

Student Name _____
COE _____ Section _____
Instructor _____

Cooperative Education Orientation

The following was explained and discussed during my Cooperative Education Orientation. I fully understand and agree to uphold the expectations of the Vance-Granville Community College Cooperative Education Program. (*Initials required*)

- _____ Explanation of the purpose of co-op.
- _____ Definition of a partnership.
- _____ Explanation of the enrollment process for co-op.
- _____ Requirements for successfully completing co-op.
- _____ Explanation of the Co-op Workbook.
- _____ Understanding the world of work and the importance of developing professional work habits.
- _____ Factors that affect job performance.
- _____ The importance of good grades and how they affect the ability to secure employment.
- _____ Sexual harassment and discrimination in the workplace.
- _____ VGCC expectations of co-op students.
- _____ Set follow-up appointment to review Measurable Learning Objectives.

As a Co-op student, I will be representing VGCC and will dress and behave in a manner befitting that honor at all times. I am aware that failure to uphold this standard and/or failure to follow the rules and regulations of my work location may result in my immediate dismissal from employment and the Cooperative Education Program. I will notify the Cooperative Education Coordinator immediately if a problem arises at my co-op worksite.

Student Signature

Date

Cooperative Education Coordinator Signature

Date

STUDENT CHECKLIST

You will need to meet with the Co-Op Coordinator about 2 weeks after the semester begins. **By that time, you are responsible for making sure the following forms have been completed (including signatures):**

1. Cooperative Education Agreement
2. Release Agreement
3. Placed Student Information Worksheet
4. Measurable Learning Objectives Worksheet
5. First 2 weeks of Time/Wage Report

In order for your final grades to be recorded, **your workbook must be turned in no later than the due date on the front of this book.** Please make sure all objectives have been met, all working hours have been completed, and each section of your book has been completed in full.

Your supervisor is responsible for completing 2 items in the workbook:

1. Checking and signing Time/Wage report
2. Employer's End of Term Evaluation

To ensure that you receive credit for co-op, be certain that ALL FORMS and SIGNATURES are complete.

If you have any electives left and would like to participate in Co-Op again next semester, **you must let us know in advance and let your advisor know when you register.**

Student Name _____
COE _____ **Section** _____
Instructor _____

Release of Information: Family Educational Rights & Privacy Act

VANCE-GRANVILLE COMMUNITY COLLEGE, in compliance with the Family Educational Rights and Privacy Act of 1974, releases no personal, identifiable information about students without the expressed written consent of the student. Exceptions to this practice are those types of information defined by law as “directory information”.

COOPERATIVE EDUCATION AGREEMENT

Student/Employee _____ Date _____

Student ID # _____ Semester _____ Curriculum _____

COE _____ Section _____

I Am Using My Current Employer: _____ Yes _____ No
Employer _____

Is This A Family Operated Business: _____ Yes _____ No

Supervisor _____ Phone _____
(Supervisor Evaluating Student's Co-op Work Experience Cannot Be Related to Student Unless a Family-Owned Business and Unavoidable – *Must Be Approved By Cooperative Education Coordinator*)

Employer Address _____

The following statements constitute the Agreement on which participation in the Cooperative Education Program at VANCE-GRANVILLE COMMUNITY COLLEGE is based:

Placement and Employment Procedures

VANCE-GRANVILLE COMMUNITY COLLEGE and the cooperating employer agree to observe placement procedures and employment practices which conform to all federal, state, and local laws and regulations (including nondiscrimination toward any participant or employee because of race, color, religion, sex, veteran's status, handicap, or national origin).

College Responsibilities

1. Assess the student's skills, capacities, and career objective.
2. Refer the student to an employer of interest.
3. Provide consultation and coordination between the student, the employer, and the college.
4. Approve and evaluate the student's MLO's for each training period.
5. Make arrangements for and conduct on-site visits with the co-op students and their immediate supervisor.
6. Determine a grade for the co-op experience and award college credit based on the student's performance and completion of required reports.

Employer Responsibilities

1. Provide a minimum of at least 160 or 320 hours of employment per semester/term depending on course credit assigned.

2. Provide an orientation of the student to the rules, regulations, written policies, dress, code, company expectations, and/or other pertinent information necessary to employees. This includes background checks, drug testing, and other standard procedures required of all new employees.
3. Identify a qualified employee to serve as the immediate supervisor who will assist the student in developing and evaluating the Measurable Learning Objectives that will be related to the student's academic studies, model a professional manner, and provide timely feedback to the student regarding his/her job performance.
4. Permit on-site visits by a college representative.
5. Notify the Cooperative Education Office at the college at least one week before any action that might result in the termination or change of employment status of the student.
6. Encourage the student to continue his or her higher education to completion.
7. Compensate co-op student at a level consistent with regular employees in a similar training situation.
8. Provide Worker's Compensation Liability Insurance for a co-op student during the entire work experience period.
9. Evaluate the student's performance during on-site visits and at the end of the semester/term.
10. Adhere to the Fair Labor Standards Act.
11. Give permission to use employer's name in co-op marketing/promotional materials.
12. Provide the student with a supervised, progressive, and meaningful work experience.
13. Assure a safe and healthy work environment.

Student Responsibilities

1. Dress in a professional manner appropriate for the job placement.
2. Report punctually and regularly for work.
3. Strive to do the best possible job for the employer.
4. Adhere, at all times, to the employer's work rules and regulations. Failure to do so may result in termination from the worksite and the Co-op program.
5. Notify the employer promptly if unable to work for any reason.
6. Develop Measurable Learning Objectives in conjunction with the immediate supervisor and faculty coordinator during the first two weeks of the work experience.
7. Be covered by adequate accident insurance.
8. Inform the college's Financial Aid Office of their co-op employment and report wages earned during the co-op work experience, if appropriate.
9. Maintain an attitude of helpfulness and goodwill.
10. Abide by the college's co-op rules and regulations and immediately report to the Cooperative Education Coordinator any problems occurring on the job or changes in job duties and responsibilities.

Student Name _____
COE _____ **Section** _____
Instructor _____

Statement of Cooperation

I fully understand the responsibilities of all parties involved in this Cooperative Education Agreement and shall strive to make this a successful learning experience. Further, the student grants permission for the employer to discuss the student's progress with the Cooperative Education Coordinator and/or Instructor.

Student Signature _____
Date

Cooperative Education Coordinator Signature _____
Date

Employer Signature _____
Date

Student Name _____
COE _____ Section _____
Instructor _____

RELEASE AGREEMENT

I, _____, understand that I have been
(print)
accepted for a Cooperative Education work assignment. The work and learn partnership
will involve VANCE-GRANVILLE COMMUNITY COLLEGE and _____
_____ (employer). I acknowledge that the college will assume
no financial responsibility in the event of any accident or illness suffered by said student
as a result of the student's educational activities while enrolled in the Cooperative
Education class at VANCE-GRANVILLE COMMUNITY COLLEGE.

I also understand that I am personally responsible for seeing that arrangements are made
through personal insurance or private funds to cover costs incurred for the medical,
surgical, or emergency treatment of an accident or illness suffered while involved in the
co-op partnership between the college and the employer. The presence of the student's
signature on this form acknowledges that the student understands the information stated
in the release agreement.

This agreement must be signed at the time of the initial enrollment in the Co-op Program.

Student Signature

Date

Cooperative Education Coordinator

Date

PLACED STUDENT INFORMATION WORKSHEET

(please print or type)

Date: _____

Student Name: _____
Last Name First MI

Student ID #: _____ **Phone:** _____

Present Mailing Address: _____
PO Box / Street
City State Zip

Curriculum Major: _____

Cooperative Education Coordinator: _____

Employer _____

Beginning Date of Employment: _____

Weekly Work Schedule: _____
Days Hours

Hourly Rate of Pay: _____

Semester Scheduled For Employment: _____ Fall _____ Spring _____ Summer

MEASURABLE LEARNING OBJECTIVES (MLO)

What are Measurable Learning Objectives (MLO)?

Measurable Learning Objectives refers to a set of statements which clearly and precisely describe what a student intends to accomplish during the work experience.

Why have Measurable Learning Objectives?

Cooperative Education is an academic program. Credit is granted not for working but for the learning that occurs as a result of working. Measurable Learning Objectives are the most effective method to assess the extent and value of this type of learning.

How to develop and write Measurable Learning Objectives?

Begin by reviewing the job duties and responsibilities with the supervisor at the work site. Note areas where you can gain or develop new skills, increase your knowledge, or improve your work ethic. It is important that you avoid broad general statements and confine your objectives to those that can be accomplished during a single semester/term.

Typically, an MLO combines four major variables in a single sentence. The variables or components are ACTIVITY, FORECAST, TIME FRAME, and EVALUATION. The activity is the desired outcome or expected achievement, the forecast is the proposed level of accomplishment, the time frame is the expected completion date, and the evaluation is the stated method of measurement.

EXAMPLE:

By the end of the term (TIME FRAME)

I will design and build a new chair (ACTIVITY)

that meets company construction specifications (FORECAST)

as evaluated by my job supervisor (EVALUATION)

An important element in the development of an MLO is the ACTION WORD. There are two such action words used in the examples above. The words are "design" and "build". Other action words are demonstrate, describe, develop, draw, discuss, operate, perform, summarize, recognize, etc.

Some important things to remember when preparing MLOs:

- a. Avoid broad, general objectives; make them specific, measurable and attainable by the end of the semester/term.
- b. Be sure you have the knowledge, skill, time and freedom to accomplish your objectives.
- c. Indicate the level of achievement which you expect to obtain, expressed whenever possible in numerical terms (e.g. increase speed by 15%).

Examples with Poor Objectives

- a. I will become a better sales person.
- b. I will learn how to use computers in a work environment.
- c. I will help wire a structure for light fixtures.

Examples with Acceptable Objectives

- a. By (date), I will increase my sales by 5 percent while keeping complaints at or below their present level as judged by the sales manager.
- b. By (date), I will correctly produce 5 letters using Microsoft Word as evaluated by (supervisor's name).
- c. By the end of the term, I will correctly wire and install a minimum of 10 florescent light fixtures as evaluated by my supervisor.

MEASURABLE LEARNING OBJECTIVES (MLO)

The Measurable Learning Objectives (MLOs) should clearly describe what a student plans to accomplish during the co-op work experience. The following examples should help co-op students prepare solid MLOs.

"By the end of the semester, I will perform the duties of a party chief to the satisfaction of my employer."

"By the end of the semester, I will draw maps in accordance with NCGS 47-30 as evaluated by my supervisor."

"By the end of the semester I will perform computations and calculations to reduce field data for surveying jobs as judged by my employer."

"By the end of my co-op term, I will be able to demonstrate proper body mechanics and be able to set up customers on the strength training system in a manner that meets the standards of my supervisor."

"By the end of the semester, I will be able to read, evaluate, and grade student's legal research papers under the supervision of and to the satisfaction of my supervisor."

"By the end of the semester, I will prepare and fill all sections of a divorce pleading that meets office specifications, as evaluated by my supervisor."

"By the end of the semester, I will master the art of speaking with clients on the phone and taking appropriate and complete messages that meet office specifications, as evaluated by my supervisor."

"By the end of the semester, I will be able to interpret the doctor's order forms from patient charts and transfer all necessary information to the medical administration forms for the nurses so they can carry out the orders of the doctor as evaluated by my supervisor."

"By the end of the semester, I will be able to schedule patient consultations per the doctor's request, discharge patients with all necessary medical forms for medications and instructions, and break down the patient's chart book upon discharge to include taking the patient out of the hospital's computer system as evaluated by my supervisor."

"By the end of the semester, I will be able to accurately balance charges and payments for each doctor at the end of the day."

"By the end of the semester, I will be able to prepare the correct hospital paperwork for major surgery cases."

"By the end of the semester, I will seek out foundations and other possible sources of funding for a program addressing the needs of the older adult substance abuse population as evaluated by my supervisor."

"By the end of the semester, I will demonstrate knowledge in observing behavior and recording significant observation in descriptive form, this will be evaluated by my supervisor."

"By the end of the semester, I will demonstrate a working knowledge of the host agency/institution by submitting an outline that includes mission statement, services, fees, and referral sources as evaluated by my supervisor."

"By the end of the semester, I will demonstrate increasing levels of skill in recording and interpreting observations of children in the classroom as evaluated by my supervisor."

"By the end of the semester, I will plan, facilitate, and document an extended learning experience for children as evaluated by my supervisor."

"By the end of the semester, I will be able to demonstrate proper pruning techniques for small trees which meets the standards of the industry as evaluated by my supervisor."

"By the end of the semester, I will be able to perform preventive maintenance on equipment and return equipment back to service as evaluated by my supervisor."

"By the end of the semester, I will be able to work safely and follow safety guidelines set forth by my company as evaluated by my supervisor."

Insert
CURRENT JOB DESCRIPTION
here.

Please type on a clean sheet of paper.
Your MLO's should not be included in your current job
description unless it specifies that you will assume those
duties after accomplishing the MLO that applies.

Student Name _____
COE _____ Section _____
Instructor _____

COOPERATIVE EDUCATION
MEASURABLE LEARNING OBJECTIVES WORKSHEET
(STUDENT PLACED WITH CURRENT EMPLOYER ONLY)

New Responsibilities During Cooperative Education Placement:

The Measurable Learning Objectives (MLOs) must clearly be based on your new responsibilities that will be accomplished during your work term. They must be reviewed by your supervisor (who can suggest modifications) during the first two weeks of the term and approved by the Cooperative Education Coordinator. At the end of the work term, your supervisor will evaluate how well you accomplished each of the objectives. The suggested number of MLOs to complete is 2-3.

MLO 1:

MLO 2:

MLO 3:

Student Signature

Date

Employer Signature

Date

Cooperative Education Coordinator Signature

Date

Student Name _____
COE _____ Section _____
Instructor _____

COOPERATIVE EDUCATION
MEASURABLE LEARNING OBJECTIVES WORKSHEET
(STUDENT PLACED WITH NEW EMPLOYER ONLY)

The Measurable Learning Objectives (MLOs) must clearly describe what you intend to accomplish during your work term. The MLOs must be reviewed by your supervisor (who can suggest modifications) during the first two weeks of the term and approved by your Cooperative Education Coordinator. At the end of the work term, your supervisor will evaluate how well you accomplished each of the objectives. The suggested number of MLOs to complete is 2-3.

MLO 1: _____

MLO 2: _____

MLO 3: _____

Student Signature _____ Date _____

Employer Signature _____ Date _____

Cooperative Education Coordinator Signature _____ Date _____

Student Name _____
 COE _____ Section _____
 Instructor _____

TIME/WAGE REPORT page 2 of 3

Month: _____ Year: _____

	S	M	T	W	Th	F	S	Total hrs	Weekly Wages
Monthly Total									

Summary of monthly tasks performed: _____

I certify that the above time report is a true statement of the hours worked this month.

I certify that the above time report is a true statement of the hours worked this month.

 Student Signature Date

 Employer Signature Date

Month: _____ Year: _____

	S	M	T	W	Th	F	S	Total hrs	Weekly Wages
Monthly Total									

Summary of monthly tasks performed: _____

I certify that the above time report is a true statement of the hours worked this month.

I certify that the above time report is a true statement of the hours worked this month.

 Student Signature Date

 Employer Signature Date

Student Name _____
COE _____ Section _____
Instructor _____

**COOPERATIVE EDUCATION
ON-SITE VISITATION WORKSHEET (page 1 of 3)**

Date of Visit: _____

Student Name: _____
Last First MI.

Curriculum Program: _____

Course: COE _____ Section _____ FALL SPRING SUMMER 20_____

Employer: _____

Address: _____

Supervisor Name: _____

Cooperative Education Coordinator Name: _____

I. Interview between supervisor and Cooperative Education Coordinator:

a. Does this co-op student fully understand the assigned responsibilities? ___ Yes ___ No
(If "no", please explain.)

Comments:

b. Does this co-op student have the knowledge to competently perform the assigned responsibilities? ___ Yes ___ No (If "no", please explain.)

Comments:

c. Has this co-op student helped to meet the needs of your department? ___ Yes ___ No
(If "no", please explain.)

Comments:

d. Rate this co-op student's overall job performance so far.

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor
(If rated "Very Good" or "Very Poor", please explain.)

Comments:

Student Name _____
COE _____ Section _____
Instructor _____

ON-SITE VISITATION WORKSHEET (page 2 of 3)

II. Cooperative Education Coordinator and Employer Evaluation of Co-op Student's Performance at this time:

If rated "Very Good" or "Very Poor", please explain.

a. Appearance

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

b. Punctuality / Dependability

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

c. Subject knowledge

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

d. Quality of work

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

e. Quantity of work

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

f. Attitude towards work assignments

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

g. Interaction with co-workers

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

h. Interaction with supervisor

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

i. Leadership ability

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

___ Not Applicable At This Time

Do you have any concerns regarding the student's job performance that need to be addressed at this time? ___No ___Yes (Please explain.)

Employer Signature

Date

Cooperative Education Coordinator Signature

Date

Student Name _____
COE _____ Section _____
Instructor _____

ON-SITE VISITATION WORKSHEET (page 3 of 3)

III. Interview between co-op student and Cooperative Education Coordinator:

a. Is your co-op work assignment consistent with the initial job description?
___ Yes ___ No (If "no", please explain.)

Comments:

b. How are you able to relate your co-op assignment to your class work?

Comments:

c. How are you challenged by your co-op work assignments?

Comments:

d. How do you think this co-op work assignment will help you meet some of your career goals?

Comments:

e. Have you encountered any problems related to your Measurable Learning Objectives?
___ Yes ___ No (If "yes", please explain.)

Comments:

f. Rate this co-op work assignment so far.

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

If rated "Very Good" or "Very Poor", please explain.

Comments:

Student Signature

Date

Cooperative Education Coordinator Signature

Date

(Note: This is to be completed independently by the student's supervisor at the end of the term.)

**COOPERATIVE EDUCATION
EMPLOYER
EVALUATION OF STUDENT (END-OF-TERM)
WORKSHEET**

Date of Evaluation: _____

Student Name: _____
Last First MI.

Curriculum Program: _____

Course: COE _____ Section _____ FALL SPRING SUMMER 20_____

Employer: _____

Address: _____

Supervisor Name: _____

Cooperative Education Coordinator Name: _____

Please evaluate the co-op student objectively, as compared with other students of similar academic level, with other personnel assigned similar jobs, or with individual standards.

I. Evaluation of Co-op Student's Performance at completion of the term:

If rated "Very Good" or "Very Poor", please explain.

a. Appearance

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

b. Punctuality / Dependability

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

c. Communication skills

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

d. Subject knowledge

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

e. Quality of work

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

f. Quantity of work

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

Student Name _____
COE _____ Section _____
Instructor _____

g. Attitude towards work assignments

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

h. Interaction with co-workers

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

i. Interaction with supervisor

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

j. Leadership ability

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor
___ Not Applicable At This Time

k. Potential for future development in this career

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

II. Describe the co-op student's strengths.

III. Provide suggestions for improvement in the student's performance.

IV. Please provide a percentage grade (0-100%) of the co-op student's job performance. _____

V. Do you have comments or suggestions regarding the cooperative education program?

VI. Would you be willing to serve as a placement site for another co-op student in the future?

___ Yes ___ No

Employer Signature

Date

Cooperative Education Coordinator Signature

Date

Student Name _____
COE _____ **Section** _____
Instructor _____

4. Identify areas of significant job-related learning not included in the objectives. Use additional pages if required.

5. Describe any significant positive or negative experiences that helped you learn during your co-op work assignment. Use additional pages if required.

6. Explain how your co-op work assignment has helped in your efforts to accomplish your career goals. Use additional pages if required.

7. Describe ways that your supervisor contributed to your learning and professional growth. Use additional pages if required.

8. Describe the training that was available. Use additional pages if required.

9. Describe any feedback from your employer concerning your performance on the job.

10. Would you accept a position with this employer after graduation?
 Very Likely Likely Uncertain Not Likely
Please explain:

11. Would you recommend this position for other co-op students? Yes No
Please explain:

Student Signature _____
Date

Cooperative Education Coordinator Signature _____
Date

