

COOPERATIVE WORK EXPERIENCE WINTER QUARTER 2009 SYLLABUS

OLYMPIC COLLEGE
Cooperative Education and Internship Program
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YOUR CO-OP FACULTY ADVISOR: _____ (see back)

REQUIREMENTS: This is a contracted work experience coordinated with employer, faculty and student to meet specific learning objectives taken in conjunction with the Co-op Seminar 111 (the first quarter only). Students may earn one (1) credit for every 30 hours of supervised work experience during the quarter (1-13 credits available).

NOTICE: A Co-op Orientation for new Co-op students is held the first Tuesday of the quarter at 7:30 p.m. in **TEC 111, OCP 105, or OCS/PB 003**. Thereafter, Seminar assignments are online via Blackboard at www.waol.org (**User ID:** waol + SID#; **Password:** first 5 letters of your last name). Instructions for completing the Co-op Work Experience paperwork are listed in the student information handbook. Please be advised that it is **YOUR** responsibility to insure that the **Co-op Faculty Advisor** receives all completed forms by the established timeline with both employer and student signatures. Failure to submit forms and/or incomplete or missing paperwork **WILL** result in a **lower grade**. Co-op forms are also available online at www.olympic.edu/Internship. If online forms are used, student must make copies for distribution.

IMPORTANT DATES

1. **Jan 6, 2009** Co-op Registration due prior to or day of orientation session. Submit to Co-op Office.
2. **Jan 12, 2009** Employer Training Contract (off-campus employers only; on-campus students must complete OC forms) and Position Description due. Submit to Co-op Office.
3. **Jan 20** Training Agreement and Learning Objectives due. Submit to Co-op Faculty Advisor after employer/student signatures.
3. **Jan - Mar** Journal/Log of Hours due every two weeks. Submit to Co-op Faculty Advisor.
4. **Mid - Feb** Work Site visit mid-quarter. Student coordinates a visit for your Co-op Faculty Advisor.
5. **Mar 13** Student and Employer Evaluations due one week before finals and/or end of term. Submit to Co-op Faculty Advisor. ***NOTE: Quarter Ends March 19**

EVALUATION

TRAINING AGREEMENT (10 % of Grade): All information in Student and Employer sections must be complete.

LEARNING OBJECTIVES (20 % of Grade): Clearly stated learning objectives (one for each credit) agreed upon and signed by you, your Co-op Faculty Advisor and employer. Must clearly indicate what you are going to accomplish; how you are going to accomplish it; and how you can measure the results.

STUDENT EVALUATION: (10% of Grade): Your own assessment of your performance.

EMPLOYER EVALUATION (25% of Grade): An evaluation of your performance by your employer. We ask them to complete the form and discuss your progress with your Co-op Faculty Advisor during the work site visit.

WORK JOURNAL/LOG OF HOURS (25% of Grade): Make journal entries each day of work. List key activities you performed which relate to your objectives; reflect on the experiences and record your impressions; describe what you learned from these activities; and summarize your strengths, areas needing improvement and skills.

WORK SITE VISIT (10% of Grade): Coordinate a visit to your work site for your Co-op Faculty Advisor to meet with you and your supervisor.

GRADING SCALE

(95-100 %)	3.9-4.0 — A	(85-86 %)	3.1-2.9 — B	(74-76 %)	2.1-1.9 — C	(65-68 %)	1.1-0.9 — D
(90-94 %)	3.5-3.8 — A-	(80-84 %)	2.8-2.5 — B-	(70-73 %)	1.5-1.8 — C-	(60-64 %)	0.8-0.7 — D-
(87-89 %)	3.4-3.2 — B+	(77-79 %)	2.4-2.2 — C+	(67-69 %)	1.2-1.4 — D+	Below 60 %	0.0 — F