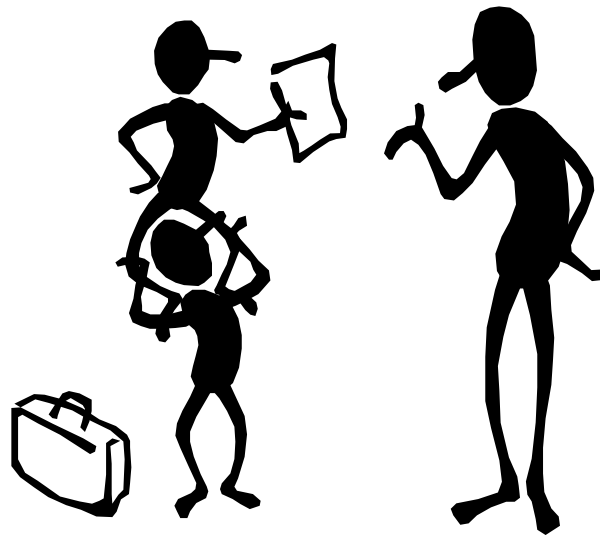


COOPERATIVE WORK EXPERIENCE EDUCATION



STUDENT GUIDE

**SPRING SEMESTER 2009
MERRITT COLLEGE**

THINGS TO REMEMBER

COOPERATIVE Work Experience Education is an Independent Study Course. It is your responsibility to read the information provided in the guide and other correspondence you will receive throughout the semester...then follow the directions as indicated.

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*Orientation Session:	January 28th	Room R-105
Verification of Employment		February 2, 2009
Learning Objectives		February 10, 2009
Mid-Semester Progress Report		March 17, 2009
Verification of Enrollment		April 25, 2009
Performance Review		Determined by employer (Not later than May 14, 2009)
Term Report		May 22, 2009

***Attendance at one orientation session IS MANDATORY**

COOPERATIVE WORK EXPERIENCE EDUCATION

INTRODUCTION

Cooperative Work Experience Education is part of the Instructional Program at Merritt College. The concept of the program is based upon the value of integrating classroom curriculum with academically related work experience. The Cooperative Work Experience Education Program involves students, employers and faculty. The program provides students with an opportunity to earn college credit for work experience in business, industry or public service as a PAID or VOLUNTEER employee and the completion of college projects.

In keeping with the philosophy of the program, the Cooperative Work Experience Education Program is an independent study program centered around the student and committed to growth, using productive work experience as a means of learning achievement. The concept recognizes the value of the partnership between the college and the community in assisting the learner to grow and develop. The goals of the Cooperative Work Experience Education Program are:

1. To insure that experiential activities are the core of the college experiences of students;
2. To assist students with finding meaning in their academic pursuits;
3. To assist students with completing instructional projects and activities related to on-the-job experiences;
4. To assist students with developing and improving skills or abilities which are important to their employment; and
5. To promote and expand working relationships with the community.

GUIDELINES

In order to earn credit for your work experience which is related to your field of study, the following guidelines must be met:

1. Students must have current employment (student arranged); self-employment **DOES NOT** qualify.
2. Work place must be approved by your instructor.
3. Employer must be willing to work with students and cooperate with college staff.
4. Students may enroll in between 1 and 3 units per semester and must complete the hours-of-work requirement for the number of units for which they enroll (see below). There is no requirement to be enrolled in courses other than COPED to participate.
5. It is recommended that enrollment includes at least one course in the major field of study.
6. Students must be able to work independently, willing to complete all necessary academic assignments and submit them by designated deadlines.

WHAT IS COOPERATIVE WORK EXPERIENCE EDUCATION?

Cooperative Work Experience Education (COPED) is an academic program in which a student gains knowledge of through practical work experience and the completion of written assignments by selection one of two options.

OPTION 1 – OCCUPATIONAL WORK EXPERIENCE EDUCATION (1-4 UNITS)

Designed for students who are majoring in occupational disciplines and have supervised employment related to the academic major.

OPTION 2 – GENERAL WORK EXPERIENCE EDUCATION (1-3 UNITS)

Designed for students who are non-occupational majors and have supervised employment which is unrelated to academic major.

Both options allow an opportunity to earn elective course credit for employment while pursuing a chosen career and serves to assist with the development and improvement of job performance and academic progress.

HOW DO I QUALIFY?

1. Must have current **PAID** or **VOLUNTEER** employment (Self-employment **DOES NOT** qualify).
2. Must have **current enrollment at Merritt College** in a minimum of **7 semester units** including COPED units.
3. Employer must agree to participate in the program (**student is responsible for arranging**).
4. Must attend **ONE** scheduled Orientation Session
5. Ability to work independently in completing assignments.

HOW ARE UNITS EARNED?

One to three units of credit may be earned in a semester period, based on the total **NUMBER** of hours worked during the semester.

HOW DO I ENROLL IN COOPERATIVE EDUCATION?

Students who are eligible to enroll in COPED should **(1) SELECT** one of the courses listed based on employment and major; **(2) REGISTER** for number of units based on hours of work you can verify; and **(3) ATTEND ONE** required orientation session.

HOW TO DETERMINE UNITS FOR REGISTRATION?

The number of UNITS for which you are eligible to register are determined based on the TOTAL number of anticipated work hours for the semester period.

Example: 20 work hours per week x 18 (number of weeks in semester) = 360 total Hours; register for 4 units PAID or VOLUNTEER employment

PAID EMPLOYMENT

75 hours = 1 unit
150 hours = 2 units
225 hours = 3 units

VOLUNTEER EMPLOYMENT

60 hours = 1 unit
120 hours = 2 units
180 hours = 3 units

VERIFICATION OF EMPLOYMENT

A verification of employment form will be mailed to your supervisor immediately following your attendance at an Orientation Session. This form must be completed and returned immediately to your COPED Instructor. Since eligibility of COPED is based on current employment and the total number of hours of work, failure to submit proof of such may result in your being dropped from the course.

MAXIMUM COPED HOURS

A Student may take COPED four (4) semesters earning 1-3 units each time.

WHAT YOU NEED TO KNOW ABOUT REQUIREMENTS FROM YOUR EMPLOYER

Your employer must agree to participate in the Merritt College Cooperative Work Experience Education Program. You must make this arrangement immediately.

You must have a designated supervisor. Your supervisor will be the person responsible for your on-the-job supervision and completing the necessary requirements for the college throughout the semester. You must know and provide, in writing, the complete name, address and telephone number of your supervisor.

A form, VERIFICATION OF EMPLOYMENT HOURS, will be mailed to your supervisor immediately following your attendance at the Orientation session. This form **MUST** be returned from your supervisor but no later than February 3rd. It is important for your supervisor to provide the total number of hours **INTENDED** for you to work for the semester period.

After you identify your preliminary learning objectives, discuss them with your supervisor and obtain approval. Submit the “Draft” to your COPED Instructor for review.

Once your learning objectives “Draft” has been reviewed by your COPED Instructor, a copy will be returned to you with the “official” form. Prepare the “official” form and obtain signature of your supervisor before submitting.

Your supervisor will be contacted by the COPED Instructor at least once during the semester to discuss your progress.

Your supervisor will be asked to provide the college with a Review and Rating of the accomplishment of your learning objectives and your work performance. The Performance Review Form will be mailed directly to your supervisor and it is expected that the supervisor will complete the form and return it directly to your COPED instructor. **THE PERFORMANCE REVIEW FORM CANNOT BE HAND DELIVERED BY YOU UNDER ANY CIRCUMSTANCES. IT MUST BE MAILED DIRECTLY FROM YOUR SUPERVISOR TO YOUR COPED INSTRUCTOR.**

Finally, remember it is your responsibility to complete all course requirements, meet all necessary deadlines and request your supervisor to meet necessary deadlines.

DIRECTIONS FOR COMPLETING AND SUBMITTING LEARNING (JOB ORIENTED) OBJECTIVES

- 1. Prepare the “Draft” Learning (Job Oriented) Objectives on the FORM you were given during the Orientation Session; if you lose the form, you may obtain another from you COPED instructor. NO OTHER FORM WILL BE WILL BE ACCEPTABLE**
- 2. Discuss your proposed Learning Objectives with your supervisor and obtain approval.**
- 3. Type and submit the “Draft” Learning Objectives (Job Oriented) to you COPED Instructor immediately but no later than the deadline date; supervisor does not need to sign the “Draft.” Failure to type, sign, or to submit a neat, clean paper will result in a reduction in points.**
- 4. Your COPED Instructor will review you objectives, make comments and suggestions for revision and return to you by mail. If you fail to submit the “Draft” of Learning (Job Oriented) Objectives by the deadline, you will not receive the “OFFICIAL” form or any additional correspondence. This means that you should drop the course.**
- 5. Revise the Learning Objectives, as needed, and Type them on the “official” form you receive in the mail. If Learning Objectives do not need revision, simply TYPE as originally submitted on “official” form.**
- 6. Obtain the signature of your supervisor on this “Official” form and submit to your COPED Instructor by the designated deadline; forms received by the deadline without being properly signed by you and/or your supervisor will be considered LATE and not acceptable for points.**
- 7. Learning Objectives submitted after the deadline without prior approval from the instructor will receive a 15 point reduction.**

PLEASE KEEP PAPERS NEAT AND CLEAN

PLANNING LEARNING (JOB ORIENTED) OBJECTIVES

Through Cooperative Work Experience Education, it is expected that your employment will include new or expanded responsibilities or learning opportunities beyond those experienced during previous periods of employment and semesters.

The kind of experience you will have in the Cooperative Work Experience Education will depend on how well you prepare for the semester. Your efforts should prove to be both interesting and worthwhile by **WORKING CLOSELY WITH YOUR SUPERVISOR AND YOUR INSTRUCTOR** at the beginning of the semester to set realistic and meaningful objectives. The objectives that are selected and agreed upon by your supervisor will be instrumental in helping you obtain the expanded knowledge and skills on the job and in your course of study. Simply stated, learning objectives set your plan for the learning that will take place on your job. Your progress towards meeting these objectives is one of the important factors in determining the satisfactory completion of the COPED course.

It is important that you ask yourself this question before selecting your plan for the semester: **DO I KNOW WHAT A LEARNING OBJECTIVE IS?** If you are not sure, the following definition will be of help:

A LEARNING OBJECTIVE IS A GOAL THAT YOU SET FOR YOURSELF TO BE ACCOMPLISHED THROUGH YOUR WORK EXPERIENCE. IT WILL REQUIRE THAT YOU LEARN OR MAKE USE OF SOME NEW BEHAVIOR PATTERNS, SKILL OR INFORMATION. A GOOD LEARNING OBJECTIVE WILL BE:

1. Understandable - something which can be clearly identified
2. Challenging - difficult enough to stimulate interest
3. Achievable - realistic enough to be done
4. Measurable - results can be seen or proven

Learning objectives may be of the following types:

A. CREATIVE - Finding new things to do; doing things a new way

Example:

1. Investigate and prepare a report on the installation of a new bookkeeping system or the computer application of some aspect of company operation such as inventory control.

B. PROBLEM-SOLVING – Identifying some existing problem and finding a solution.

Examples:

1. Perhaps a number of customers have complained of waiting for service. You may seek a solution through developing a new employee scheduling system or a new way of processing orders.

PLANNING LEARNING OBJECTIVES CONTINUED

Example:

2. Perhaps equipment is breaking down too often. You may seek a solution through an improved maintenance procedure or consider a new piece of equipment. While you may not be in a position to actually make the change, you can prepare a report describing the problem and make suggestions to management as to how the problem could be solved.

C. ACQUISITION OF NEW KNOWLEDGE OR SKILL – Increasing your usefulness

Example:

1. You may be a retail clerk in a shoe department and set higher goals or ask to be moved to other departments to learn new merchandise.
2. You may wish to learn new computer applications to improve job proficiency.

D. PERSONAL IMPROVEMENT – Develop and/or change personal behaviors, patterns or social skills which will allow you to perform better in the work situation (excluding personal appearance).

Example:

1. You may be an instructional aide in a third grade classroom. It is important for you to develop the level of patience and skill to work with young learners.

Establish Three Suitable Learning Objectives

1. Identify **new knowledge** to be learned or **new skills** to be developed.
2. Make the objective **SPECIFIC** and **MEASURABLE** (by you and your supervisor). This is necessary in order for progress to be readily identified at the end of the semester.
3. **Be sure you have enough time and freedom to acquire the new knowledge and/or develop the new skill within the semester period.**
4. Seek the assistance of your supervisor in selecting objectives before submitting them to your COPED instructor. Keep the supervisor informed of your progress. The supervisor is the key to this being a rewarding experience.

PLANNING LEARNING OBJECTIVES CONTINUED

Six Key Elements of Measurable Learning Objectives

1. State the task to be accomplished
2. Indicate how the task will be accomplished
3. Know how the task will be evaluated (measured) and by whom
4. Determine when the task is to be completed
5. Always make a COMPLETE statement
6. Use an ACTION word to state the objectives

Steps to Follow

1. Write an accurate job description of your work duties
2. Identify possible new or expanded learning opportunities
3. Prepare an outline of your learning objectives
4. Discuss your ideas with your supervisor
5. Prepare a DRAFT of your preliminary learning objectives
6. Prepare the OFFICIAL learning objectives

Procedures for Submitting Learning (Job Oriented) Objectives

1. Learning objectives must be RELATED to job duties (personal career goal or personal appearance objects are not acceptable).
2. Learning objectives must be approved and agreed upon by your supervisor.
3. Submit the typewritten "DRAFT" of your learning objectives on the "DRAFT" form supplied to you by your COPED instructor for evaluation and approval (no other form is acceptable).
4. The COPED instructor will review the learning objectives based on your job duties. The instructor will make comments and /or suggestions for improvement.
5. After approval of the learning objectives by your COPED instructor, you will be mailed the "DRAFT" and "OFFICIAL" form on which to transfer the revised objectives agreed upon by you, your supervisor and the instructor.
6. You will not be mailed the "OFFICIAL" form should you fail to submit the "DRAFT" objectives for approval.
7. Obtain the signature of your supervisor, you sign, and submit the "OFFICIAL" typewritten form to the COPED office by the designated deadline. Points received will be based on submittal of a neat paper by the deadline and on the accomplishment of objectives at the end of the semester, per evaluation of your supervisor.

TERM REPORT GUIDELINES

In order to receive credit for COPED, you must submit the Term Report prepared according to the guidelines. Failure to submit the report will result in your receiving a “NC, I or F” Grade.

The report should be a MINIMUM OF 1 ½ PAGES, NO MORE THAN TWO. The paper must be clean and neat. Term reports which do not follow stated guidelines and submitted on paper which is not neat will receive 0” points. PLEASE INCLUDE A TITLE PAGE.

The term report is a self-evaluation report indicating the extent to which the learning objectives (job oriented) selected at the beginning of the semester were achieved. The primary purposes of the report are to show the extent of learning and how this learning related to your academic study. Learning is the basis of awarding credit for college coursework.

Format Procedure

The term report is to be in ESSAY (narrative) form. The paper must be TYPEWRITTEN as indicated below:

1. Type on 8 1/2 x 11 bond paper.
2. Leave a two-inch top margin on page 1, one-inch on other pages.
3. Double space; indent paragraphs 5 spaces from left margin.
4. Use correct grammar and sentence structure; avoid the use of contractions.
5. The report must be a minimum of 1 1/2 (maximum of three) pages in length. (DO NOT INCLUDE COPIES OF FORMS OR OTHER MATERIALS.).
6. Provide a title page which includes heading and your name.

COURSE REQUIREMENTS AND GRADING

Cooperative Work Experience Education is a letter grade course. Letter grades will be assigned based on the completion of course requirements submitted by the due dates as indicated. The due dates represent the last possible date on which to submit completed assignments. **ASSIGNMENT WILL NOT BE ACCEPTED FOR CREDIT AFTER THE DUE DATES AND THERE WILL BE NO POINTS.**

	Description	Maximum Points	Due Dates
	ORIENTATION SESSION Attendance at ONE Orientation Session and the completion of an application is REQUIRED of all students.	10	See Pg 3
I.	EMPLOYMENT VERIFICATION An employment verification form verifying employment and the total number of hours you worked during the semester must be signed and submitted by your supervisor.	0	See Pg 3
II.	LEARNING OBJECTIVES (JOB ORIENTED) Develop and submit THREE new job related learning objectives following the guidelines on page 8 of this handout. You and your supervisor are to sign the Learning Objectives form. Remember to keep a copy for yourself.	60	See Pg 3
	Rating: Outstanding 54-60 Good 48-53 Average 42-47 Below Average 0-41		
IV.	SEMESTER PROGRESS REPORT Submit a short typewritten statement which explains your progress with the learning objectives you and your supervisor identified earlier.	10	See Page 3

COURSE REQUIREMENTS AND GRADING CONTINUED

V. PERFORMANCE REVIEW 30

Your supervisor will be requested to provide an evaluation of your work performance as related to you learning objectives and work characteristics.

Rating:	Outstanding	25-30
	Good	20-24
	Average	15-19
	Below Average	0-14

VI. TERM REPORT 90

Prepare a report evaluating your ability to accomplish the stated Learning Objectives (Job Oriented).

This report must discuss what you accomplished, what you learned, how it related to your academic study, and the benefit to your employer and/or you as a consequence of having participated in the program. Follow the format provided.

Rating:	Outstanding	81-90
	Good	71-80
	Average	69-70
	Below Average	0 - 68

FINAL GRADE

POINTS	GRADE
191-200	A
181-190	B
171-180	C
150-170	D
149-below	F