letter is the only thing the employer may ever know about you! Make a great impression the first time!*

4. Employability Skills Workshops

5 or 10 Points

(depending on program)

The importance of practical work experience is obvious. However, not so obvious is the importance of employability skills and how you present them to a prospective employer. CFCC and the Co-op Coordinator are dedicated to assisting you in becoming better prepared for the job searches that face you upon graduation or the pursuit of higher education. Therefore, you are required to complete a workshop designed to increase your knowledge on various employment skills. The schedule for the workshops can be found in your Student Information packet. Attendance at the workshops is documented in the training manual. You are required to attend at least one workshop.

5. Work Ethic Assignment

5 Points

One of the things that every manager values in a worker is a strong *work ethic*. This encompasses a wide variety of valuable attributes and attitudes including dependability, responsibility, initiative, interpersonal skills, accountability and industriousness. No matter what your field or career aspirations are, a strong work ethic adds immeasurably to your value to an organization and your likelihood of success.

In this assignment, you are given four case studies to read. You are to select **two** cases to research and answer the questions for each one. Each case study response **shall** be one to two typewritten pages, double-spaced. You might find it helpful to research ethical topics on the Internet, and also discuss the issues you select with your employer. Their input into how they would handle the situation will be helpful.

CASE STUDIES

Case 1—Ethical/Unethical Opportunities--Employee

As an office professional, you make hotel reservations for your employer **at least** three times a month in Atlanta. You always use the same hotel. He enjoys staying there, and it is close to your Atlanta office. You recently received a certificate from the hotel, offering you and your spouse a weekend getaway special, including a suite and breakfast each morning at no cost to you.

☞ Is it ethical to take advantage of this offer? If so, why? If not, why not?

Case 2—Ethical/Unethical Opportunities—Employee—Resulting in Termination

Dave began working for a large company after graduating from college last year. He had no performance problems on his job. However, he was recently fired because he used a discount coupon that a software vendor (one that the company has never done business with) dropped off at the company. He didn't ask anyone at the company if it was okay;

he didn't even think about it. He had never been given a code of conduct the company expected him to uphold. Also, to his knowledge, the company does not publish a values statement.

- ☐ Was his behavior ethical or unethical? Justify your answers.
- ☐ Was the company justified in firing him? Why or why not?

Case 3—Ethical/Unethical Opportunities—Employee—Unfair Advantages

Susan works in the marketing department of a large company. She has been told the company has a rule that employees cannot accept gifts from suppliers, customers, or anyone - not even little gifts. However, she has noticed that her employer, along with several other company executives, is invited each year to a golf tournament hosted by one of the company's vendors. All expenses are paid, including a very nice meal after the tournament and numerous prizes for lowest golf score, longest drive and straightest drive. Her employer always comes back raving about the event and showing off any prizes he has won. There seems to be a double standard in the company - one for executives and one for the other employees. Susan likes her job. She enjoys her work and the company is basically a good place to work.

- ☐ Should Susan let her boss know that she feels there is a double standard? If so, how should she approach him on the subject?
- ☐ Or should she keep quiet? Justify your answer.

Case 4—Company Acting Ethically

The CEO of a large pharmaceutical company has been informed that one of their new cancer treatment medicines may have some serious side effects. Six people who have been taking the drug have died. It is not clear whether or not the drug caused their deaths. The drug has been on the market six months, and no other deaths have been reported. Research is being conducted to determine if there is a problem with the drug. Pulling it from the market immediately will cause some serious problems for the company. The negative publicity alone will cause sales to drop several million dollars. Also, if those deaths were caused by the drug, the company may face huge lawsuits. If the drug is not pulled from the market and there are major problems that can result in death, additional deaths may occur and the lawsuit problem is compounded. However, with so little information to go on, it can also be assumed that the drug may indeed be saving lives. And, if it is saving lives, is it wise to pull a drug that helps people? The company is also in the midst of an annual audit. As part of that process, the chief executive officer and the chief financial officer must sign a letter assuring the auditors that circumstances that could cause a negative financial impact have been disclosed.

- ☐ Discuss the pros and cons of the following possible decisions:
 - Pull the drug from the market immediately and notify the press of its possible effects.
 - Notify the auditors that you do have some potential problems.
 - Wait until additional research is completed; there is not enough information to say that the drug can cause death. The initial testing of the drug showed no problems, and the FDA has approved it.
 - Say nothing to the auditors; it is not certain whether or not there is a problem.

6. Thank You Letter To Employer

5 Points

Saying thank you is important for a lasting impression with your co-op employer. You must submit a signed copy of a thank you letter to your co-op employer even if you are using your regular work place as your Co-op opportunity. The original letter should be given to the employer during the last week of the Co-op work experience with a copy filed in your training manual.

7. Job Search Assignment

5 Points

Search one or more of the job sites listed below for information concerning your career field or a specific job in your career field. Submit a type-written, one to two page, double spaced paper answering these questions:

- A. The job or major area of study you have chosen.
- B. Present number of people working and current trends in your area of study.
- C. Average salaries and typical benefits in your area of study.
- D. Education required for jobs in your area of study.
- E. Experience required for jobs in your area of study.
- F. Description of job or career field provided by the web site.

Listed below are some Internet addresses for jobs, resumes, searches and interviews. You may use any other Internet site you may know as well!

www.salary.com

www.wpfl.com/cfcc-cc

<http://www.usworks.com/clmworks/>

www.joboptions.com

www.floridajobs.org/pdi_jobsearch

www.myflorida.com

www.jobsfed.com

www.careerbuilder.com

www.ajb.org

www.cweb.com

www.jobs-online.net

www.floridajoblink.com

www.marionjobs.com

www.GainesvilleOcalajobs.com

www.brainbuzz.com

www.monster.com

www.fjn.com

www.careersite.com

www.jobtrack.com

www.alx.org

www.jobdirect.com

www.hotjobs.com

www.workers.gov

8. Overall Professionalism of Manual

5 Points

In an employment setting, the care and presentation of your work is very important. Your Co-op manual is a professional document, representative of the quality and effort you show in the workplace. Unless your faculty facilitator instructs otherwise you are required to maintain your training manual in a three ring binder and place a divider behind the manual. As you complete your assignments, objectives and other co-op requirements, file them behind the divider in the same numerical order as the final grade sheet. Ensure your training manual is complete, concise and organized and your name is on the manual.

Remember, you must submit your completed training manual to your faculty facilitator by the due date on the Student Information Packet. If you want to have your training manual returned to you after your faculty facilitator has graded your work, please notify him or her when you submit your work. If you do not retrieve your binder from your faculty facilitator your work product will be destroyed after the grading period has been completed and your blank binder will be recycled for other students to use.

9. Co-op Assessment Document

5 Points

Your mid-term and final evaluations are your employer's evaluation of your working performance during your Co-op. The co-op assessment document is your employer's evaluation of your academic knowledge i.e. did we teach you the skills necessary to succeed in the workforce? The Co-op assessment document must be obtained from the Co-op coordinator and completed by your employer when he or she completes your final evaluation. Place the completed assessment document in your training manual when it is returned to you.

If you are in a Business, Workforce and Technology degree program, you are required to have your Co-op employer complete a Co-op assessment document. If you are in another degree program you are not required to have the Co-op assessment document completed.

If there are any questions concerning this requirement, please contact the cooperative education coordinator for clarification.

10. Student Portfolio

5 Points

If you are in a Business, Workforce and Technology degree program you are required to complete and submit a student portfolio through FACTS.org (taught in the portfolio workshop). Your Faculty Facilitator will advise you on the required contents for a satisfactory grade. At the minimum, your student portfolio should contain your biography, resume and cover letter, and skills matrix listing your Co-op experience and related degree courses. See the Co-op Coordinator for additional training on student portfolios.

EMPLOYER OVERVIEW AND RESPONSIBILITIES

As a Co-op employer, you will be providing an invaluable educational opportunity to a Central Florida Community College student. Under your guidance, the co-op student will experience “on-the-job” training in a real-world setting. These experiences will assist the student in becoming a more qualified member of the workforce.

CO-OP EMPLOYER RESPONSIBILITIES

1. Understanding a Co-op student’s objectives

As the immediate supervisor of the co-op student, it is your responsibility to ensure the student is working on projects related to their specific college major. In other words, an Office Systems Technology student should not be assigned to run general office errands. We have developed program objectives for you to oversee and the student to complete (see program objectives). Please review these objectives with your student and assist them in completing the objectives.

It is also the employer’s responsibility to provide guidance and leadership to the co-op student to help prepare them to enter the workforce community.

2. Documentation of Hours Worked

Depending on the student’s major area of study, their co-op experience may require from 120 to 240 hours of on-the-job work time. You may arrange the working hours that best suit you and the student.

Please verify the hours that the co-op student works on the Attendance Form found in the co-op training manual or you may use your company’s time sheet if it displays days and hours worked.

3. Employer Evaluations

An important part of the co-op educational process is frequent feedback from the supervisor. It is important that the student and CFCC hears from you regarding the student’s progress and performance.

The student’s grade will be based in a large part on their attendance and performance in their co-op placement. We ask that you complete **THREE** evaluations of the student; one at the mid-term point, and two at the end of the co-op term. Please take care in completing the evaluation forms as you are CFCC’s link to the student’s success in Co-op. Please complete them honestly and feel free to share with the student, or if you prefer, the evaluation will be kept in confidence. ***Remember, each document carries a point value for the student.***

- A. **Mid Term Evaluation.** Please complete the mid term evaluation form contained in the training manual and give it to the student so they can give it to their faculty facilitator. We encourage you to review this evaluation with the student so that they will become aware of their professional strengths and weaknesses.
- B. **Final Evaluation.** Please complete the Final Evaluation form contained in the training manual. This evaluation will be reflective of the student's overall performance in their co-op assignment. This evaluation should be returned to the student for submission in their manual for grading.
- C. **Co-op Assessment Document.** If your student is in a Business, Workforce and Technology degree program, you also need to complete a co-op assessment document. The co-op assessment document is for you to evaluate your student's academic knowledge, i.e. did we teach the student the skills necessary to succeed in the workforce.

Remember, students are graded on their attendance and performance in their co-op, as well as their written assignments.

Your input is the key to this evaluation.

4. **Letter of Reference**

To help the co-op student complete this manual, please submit a letter of reference on official company letterhead, relating to the overall performance of the student.

Note: *An employer may officially hire a co-op student after the completion of the semester. As a matter of fact, we encourage employers to hire our students if they have been successful in their co-op experience!*



COOPERATIVE EDUCATION AGREEMENT FORM

THIS FORM MUST BE COMPLETED PRIOR TO BEGINNING CO-OP WORK EXPERIENCE

The parties to this agreement are: the student employee, the employer and the college. This arrangement is to provide training for the student and productive work for the employer through the cooperative efforts of the employer and the college. The employer will provide on-the-job training, supervision and performance evaluations. The college will provide related instruction and coordination. The student will maintain standards of work and academic performance prescribed by the employer and the college. This agreement becomes invalid if the student withdraws from college. The period of training is 40 work hours per credit hour earned, or a minimum of 120 clock hours, with a schedule set by the employer and student.

NAME:		STUDENT ID NUMBER:	
ADDRESS:		CITY/STATE:	ZIP CODE:
PHONE NO.:		E-MAIL :	
MAJOR:		CO-OP COURSE NUMBER:	
SEMESTER: FALL _____ SPRING _____ SUMMER _____ YEAR: _____			
EMPLOYER:			
ADDRESS:		CITY/STATE:	ZIP CODE:
SUPERVISOR		PHONE NUMBER	
WORK EXPERIENCE WILL BE _____ PAID OR _____ NON PAID (Volunteer)			
THIS IS MY PRESENT REGULAR WORK POSITION: _____ YES _____ NO			
<p><i>CFCC COOPERATIVE EDUCATION OFFICE RESERVES THE RIGHT TO ACCEPT OR REFUSE STUDENTS FOR CO-OP PLACEMENT. STUDENTS WHO ARE RECEIVING VOCATIONAL REHABILITATION FUNDING MUST PROVIDE HIS OR HER MEDICAL LIMITATIONS AND WORK RELEASE STATEMENTS.</i></p> <p>❖ VOCATIONAL REHABILITATION LIMITATIONS _____</p> <p>❖ HAVE BEEN RELEASED TO WORK _____</p>			

I agree to the conditions stated in this agreement and the CFCC Cooperative Education Training Manual.

Signatures:

Student: _____ Co-op Employer: _____

Faculty Facilitator: _____ Co-op Coordinator: _____

Form must be completed and returned to the Co-operative Education Coordinator before work hours can commence. Form to be maintained with the Cooperative Education Coordinator after all signatures have been obtained.

Revised; October 27, 2009



**Cooperative Education
Student Mid-Term
Evaluation**
(To be completed by Employer)

Employer Name _____ Supervisor Signature _____

Co-op student's name _____ Date _____

Thank you for participating in the Central Florida Community College co-op program. Please take a few moments to complete this form and return it to the student when completed. Please feel free to review this evaluation with your student. Your evaluation will be used to provide feedback to the co-op faculty facilitator on the student's progress and performance, and it will assist in the final grading process.

<i>Does the student:</i>	Yes	Most of the time	Needs Improvement	N/A
Maintain a regular weekly work schedule?				
Have a weekly meeting time with the supervisor?				
Notify the supervisor if absent or late for work?				
Organize and maintain their work area appropriately?				
Show understanding and observance of company policies and procedures?				
Exercise care and practice safety in the workplace?				
Exhibit enthusiasm for the tasks of the job?				
Show improvement in accuracy and speed?				
Demonstrate appropriate reading, writing and math skills?				
Pay attention to detail while performing tasks?				
Shows initiative?				
Accept constructive feedback and suggestions for improvement?				
Complete an appropriate amount of work?				
Show promise to move to the next stage of training?				
Work well with co-workers, clients and customers?				
Ask for assistance if needed, to complete a project?				
Dresses appropriately for the job setting?				

Revised: October 27, 2009



Cooperative Education
Student
Final Evaluation

Please complete and
return to student at
end of co-op.

Employer Name _____ Supervisor Signature _____

Co-op student's name: _____ Date: _____

RELATIONSHIP WITH OTHERS:

- _____ Exceptionally well accepted
- _____ Works well with others
- _____ Gets along satisfactorily
- _____ Has some difficulty working with others

ATTITUDE - APPLICATION TO WORK:

- _____ Outstanding in enthusiasm
- _____ Very interested and industrious
- _____ Satisfactory diligence and interest
- _____ Definitely not interested

JUDGMENT:

- _____ Almost always makes the right decision
- _____ Above average in making decision
- _____ Usually makes the right decision
- _____ Often uses poor judgment
- _____ Consistently uses bad judgment

DEPENDABILITY:

- _____ Completely dependable
- _____ Above average in dependability
- _____ Usually dependable
- _____ Sometimes neglectful or careless
- _____ Unreliable

ABILITY TO LEARN:

- _____ Learns very quickly
- _____ Learns readily
- _____ Average in learning
- _____ Very slow in learning

QUALITY OF WORK:

- _____ Excellent
- _____ Very good
- _____ Average
- _____ Below average
- _____ Very poor

PUNCTUALITY: **ACCEPTABLE** _____ **MARGINAL** _____ **UNACCEPTABLE** _____

OVER-ALL PERFORMANCE:

VERY GOOD _____ **AVERAGE** _____ **MARGINAL** _____ **UNSATISFACTORY** _____

COMMENTS ABOUT STUDENT, AS WELL AS YOUR OPINION OF THE CO-OP PROGRAM:

Employer Signature: _____

Student Signature: _____

Thank you for your participation in the CFCC Co-op Program



**COOPERATIVE EDUCATION
Orientation and Employability Skills Workshop
Attendance Sheet**

Name: _____

Mandatory Orientation

Date and Time Attended: _____

Presenter's Signature: _____

Resume Writing

Date and Time Attended: _____

Presenter's Signature: _____

Student Portfolios

Date and Time Attended: _____

Presenter's Signature: _____

Dress for Success

Date and Time Attended: _____

Presenter's Signature: _____

Revised: October 27, 2009

STUDENT CRITIQUE

Please return this evaluation to the division dean.

STUDENT NAME: _____ **MAJOR:** _____

EMPLOYER: _____

RATING OF CO-OP EMPLOYER:

Gives clear explicit instructions.
Willing to help; discusses things.
Encourages and supports career objectives.
Sensitive to problems and work attitudes.

Very Good	Average	Poor

RATING OF FACULTY FACILITATOR:

Listens to my ideas and problems.
Helps clarify my goals, assignments.
Available; office hours convenient.
Shows fairness and flexibility.

Very Good	Average	Poor

RATING OF CO-OP EXPERIENCE:

Challenging, varied or new tasks.
Learning about my strengths and weaknesses.
Building confidence in my abilities.
Experience will help me in the job market.

Very Good	Average	Poor

RATING OF WORKSHOPS:

Informative and interesting
Instructor was competent and prepared
Acquired new skills and competencies
Offered at convenient times with fair alternatives

Very Good	Average	Poor

PLEASE MAKE COMMENTS BELOW FOR HOW WE MAY IMPROVE THE CFCC CO-OP PROGRAM:

STUDENT SIGNATURE: _____ **DATE:** _____



Student's Name: _____

Student's Major: _____

Final Grade Sheet for Business/Technology Students

Co-op Assignment	Maximum Points	Points Earned
1. Co-op Performance <input checked="" type="checkbox"/> Employer Evaluations (20 Points) <ul style="list-style-type: none"> ○ <i>Mid-Term Evaluation (10 of 20 pts.)</i> ○ <i>Final Evaluation (10 of 20 pts.)</i> <input checked="" type="checkbox"/> Employer Letter Of Reference (5 Points)	25	
2. Program Objectives	30	
3. Resume and Cover Letter Assignment (5 points each)	10	
4. Employability Skills Workshops	5	
5. Work Ethic Assignments	5	
6. Thank You Letter to Employer	5	
7. Job Search Assignment	5	
8. Overall Professionalism of Manual	5	
9. Co-op Assessment Document (mandatory for business/technology division students)	5	
10. Student Portfolio	5	
11. Absence from Mandatory Co-op Orientation	-5	
TOTAL:	100	

This page is to be completed by your faculty facilitator.

I attest to contacting this student's employer and verifying the co-op work experience satisfied all CFCC requirements for course completion:

Faculty Facilitator Signature: _____

Date: _____

Revised: October 27, 2009



Name: _____

Major: _____

Alternate Final Grade Sheet for non-Business/Technology Students

Co-op Assignment	Maximum Points	Points Earned
1. Co-op Performance <input checked="" type="checkbox"/> Employer Evaluations (20 Points) <ul style="list-style-type: none"> ○ <i>Mid-Term Evaluation (10 of 20 points.)</i> ○ <i>Final Evaluation (10 of 20 points.)</i> <input checked="" type="checkbox"/> Employer Letter Of Reference (5 Points)	25	
2. Program Objectives	35	
3. Resume and Cover Letter Assignment (5 points each)	10	
4. Employability Skills Workshop	10	
5. Work Ethic Assignment	5	
6. Thank You Letter to Employer	5	
7. Job Search Assignment	5	
8. Overall Professionalism of Manual	5	
9. Absence from Mandatory Co-op Orientation	-5	
TOTAL:	100	

I attest to contacting this student's employer and verifying the co-op work experience satisfied all CFCC requirements for course completion:

Faculty Facilitator Signature: _____

Date: _____

Revised: October 27, 2009

Faculty Facilitator Roster

Faculty Facilitator	Co-op Program	E-mail Address	Bldg./Room Number	Phone Ext.
Vern Allen	Accounting ACG 1949	allenv@cf.edu	40/201	1563
Chuck Hiatt	Business Management, Marketing & Administration MAN 1949	hiattc@cf.edu	40/201	1299
Debra Towns	Computer Information Technology CGS 1949 Sec 1 – Hardware Track	townsd@cf.edu	40/201	1554
Lori Kielty	Computer Information Technology COP 1949 Sec 1 – Software Track	kieltyl@cf.edu	40/201	1383
Sally Douglas	Computer Information Technology CGS 1949 Sec 2 / COP 1949 Sec 2	douglass@cf.edu	40/201	1683
Greg Dawson	Criminal Justice CCJ 1949	dawsong@cf.edu	35/108B	1384
Sheriz Khan	Drafting and Design ETD 1949	khans@cf.edu	40/201	1674
Ed Niespodziany	Engineering Technology ETI 1949	niespode@cf.edu	40/201	1253
Julee McCammon	Elementary Education EDE 1949 (3sh) and EDE 2949 (6sh)	mccammonj@cf.edu		266-7217
Judy Downer	Equine Studies	downerj@cf.edu	11/112	1220
Marsha Pidherney	ANS 1949	pidhernm@cf.edu		1722
Robert DuMond	Golf Course Management GCO 1949	dumondb@cf.edu	14/102B	1351
Suzanne Garrett	Health Information Technology HIM1949 and HIM 2949	garretts@cf.edu	40/201	1466
Robert DuMond	Horticulture ORH 1949	dumondb@cf.edu	14/102B	1351
Nancy Abshier	Office Administration Co-op OST 1949 (Includes Legal Assisting, Medical Office Administration, Medical Records Transcription, Dental Office Management)	abshiern@cf.edu	40/201	1387
Carol W. Smith	Paralegal PLA 1949	smithc@cf.edu	40/201	1437
Karla Wilson	Psychology PSY 1949	wilsonkb@cf.edu	8-106G	1363
Karla Wilson	Social Services HUS 1948 (4sh) and HUS 1949 (3sh)	wilsonkb@cf.edu	8-106G	1363

