
Cooperative Work Experience

Spring 2012

Class day: Wednesdays
Class time: noon OR 5:45 pm
Class room: SH 210-2

Classroom Facilitator: Connie Nichols

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[Office Hours](#)

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General Information

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

What is Cooperative Education?

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

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

Faculty Coordinator Responsibilities

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

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

Student Responsibilities

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

Successfully fulfill job requirements.

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

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

- Assist student in development of five goals and objectives during the term of employment.
- Participate in initial and final site visit with student and faculty coordinator.
- Support the student during the duration of his/her employment and insure that he/she gains experience and learns as much as possible within practical limits.
- Sign timesheet.
- Submit a final evaluation at the end of the co-op semester.
- Communicate any program or student difficulties to the faculty coordinator.

Lecture Schedule

Date	Topic	Due Dates
1-18-12	Cooperative Education Overview	
1-25-12	Writing SMART Goals: Steps to Success Workplace Objective - Assignment	Training Station Agreement due 1-25-12
2-01-12 2-08-12	 <p style="text-align: center;">Mission Success</p>	Workplace Objective Assignment due 2-1-12
2-15-12	Communicating Non-defensively	Objectives signed document -due 2-15-12
2-22-12	Managing Your Boss	
2-29-12	Resumes - / Resumes	
3-7-12	Get Hired Interviewing Skills	Resume' due 3-7-12
3-14-12	Spring Break - No Class	
3-21-12	Resumes - continued	
3-28-12	Employee 101	
4-04-12	 <p style="text-align: center;">Stress Management Calm Effectiveness</p>	
4-11-12	<p style="text-align: center;">Time Management</p> <p style="text-align: center;">Interactive Assessment</p>	
4-18-12	Ethics in the Workplace - Reaction Paper Assignment	
4-25-12	Course Recap	Reaction Paper due 4-25-12
5-02-12	Luncheon	