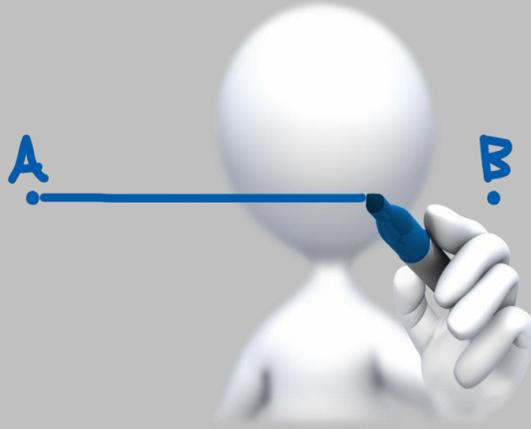


# COOPERATIVE EDUCATION



# POLICY & PROCEDURES MANUAL

Revised 6/2014

Pensacola State College does not discriminate against any person on the basis of race, ethnicity, national origin, color, gender/sex, age, religion, marital status, disability, sexual orientation or genetic information in its educational programs, activities or employment. For inquiries regarding nondiscrimination policies, contact the Associate Vice President of Institutional Diversity at (850) 484-1759, Pensacola State College, 1000 College Blvd., Pensacola, Florida 32504.

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## Introduction

The Cooperative Education (Co-op) Program is based on a partnership between Pensacola State College, the business community and students. The Co-op Program offers academic or vocational credit for each semester worked. The program offers both alternating (full time) and parallel (part time) work schedules. Each student must complete specific requirements prior to being assigned to a co-op work site. Students must complete four objectives related to their program of study for each working semester. Students must maintain a minimum grade point average throughout their co-op experience. Students earn credit while working a part time or full time in positions that are directly related to their academic and career goals.

This Policy and Procedures Manual is a combination of existing college policies and procedures that are taken from the Cooperative Education Student, Employer and Co-op Departmental Advisor's (CDA) Handbooks. The policies set forth within this manual are subject to review and revision at the college's discretion. The Cooperative Education Program is administered through the Student Job Services (SJS) Office at Pensacola State College.

# POLICIES:

## Definition of Cooperative Education

The Cooperative Education (Co-op) Program integrates on-the-job work experience with academic studies. Students earn credit while working in part time and full time positions directly related to their academic and career goals.

## Admissions Requirements

### Minimum Qualifications:

Before being placed on a Co-op work assignment, each student must meet the following general Co-op program requirements:

- Be enrolled in at least a half-time status.
- Have a minimum of 12 semester hours completed. These can be from any accredited college and should be within the current academic major.
- Have and maintain a minimum 2.5 grade point average (GPA).
- Attend an individual or group orientation presented by Co-op staff.
- Any course, not already established for Co-op, must receive prior approval for a course substitution by a Department Head.
- Satisfy any additional Co-op, academic coursework and/or employer related requirements.

**Note:** Students may have attended college previously with a low GPA. The previous GPA can be waived, if the student's current GPA is a 2.5 or better. If a working student falls below the required GPA, they will be placed on one semester of Co-op Academic Probation. If their GPA does not improve at the end of the semester, they will be terminated from the program.

## 2+2 High School (Business Co-op Education & Distributive Co-op Education) Transfer Qualifications

Students participating in a high school Co-op Program may have the minimum 12 semester hours completed requirement waived provided they:

- Provide a certified copy of their high school transcript indicating a cumulative 2.5 GPA.
- Provide Co-op staff with a letter of recommendation from their BCE/DCT coordinator.
- Provide Co-op staff with a letter of recommendation from their BCE/DCT employer.

## Cooperative Education Credit

### College Credit - Curriculum Committee Policy

On November 19, 1992, the Curriculum Committee approved changing Cooperative Education credit to variable college credit (1, 2, 3) semester hours. The Curriculum policy asserted that "Implementing variable credits will allow students greater flexibility in registering for appropriate college credit to count towards their degree. The variable

credit will allow students financial latitude when Co-op credit will not count towards their degree and will eliminate the past practice of students mixing vocational Co-op credit with college credit."

**Associate of Arts** students may count up to three (3) college credits of Co-op toward the elective credits requirement (with prior approval through the course substitution process). **Under no circumstances may a student substitute Co-op credit for general education requirements.** Students must complete a minimum of:

135 working hours = 3 semester hours of credit  
90 working hours = 2 semester hours of credit  
45 working hours = 1 semester hour of credit

**Associate of Science** students may count up to six (6) college credits of Co-op toward elective credits unspecified or "in-field" as outlined in program of study. Students must complete a minimum of:

135 working hours = 3 semester hours of credit  
90 working hours = 2 semester hours of credit  
45 working hours = 1 semester hour of credit

If the Associate of Science program contains a work experience component, an equal number of in-field Co-op credits may be substituted and counted toward graduation upon final approval of the appropriate Department Head (course substitution required). **In no case may co-op credits be substituted for general education credits.**

College Credit - Course Syllabus

<b>Course Number:</b>	Cooperative Education
<b>Credit Hours:</b>	3, 2, or 1 credit hour(s) (variable credit)
<b>Contact Hours:</b>	135 (3 credits); 90 (2 credits); or 45 (1 credit)
<b>Laboratory Fee:</b>	None
<b>Prerequisites:</b>	Must be qualified and approved through the SJS Office.
<b>Corequisites:</b>	None
<b>Catalog Description:</b>	Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet academic and Co-op departmental requirements before qualifying for placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress.

The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work assignment.

**Required Textbook(s):** None

- Supplemental Materials:
1. Learning Contract - Each student will meet with their Co-op Faculty Advisor at the beginning of each work assignment to create and formalize at least four (4) learning objectives related to the work experience and the student's major. The objectives must be approved by the Co-op staff, the employer, and the student's Faculty Advisor. (Exhibit 2)
  2. Work Agreement - Each student will complete the work agreement form at the beginning of each work term. The work agreement is a formal understanding among student, employer, and Pensacola State College, specifying work hours, salary, and position of the Co-op student. (Exhibit 1)
  3. Project Report - A comprehensive report will be completed by the student at the end of each work assignment. The report summarizes learning objectives and other work experiences. The report should be at least one page in length.
  4. Employer Evaluation - Each student must turn in a Co-op Employer Evaluation Form at the end of each work assignment. The evaluation must be completed by the student's employer/superior and should be discussed with the student and Faculty Advisor. (Exhibit 3)

**Special Requirements:** Each student must complete all qualification requirements and be officially approved by the Co-op staff prior to any work assignment.

**Major Learning Outcome:**

The Co-op work experience provides enhancement of work related skills and increased professional development. Each student should be able to demonstrate the specific skills as outlined in the Learning Contract by the end of the work assignment. These skills will be detailed in the Project Report and supported by the Employer Evaluation.

**Evaluation:** The Faculty Advisor will assign a Pass/Fail grade at the end of each work assignment. The grade will be based on the student's progress in achieving Learning Objectives, Project Report, Employer Evaluation, and any additional requirements. Co-op course credit is recognized as official college credit and is evaluated in accordance to college policy.

Vocational Credit - Course Syllabus

**Course Number:** Cooperative Education-COS 0946

**Credit Hours:** 4 credit hours (Certificate is converted to clock hours)

**Contact Hours:** 150

**Laboratory Fee:** None

**Prerequisites:** Must be qualified and approved through the SJS Office.

**Corequisites:** None

**Catalog Description:** Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet academic and Co-op departmental requirements before qualifying for job placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

**Required Textbook(s):** None

**Supplemental Materials:** 1. Learning Contract - Each student will meet with their Co-op Faculty Advisor at the beginning of each work term to create and formalize at least four (4) learning objectives related to the work experience and the student's major. The objectives must be approved by the Co-op staff, the employer, and the student's Faculty Advisor. (Exhibit 2)

2. Work Agreement - Each student will complete the work agreement form at the beginning of each work term. The work agreement is a formal understanding among student, employer, and Pensacola State College specifying work hours, salary, and position of the Co-op student. (Exhibit 1)
3. Project Report - A comprehensive report will be completed by the student at the end of each work assignment. The report summarizes the learning objectives and other work experiences. The report should be at least one page in length.
4. Employer Evaluation - Each student must turn in a Co-op Employer Evaluation Form at the end of each work term. The evaluation must be completed by the student's employer/supervisor and should be discussed with the student and Faculty Advisor. (Exhibit 3)

**Special Requirements:** Each student must complete all qualification requirements and be officially approved/recommended by the Co-op staff prior to any Co-op work assignment.

**Major Learning Outcome:**

The Co-op work experience provides enhancement of work related skills and increased professional development. Each student should be able to demonstrate the specific skills as outlined in the Learning Contract by the end of the work assignment. These skills will be detailed in the Project Report and supported by the Employer Evaluation.

**Evaluation:**

The Faculty Advisor will assign a Pass/Fail grade at the end of each work term. The grade will be based on the student's progress in achieving Learning Objectives, Project Report, Employer Evaluation, and any additional requirements. Co-op course credit is recognized as official college credit and is evaluated in accordance to college policy.

NOTE: It is the student's responsibility to insure that their Co-op Departmental Advisor, Employer and Co-op staff receive copies of all required documents which are indicated on the Co-op Calendar. Additional documents may also be required, at the employer's discretion.

Withdrawal Policy

The Co-op Program's withdrawal policies are in compliance with the general college policy and can be found in the college catalog. As stated in the Student Handbook, any changes in employment status must be reported to the SJS office immediately.

### Financial Aid/Veteran's Benefits Policy

All working Co-op students receiving financial aid/veteran's benefits must check with the appropriate department to determine any effects that their Co-op job may have on their status. Students must also complete all required documents/forms in accordance with financial aid/veteran's affairs regulations.

## **Cooperative Education Course Numbers**

**NOTE: The two semester hour credits will only be used in special cases as related to graduation and must be approved through academic channels.**

### Behavioral Department

CCJ 2949	Criminal Justice Co-op	3 semester hours
CCJ 2948	Criminal Justice Co-op	2 semester hours
CCJ 2947	Criminal Justice Co-op	1 semester hours

### Biological Sciences Department

AEB 2949	Agriculture Co-op	3 semester hours
AEB 2948	Agriculture Co-op	2 semester hours
AEB 2947	Agriculture Co-op	1 semester hours

### Business Department

ACG 2949	Accounting Co-op	3 semester hours
ACG 2948	Accounting Co-op	2 semester hours
ACG 2947	Accounting Co-op	1 semester hours
GEB 2949	Business Co-op	3 semester hours
GEB 2948	Business Co-op	2 semester hours
GEB 2947	Business Co-op	1 semester hours
OST 2949	Office Supervision Co-op	3 semester hours
OST 2948	Office Supervision Co-op	2 semester hours
OST 2947	Office Supervision Co-op	1 semester hours
PLA 2949	Legal Assisting Co-Op	3 semester hours
PLA 2948	Legal Assisting Co-Op	2 semester hours
PLA 2947	Legal Assisting Co-Op	1 semester hours

### Computer Science Department

COP 2949	Computer Science Co-op	3 semester hours
COP 2948	Computer Science Co-op	2 semester hours
COP 2947	Computer Science Co-op	1 semester hours

### Education Department

CHD 2949	Child Development Co-op	3 semester hours
CHD 2948	Child Development Co-op	2 semester hours
CHD 2947	Child Development Co-op	1 semester hours

EEX 2949	Instructional Service Co-op	3 semester hours
EEX 2948	Instructional Service Co-op	2 semester hours
EEX 2947	Instructional Service Co-op	1 semester hours

#### Engineering Technology Department

BCN 2949	Building Construction Tech Co-op	3 semester hours
BCN 2948	Building Construction Tech Co-op	2 semester hours
BCN 2947	Building Construction Tech Co-op	1 semester hours
BCV 0925	Building Construction Tech Co-op	5 semester hours (150 clock hours)
BCV 0949	Building Construction Tech Co-op	5 semester hours (150 clock hours)
CET 2949	Telecommunication Co-op	3 semester hours
CET 2948	Telecommunication Co-op	2 semester hours
CET 2947	Telecommunication Co-op	1 semester hours
EET 2949	Electronics Technology Co-op	3 semester hours
EET 2948	Electronics Technology Co-op	2 semester hours
EET 2947	Electronics Technology Co-op	1 semester hours
ETD 2949	Drafting/Design Technology Co-op	3 semester hours
ETD 2948	Drafting/Design Technology Co-op	2 semester hours
ETD 2947	Drafting/Design Technology Co-op	1 semester hours
ETI 2949	Manufacturing Technology Co-op	3 semester hours
ETI 2948	Manufacturing Technology Co-op	2 semester hours
ETI 2947	Manufacturing Technology Co-op	1 semester hours

#### Professional Service Careers

FSS 2949	Culinary Management Co-op	3 semester hours
HFT 2949	Hospitality Management Co-op	3 semester hours
HFT 2948	Hospitality Management Co-op	2 semester hours
HFT 2947	Hospitality Management Co-op	1 semester hours
HLP 2949	Human Performance/Recreation Co-op	3 semester hours
HLP 2948	Human Performance/Recreation Co-op	2 semester hours
HLP 2947	Human Performance/Recreation Co-op	1 semester hours

#### Visual Arts Department

ART 2949	Art Co-op	3 semester hours
ART 2948	Art Co-op	2 semester hours
ART 2947	Art Co-op	1 semester hours

## Cooperative Education Employer Policy

All Co-op employers must be screened and approved by Co-op staff and appropriate academic departmental personnel. Co-op employers must meet the following criteria:

- Develop a job description and specific job qualifications.
- Provide the Co-op student a work schedule that does not interfere with the class schedule.
- Interview students prior to offering a work assignment.
- Provide hourly wage information.
- Allow the Co-op student to be visited on the job by Co-op staff and/or academic departmental personnel.
- Be willing to supervise Co-op student work and provide guidance to the Co-op employee as they do for their other employees.
- Be willing to complete an evaluation form at the end of each Co-op work assignment.

## Cooperative Education Co-op Departmental Advisor Policy

### Definition

The Co-op Department Advisor (CDA) is an integral component of the Cooperative Education Program. These individuals serve as a liaison between the academic department/classrooms, Co-op staff and the Co-op employer. The CDA assists staff in recruiting potential students, promoting job openings, monitoring working students and assigning grades at the end of each working semester.

### **CDA Responsibilities**

- Coordinate with Co-op staff in recruiting efforts.
- Assist Co-op staff in determining potential Co-op employers and academic credit to be awarded.
- Ensure students complete requirements of the course syllabus.
- Visit students at the work site at least once during each working term.
- Assign a final pass/fail grade at the end of each working assignment. Upon student's request, a letter grade may be assigned
- Serve as a liaison between the student, the employer and Pensacola State College.

### CDA Assignments and Compensation

Each Academic Department that receives FTE credits from the Co-op Program must assign at least one (1) CDA. The CDA can be a:

- Department Head
- Full Time Faculty Member
- Adjunct Faculty Member

Faculty and Adjuncts who participate as CDA's do so in compliance with "Article 9-FACULTY WORKING CONDITIONS AND WORKLOADS, section 9.01 #2. Workload Points". While not mentioned specifically, Co-op is considered as a "Work Experience" and will be listed as such on each transcript.

Department Heads are asked to participate as part of their related Departmental duties.

### **Cooperative Education Work Schedule Policy**

The Cooperative Education Program offers the following two types of work schedules for students and employers:

- Parallel Schedule - students work part-time (up to 32 hours a week) while simultaneously attending classes on at least a half-time basis. (Work periods for parallel Co-op student workers do not necessarily follow an academic term schedule. Students can register for Co-op credit and begin work at any time.)
- Alternating Schedule - students alternate between a semester of full-time Co-op employment and a semester of academic coursework. (Work periods for alternating Co-op student workers follow academic term schedules.)

**Note:** Occasionally an employer will ask that students who are on an alternating schedule, be allowed to work for an extended period of time. Careful consideration must be given to the effects in regards to academic progress and students being able to complete their degree within an appropriate time frame.

### Student Worker Promotion Policy

The primary reason employers support Cooperative Education is because it gives them the opportunity to evaluate potential permanent employees. Although permanent employment is not guaranteed, some of the Co-op students are retained as employees.

### Termination Policy

Any Co-op student can be terminated during their work assignment for inappropriate behavior, failing to register for Co-op credit, or failure to maintain academic progress/required GPA. Please see the following guidelines:

1. If the student is terminated for unsatisfactory work performance, the CDA can issue a "withdrawal" or assign a failing grade.

NOTE: Co-op issues and concerns should first be discussed by the Co-op student and the Co-op employer. The Co-op Coordinator can assist, if additional help is needed.

2. If the student is terminated due to unforeseen circumstances, the CDA may assign a passing grade provided the student has satisfactory work performance and has completed the minimum work hour requirements.

As with any course, the student has the right to appeal in accordance with procedures outlined in the college catalog.

#### Graduation or Completion of Work Assignment

The main goal and objective of the Cooperative Education Program is to provide students with related work experience while they are obtaining their degree/certificate. Therefore, it is strictly the employer's decision if the student is retained after completion of their academic program or Co-op work assignment. Co-op staff assumes no responsibilities for this decision.

## PROCEDURES:

### Student Application/Qualification Procedures

The first step of the Cooperative Education Program is the application/qualification process. Interested students must:

- Attend either a group or individual orientation with a Co-op staff member.
- If deemed necessary, complete seminars or workshops, which cover such topics as; resume writing, job interviewing techniques and other related topics.
- Be actively enrolled with a designated major.
- Complete an Assessment and submit an up to date resume. Students may be required to turn in additional related materials including an employer application, letters of recommendation, health related information, driver's license, etc.
- Satisfy any additional employer and/or departmental requirements.

### Co-op Student Work Assignment

After qualification, students have the opportunity to participate in the Co-op work experience. Students must:

- Be available and prepared for job interviews.
- Register and pay for Co-op credit (if selected).

Students already working in field may qualify for Co-op credit. They must receive approval for Co-op credit through the academic department, Co-op staff and employer.

All working students will be responsible for all items covered in the course syllabi and any additional requirements placed by their Faculty Advisor and/or employer.

### Co-op Employer Responsibilities

1. Coordinate with Co-op staff to interview and hire qualified Co-op students.
2. Sign the Co-op Agreement Form.
3. Assist the Co-op student with their learning objectives and sign all required paperwork.
4. Assume joint responsibility with the college in preparing men and women for employment.
5. Allow the CDA/Co-op Coordinator to visit the student on the work site during their Co-op work assignment.
8. Complete an employer evaluation form at the end of each Co-op work period.

## Co-op Department Advisor (CDA) Procedures

The CDA is responsible for monitoring working Co-op students during their work assignments.

1. Once the student has registered through the Co-op Office, they will be given their employment package which will include:
  - Co-op Calendar
  - Work Agreement Form
  - Learning Contract
  - Employer Evaluation Form
2. A pass/fail grade will be assigned by the CDA at the end of each work assignment in accordance with the college's standard grading policy

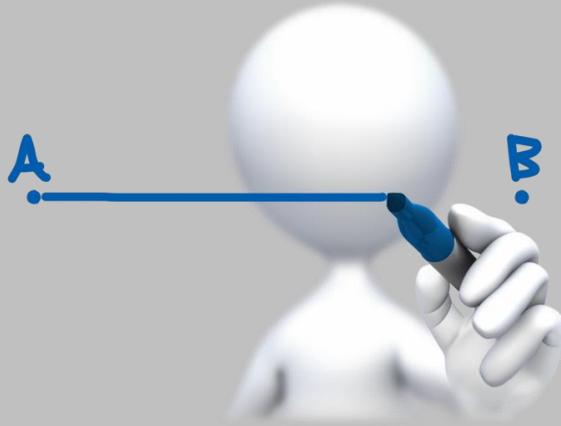
**Note:** A copy of each Co-op Calendar will be mailed/e-mailed to the CDA by Co-op staff as soon as employment and registration are confirmed. (For a detailed explanation of this process refer to appendix B, page 3.)

### Co-op Staff Responsibilities

1. Conduct orientation sessions with prospective co-op students.
2. Recruit, screen and confirm students as qualified co-op applicants.
3. Establish and maintain Co-op student application files.
4. Screen and confirm employers as qualified Co-op employers.
5. Review and post Co-op job openings.
6. Provide Co-op documents to potential employers and coordinate interviewing process between applicants and employers.
7. Conduct Co-op employee orientation/advising sessions with hired Co-op students to discuss registration for credit, calendar, documents, CDA contact, site visits, etc.
8. Coordinate all Co-op activities between Co-op students, Co-op employers, Co-op departmental advisors (CDA's) and Co-op staff.

# APPENDIX

## A



## The Employer Handbook

Revised 6/2014

Pensacola State College does not discriminate against any person on the basis of race, ethnicity, national origin, color, gender/sex, age, religion, marital status, disability, sexual orientation or genetic information in its educational programs, activities or employment. For inquiries regarding nondiscrimination policies, contact the Associate Vice President of Institutional Diversity at (850) 484-1759, Pensacola State College, 1000 College Blvd., Pensacola, Florida 32504.

## EMPLOYER HANDBOOK

Many employers have benefited from hiring students through Pensacola State College's Cooperative Education Program. These students are equipped with a wide range of professional knowledge and skills and are prepared to enter the workforce. As an employer, you will have access to both part-time and full-time students who can fill positions that are directly related to their academic area of study or career path.

Cooperative Education offers:

- An excellent source of motivated and qualified personnel.
- An effective way to have potential employees prescreened.
- An opportunity to be involved in the education process that contributes to both your profession and the community as a whole.

The Cooperative Education Program is a proven educational partnership between Pensacola State College, local businesses and community organizations.

### **The differences between Cooperative Education, College Work Study and Internships:**

Cooperative Education is an academic program which provides credit for work experience that relates to the students' educational studies. College Work Study is a financial aid program that provides job placements with wages that are subsidized by the federal government. A student employed in a Work Study job related to his/her educational goals may be eligible to receive Co-op credit. The Co-op Program differs from internships in that Co-op work assignments are paid work experiences. The assignments can include more work hours and can last longer than one semester. The Co-op experience is designed to be used in conjunction with the student's academic coursework. The program matches the student's academic background to real-life situations on the job site.

### **CO-OP work schedules:**

There are two types of Co-op schedules, Alternating and Parallel:

- The Alternating schedule involves the student working full time every other semester. This assignment is usually shared by a pair of students on an alternating pair-while one student is working on the job, the other student is attending classes. At the end of a specified period of time (one semester), the students change places. This permits the co-op assignment to be covered year round by a pair of students.

Example: Student alternates terms of full-time work with full-time study.

Fall Term Study-Spring Term Work  
Spring Term Study-Summer Term Work  
Summer Term Study- Fall Term Work

- The Parallel schedule involves the student working part-time while attending classes half-time every semester. This is an open schedule which allows the student to be hired at any point during the year.

Example: Student works part-time and attends classes full-time year round.

Morning Classes-Afternoon Work

Afternoon Classes-Morning Work

**Note**: A semester is fifteen (15) weeks in length. Our Co-op Program does not recognize the two short summer terms. The Co-op Program's summer term is 12 weeks in length.

### **ESTABLISHING A CO-OP PROGRAM**

Being a part of Cooperative Education allows an integration of classroom and community involvement. Cooperative education is a structured program that enhances student learning while providing skilled individuals to businesses. Below are some general guidelines:

- Funding-some larger companies establish a separate budget for wages paid to Co-op students.
- Supervision-a representative for the company that understands and is in agreement with the objectives of Cooperative Education, can be chosen to supervise. It is important that this representative be familiar with the handbooks and policies presented.
- Training-the learning objectives for each Co-op student will provide support in areas identified.

Individual work plans should be prepared for each Co-op student prior to each employment assignment. The student will need a list of the Learning Objectives which should outline specific goals for the student to achieve. During their work experience, some goals may involve:

- Identifying key personnel.
- Provide well written job descriptions and standard operating procedures.
- Provide real work situations and feedback.
- Match assignments with student education goals.
- Have a work site orientation addressing time sheets, supervisors, procedures for calling in, emergency procedures, etc.
- Provide guidance just as you would for a new employee.
- Assist the Co-op student to stay focused and task oriented at all times.

### **Documentation**

When a Co-op student reports to you for work, he/she will present you with three different forms to be completed during each semester of work:

1. Work Agreement Form-the agreement consists of general information concerning salary, supervisor's name, employer's address and other work-related information. This form needs to be completed within the **first week** of employment.
2. The Learning Objectives Contract-It is the student's responsibility to complete this form but, it will require your signature. This contract is equivalent to a job description and provides support for the grade that will be

given at the end of the work assignment. The student will list four work objectives which he/she will accomplish each semester. These objectives should be related to the student's academic major.

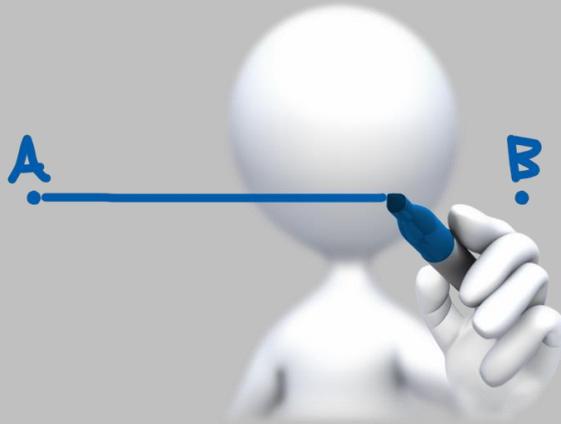
3. Employer Evaluation-the evaluation is separated by sections with a "check the appropriate box" format. Once this is completed at the end of the Co-op student's work assignment, it should be discussed with the student and placed in the students file.

The student is provided with a calendar and checklist outlining due dates for each required document. The Student Job Services Department can provide a copy of this calendar, as needed.

Pensacola State College is honored to be a part of the Cooperative Education program. We feel that these students will offer you an economical method of employing "top quality" employees and we hope by following the guidelines of this manual, that you will become familiar and also chose to be a part of the Cooperative Education program.

# APPENDIX

## B



## **The Departmental Advisor Handbook**

Revised 6/2014

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## DEPARTMENTAL ADVISOR HANDBOOK

Faculty Advisor,

This handbook is designed to serve as a reference guide for new CDA's (Co-op Departmental Advisors) and for those CDA's already participating in the program. It represents general guidelines and a valuable reference tool as you continue your efforts to support Cooperative Education.

The Cooperative Education Program is designed to provide our students with quality work experiences directly related to their academic and career goals. Faculty is an integral part of this partnership and the student will rely on your expertise for guidance throughout their education and work experience.

You are to be commended for taking an interest to assist our students in becoming pillars of our community. Together, we can provide our Cooperative education students with a positive work experience that they will appreciate long after graduation.

### COOPERATIVE EDUCATION

Cooperative Education is a planned, paid work experience where a student is employed in a job directly related to his/her academic or vocational field of study. At the same time, it allows students to earn individualized college or vocational credit for work experience. The academic program can help develop a student's knowledge in understanding people, as well as developing soft skills which will prepare them for future positions in the job market.

The Co-op requirements are listed below:

- Application/Assessment-the student completes the assessment and if qualified, completes the application. At that time, an orientation to the Co-op program is scheduled. Specific information is provided in regards to their academic major and what courses will increase their competitiveness during job interviews. The following basic qualifications must be met before the student will be eligible:
  1. Be enrolled in at least a half-time status at the college.
  2. Have a minimum of 12 semester hours of course work completed (the courses do not have to be from Pensacola State College).
  3. Have and maintain a minimum of a 2.5 Grade Point Average.
  4. Meet any and all employer related prescreen requirements.
- Interview-The Student Job Services office (SJS) coordinates with each department in setting up interviews for qualified students. Although interview procedures vary with each employer, the following will provide basic guidelines:
  1. Students are prescreened through the SJS office (department input is greatly appreciated). Selected students are contacted by the Co-op staff and/or appropriate faculty/CDA, and scheduled for an interview. Staff will forward the application package for review.
  2. The employers contact the SJS office with the selected interviewees.

3. The selected students are provided with an employment assignment addressing where to report, who to report to, hours of work, etc.

Once the job is secured, registration for the Co-op course is then initiated. The Co-op Program generates FTE's for itself and each department. Once hired, the student is required to register for either college credit or vocational credit. The departmental section number is combined with the Co-op common course number to ensure that each department receives credit for continued efforts as a CDA.

**Work Experience**-Upon completion of the Co-op application and interview requirements, the student has the opportunity to participate in actual on-the-job work experiences. Every student will be required to complete certain assignments during each Co-op work assignment in order to receive a grade at the end of the term.

The CDA's will monitor progress in relation to the job and Co-op requirements. The following will outline the basic assignments for each student to complete in order to receive their final grade:

- Co-op Calendar - The calendar is generated through the SJS office and copies are provided to the student, CDA, employer, and a copy will be kept in the SJS office. The calendar outlines due dates for each assignment. The calendar includes a checklist which serves as a reference.
- Pre-Conference - This conference occurs prior the student's first week of work or within the first week at the latest. The purpose is to introduce the student to their assigned CDA and to ensure the student understands what will be required of them throughout the semester.
- Learning Objectives -Credit for Co-op is earned from the learning that takes place on the job. The CDA will have the ability to outline how you want the student to approach each objective. There will be four objectives for the student to accomplish on the job that should be directly related to the student's academic major. These objectives can include learning new skills, improving existing skills, working in teams, etc.

The student is required to submit a signed Learning Contract to the CDA with their supervisor's signature. If the forms are completed correctly, you will sign them and keep a copy for your records. The student is responsible for forwarding the remaining copies to the SJS office and the employer.

**Site Visits** - The purpose of these visits are designed to ensure that the student is actively pursuing their objectives and allows the SJS staff to monitor the student's progress in the workplace. These visits can also identify additional Co-op opportunities, become familiar with business practices and serve to reiterate the partnerships between the college and the community.

Note: The dates indicated on the Co-op calendar are only targeted dates and may conflict with your schedule. Please feel free to adjust the site visit date to best suit your schedule.

**Project Report** - The report should detail how the student achieved his/her Learning Objectives and what he/she experienced during the work assignment.

Note: It is each student's responsibility to schedule an appointment with you to discuss the project report prior to submission. The student should also turn in their Employer Evaluation during this meeting. This meeting is the Post Work Term Conference and It is the student's responsibility to provide a copy to the SJS office.

**Employer Evaluation** - The evaluation is provided to the student/employer at the beginning of each work assignment. It is the student's responsibility to have their supervisor complete the evaluation by the due date and to provide the CDA and the SJS office with a copy.

**Post Work Term Conference** - The purpose of this conference is to provide the student an opportunity to turn in their Project Report and Employer Evaluation. The conference also provides the CDA and the student a chance to summarize the work experience and to develop strategies for the next working term. Often, the students are undertaking projects in the workplace that affect what courses they would like to take. As their CDA you can advise what specific courses might best relate to the student's job duties. As the CDA, you can assist the community and college by:

- Providing educational programs needed by the community and students.
- Coordinating academic education with required job skills.
- Providing quality education to assist our students in becoming the best that they can be.
- Providing knowledge of the latest developments in business, industry, government, professional and social service organizations.
- Coordinating with local business to establish guidelines that fit the needs of the local community and to develop new courses and/or programs accordingly.

## **RESPONSIBILITIES IN THE CO-OP PROGRAM**

### **STUDENT:**

- Maintain creditable standards in all academic course work.
- Perform professionally at the college, work site and all work related activities.
- Meet all requirements for successful completion of the program (forming Learning Objectives, etc.) and submit all required documents in a timely manner.
- Immediately notify the SJS Office and CDA of any change in job status.

### **EMPLOYER:**

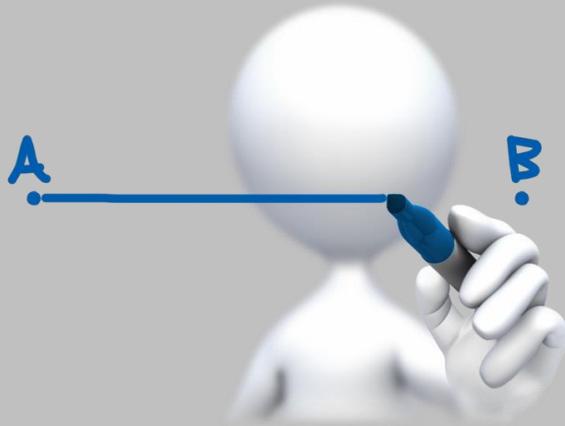
- Provide guidance and leadership to shape student workers.
- Assume joint responsibility with the college in preparing men and women for various positions in the community.
- Provide learning experiences and opportunities for our students that challenge and encourage them in preparation for full-time employment.
- Provide feedback on job interviews.
- Assist SJS staff with site visits.
- Complete the Employer Evaluation form at the end of each work assignment.

## COLLEGE:

- Promote student academic and career choice success.
- Coordinate academic goals with work assignments.
- Recognize and respond to the needs of the local community and the people we serve.
- Cooperate with local businesses setting the groundwork for our students and their future.
- Place the highest priority on student success.
- Provided local businesses with an educated work force.
- Partner with educational, government and non-profit organizations to enhance economic and student development.
- Assign the final grade for Cooperative Education assignments, based on the CDA and employer's evaluation of the completed Learning Contract.
- Continue efforts to strengthen curriculum to fit the needs of the growing economy.

Thank you for your efforts in supporting Pensacola State College's Cooperative Education Program. Without your continued support and efforts, our program would not be as successful as it is today. Through the focused efforts of Faculty, the SJS office, employers and students, Cooperative Education can be a meaningful experience to prepare individuals to achieve self-fulfillment and to participate fully and positively in a democratic society.

# APPENDIX C



## The Student Handbook

Revised 6/2014

Pensacola State College does not discriminate against any person on the basis of race, ethnicity, national origin, color, gender/sex, age, religion, marital status, disability, sexual orientation or genetic information in its educational programs, activities or employment. For inquiries regarding nondiscrimination policies, contact the Associate Vice President of Institutional Diversity at (850) 484-1759, Pensacola State College, 1000 College Blvd., Pensacola, Florida 32504.

## COOPERATIVE EDUCATION STUDENT HANDBOOK

The Cooperative Education (Co-op) Program is based on a partnership between Pensacola State College, the business community and students. The Co-op Program offers academic or vocational credit for each semester worked. The program offers both alternating (full time) and parallel (part time) work schedules. Each student must complete specific requirements prior to being assigned to a Co-op work site. Students must complete four objectives related to their program of study for each working semester. Students must maintain a minimum grade point average throughout their co-op experience. These requirements will ensure that students earn credit while working a part time or full time in positions that are directly related to their academic and career goals.

### HISTORY

Cooperative Education was initiated by Herman Scheider at the University of Cincinnati in 1906. Scheider observed that many facets of education could not be taught in the classroom; consequently, he devised the co-op plan to expand and enrich the student's classroom learning.

In Florida, Cooperative Education began in the College of Engineering at the University of Florida in 1936. It was not until 1975 that Cooperative Education began to flourish in the state.

Today, thousands of students at more than three hundred colleges and university campuses throughout the United States and many foreign countries, participate in a variety of Cooperative Education programs.

### PURPOSE

At Pensacola State College, Cooperative Education is a planned, paid work experience in which a student is employed in a job directly related to their academic or vocational field of study. At the same time, it allows the student to earn individualized college or vocational credit for work experience.

The Co-op course involves attending an orientation and completing all the necessary documents. Once the interview has taken place and work is assigned, registration for the co-op credit is initiated. The student will register at this time for either academic or vocational credit. The Co-op credits may count directly toward credit needed to graduate. A student may apply for Co-op credit for as many terms as approved by the Co-op Departmental Advisor (CDA).

### Cooperative Education Schedules:

Parallel: The student works part-time and attends classes full-time year round. Examples:  
Morning Classes - Afternoon Work  
Afternoon Classes - Morning Work

Two students may work at the same job during different hours.

Alternating: The student alternates terms of full-time work with full-time study.  
Examples:  
Fall Term-Study-Fall Term-Work

Spring Term-Work-Spring Term-Study  
Summer Term-Study-Summer Term-Work

Two students can work at the same job during alternating terms.

### **The Co-op Orientation**

The Co-op Application Qualification Process includes information relating to:

- Completing a job application.
- Writing an effective resume.
- Writing cover letters and thank you notes.
- How to search for and find a job.
- Job interviewing skills.
- Working effectively in teams.

### **The Co-op work experience:**

After completing the assessment and Co-op application and a successful job interview, the student will have the opportunity to participate in on-the-job work experience as a work assignment.

Each student will complete the Learning Contract with the CDA/Co-op Staff and the employer. The Learning Contract outlines the goals to be accomplished by the student during the term and the method for evaluation at the end of the term. Each contract is matched to the individual's job, work experience and academic background.

The CDA/Co-op Staff visit the student for an on-the-job site review and is usually available by appointment throughout the term for individualized instruction, as needed.

There are three forms used during a Co-op Work Experience: the Co-op Work Agreement Form, the Learning Contract, and the Employer's Evaluation Form. All three are attached to this handbook as exhibits and are also available on the SJS website.

### **The Learning Contract:**

The Learning Contract is prepared with the approval of your CDA and employer. This agreement outlines the specific measurable learning objectives a student must meet in order to successfully complete the co-op academic requirements. The student will be graded on a pass/fail basis.

To assist the student, a sample Learning Contract is attached to this handbook. Please keep in mind when writing a Learning Contract, the student should avoid broad general statements and confine objectives to those which can be measured during the current term of the Cooperative Education Work Experience.

College/vocational credit for cooperative education is based on meeting measurable objectives. Measurable learning objectives refer to a set of statements which clearly and precisely describe what is to be accomplished during the Co-op work experience.

## **Responsibilities in the Co-op Education Program**

### **STUDENT:**

- Maintain creditable standards in all academic course work.
- Perform professionally at the college, work site and all work related activities.
- Meet all requirements for successful completion of the program (forming Learning Objectives, etc.) and submit all required documents in a timely manner.
- Immediately notify the SJS Office and CDA of any change in job status.

### **EMPLOYER:**

- Provide guidance and leadership to shape student workers.
- Assume joint responsibility with the college in preparing men and women for various positions in the community.
- Provide learning experiences and opportunities for our students that challenge and encourage them in preparation for full-time employment.
- Provide feedback on job interviews.
- Assist SJS staff with site visits.
- Complete the Employer Evaluation form at the end of each work assignment.

### **COLLEGE:**

- Promote student academic and career choice success.
- Coordinate academic goals with work assignments.
- Recognize and respond to the needs of the local community and the people we serve.
- Cooperate with local businesses setting the groundwork for our students and their future.
- Place the highest priority on student success.
- Provided local businesses with an educated work force.
- Partner with educational, government and non-profit organizations to enhance economic and student development.
- Assign the final grade for Cooperative Education assignments, based on the CDA and employer's evaluation of the completed Learning Contract.
- Continue efforts to strengthen curriculum to fit the needs of the growing economy.

### **Benefits of the Co-op Program:**

- Develop job skills and self-confidence
- Receive guidance in career and employment expectations
- Earn college or vocational credit for paid employment.
- Potential to gain full-time or part-time employment.
- Explore and confirm career choice.
- Network with area employers.
- Co-op work history can be added to resume.

### **Co-op Rules and Regulations:**

Prior to any Co-op work assignment:

- It is your responsibility to secure a Co-op job. The SJS office can assist as needed.
- The employer has the final say on who they will hire for the work assignment.
- If you are chosen for an assignment, see your CDA as soon as possible to complete the Learning Contract.
- All jobs are not approved for Co-op automatically. Jobs are approved on an individual basis.

Guidelines for a successful Co-op Work Experience:

- Be punctual. If you are absent from work for more than two (2) days, advise the SJS office and your CDA. Advise your employer in advance if you must miss a day of work or will be late for any reason.
- Be honest. Dishonesty can result in your being dropped from the Co-op program.
- Dress properly. You are expected to conform to the rules and regulations of your employer regarding dress. Remember, you are representing the college.
- Adhere to the due dates of all documents which you are responsible (i.e., Learning Contracts).
- Keep important information about the job (names and titles of people, locker numbers and combinations, parts numbers, passwords and special procedures) in a safe place.
- Discuss any problems regarding work with your CDA or Co-op staff. Student Job Services office is here to help!
- Once employed, report any changes in work assignments, address, phone number, academic majors, salary, etc. to the SJS office and your CDA.
- Do not terminate employment with your current employer or arrange for a change of employers without the consent of the CDA/Co-op Coordinator.
- Notify the SJS office and your CDA if you are unable to complete a Learning Contract or if your job is terminated, for any reason.





