

WALLACE STATE COMMUNITY COLLEGE  
HANCEVILLE, ALABAMA

**BUS 193 Course Syllabus**  
Cooperative Education 1 hour credit

A work experience in which students are gainfully employed in a career related position each week during the semester. Your first step is to contact the Cooperative Education office (256-352-8178 or 8133) to schedule an orientation meeting to discuss the requirements for Cooperative Education and get answers to any questions you may have.

**INFORMATION**

You will be required to complete and submit, on or before their due dates, all Cooperative Education work reports. Each report pertains to job performance, directly related to established, measurable learning objectives, set at the beginning of each semester and created to provide students with experience of the knowledge gained in classroom. **“Students must take the WorkKeys assessment prior to graduation. It is recommended that this assessment be taken shortly after completing Math and English classes. This is a graduation requirement.”**

**REQUIRED COOPERATIVE EDUCATION REPORTS**

1. Completed Data Information Form.
2. Completed Employer’s Statement of Cooperation.
3. Completed Report on Learning Objectives.
4. Answered the work report questions.
5. Documented and verified time worked, using the Time & Wage Sheet.
6. Completed supervisor’s evaluation of your work performance, using Cooperative Education’s Evaluation Form.
7. Students are responsible for turning in each report on or before the due date. The Cooperative Education reports determine your overall grade.
8. Methods of Evaluation:
  - A. A student can earn 100 points by completing all required assignments on the scheduled dates, and have above average grades on the dependability area listed on the evaluation.
  - B. Five points will be deducted on each assignment which is late unless prior approval of the Director of Cooperative Education.
  - C. Ten points will be deducted from the grade for a work evaluation, which indicates an average mark on the dependability category.
  - D. Twenty points will be deducted from the grade for a work evaluation, which indicates below average mark on the dependability category.

If you have any questions or need assistance, please contact the Cooperative Education Office.

WALLACE STATE COMMUNITY COLLEGE  
HANCEVILLE, ALABAMA

**Data Information Form**

Check present Semester:  Fall  Spring  Summer

Name \_\_\_\_\_

Student Number or Social Security Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail Address \_\_\_\_\_ Telephone Number ( ) \_\_\_\_\_

Cell Telephone Number \_\_\_\_\_ Major \_\_\_\_\_

Cooperative Education Class \_\_\_\_\_ Advisor \_\_\_\_\_

Ethnic background: \_\_\_\_\_ Male  Female  Veteran:  Yes  No

Date of Birth (mm/dd/yy) \_\_\_\_\_

Freshman  Sophomore  Hours Completed \_\_\_\_\_ GPA \_\_\_\_\_

Anticipated Graduation Date \_\_\_\_\_

Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Supervisor's Name and Job Title:  
\_\_\_\_\_

Department \_\_\_\_\_ Your Job Title \_\_\_\_\_

Work Phone \_\_\_\_\_ Date of Employment \_\_\_\_\_

Compensation \_\_\_\_\_ per hour, week, month      Number of hours worked Weekly \_\_\_\_\_

WALLACE STATE COMMUNITY COLLEGE  
HANCEVILLE, ALABAMA

COOPERATIVE EDUCATION PROGRAM  
EMPLOYER'S STATEMENT OF COOPERATION

Cooperative Education provides valuable educational learning opportunities through work experience. This form is neither a contract nor a letter of agreement; but a statement of the degree of participation the employer is willing to embrace as an educational performance evaluator.

TO INSURE A SUCCESSFUL LEARNING EXPERIENCE THIS SEMESTER FOR:

\_\_\_\_\_  
(Name of Student Participant)

To supervise the student in the following job:

Type of work \_\_\_\_\_ Starting Date \_\_\_\_\_

Employer \_\_\_\_\_ Telephone Number \_\_\_\_\_

Employer Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Educational cooperation endorsed by:

\_\_\_\_\_  
Employer Representative                      Title or Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Cooperative Education

WALLACE STATE COMMUNITY COLLEGE  
HANCEVILLE, ALABAMA

REPORT ON LEARNING OBJECTIVES

Name \_\_\_\_\_ Student Number \_\_\_\_\_

Check appropriate Cooperative Education work period:  Fall  Spring  Summer

Major \_\_\_\_\_

Describe three learning objectives in sentence form, your goal statements and how you can accomplish these goals.

1) Goal Statement #1

---

---

---

2) Goal Statement #2

---

---

---

3) Goal Statement # 3

---

---

---

List your job title and give a description of your duties. \_\_\_\_\_

---

---

---

\_\_\_\_\_

Date of Report

WALLACE STATE COMMUNITY COLLEGE  
HANCEVILLE, ALABAMA

COOPERATIVE EDUCATION STUDENT REPORT

---

Student Name

Major

---

Cooperating Employer

Student Job Title

1. What are your duties? (Please describe in detail).
2. In what specific ways have the courses you have taken at WSCC been of benefit in your work?
3. What aspects of the job have added to your personal development?
4. List any ways this job has affected your choice of a career.
5. How does the job differ from information you had before the job began?
6. In what ways have you been able to develop relationships with other employees and/or with your superior?
7. Were there formal provisions made for meetings or discussions with these people? If so, please explain.
8. If other students were considering this job, what advice would you give them about this position?
9. Give indication of your degree of satisfaction with the job.
10. How could the Cooperative Education Program be made more valuable to you?

**WALLACE STATE COMMUNITY COLLEGE  
HANCEVILLE, ALABAMA**

**STUDENT TIME/WAGE REPORT**

To obtain proper academic credit, an account of time and days worked on the job must be recorded by each Co-op student (including wages earned). This information is necessary for departmental records and is kept strictly confidential.

Student's Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Total Hours worked during semester: \_\_\_\_\_ Total wages before deductions: \_\_\_\_\_

Type in # hours worked each day and add up total hours for each week and each month

Month \_\_\_\_\_

Weeks	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total hrs.	Weekly wage
Week 1									
Week 2									
Week 3									
Week 4									
Monthly Totals									

Month \_\_\_\_\_

Weeks	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total hrs.	Weekly wage
Week 1									
Week 2									
Week 3									
Week 4									
Monthly Totals									

Month \_\_\_\_\_

Weeks	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total hrs.	Weekly wage
Week 1									
Week 2									
Week 3									
Week 4									
Monthly Totals									

Month \_\_\_\_\_

Weeks	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total hrs.	Weekly wage
Week 1									
Week 2									
Week 3									
Week 4									
Monthly Totals									

I certify that the above time report is a true statement of the hour's worked. \_\_\_\_\_

(Student's Name)

Date: \_\_\_\_\_

Wallace State Community College follows equal opportunity policies and employment practices. The college facilities are accessible to persons with disabilities.

WALLACE STATE COMMUNITY COLLEGE  
HANCEVILLE, ALABAMA

EMPLOYER'S EVALUATION OF COOPERATIVE EDUCATION STUDENT

---

Name \_\_\_\_\_ Major \_\_\_\_\_

Check appropriate semester ( ) Fall ( ) Spring ( ) Summer

**INSTRUCTIONS:** The immediate supervisor will evaluate the student objectively, comparing one with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

---

**RELATIONS WITH OTHERS**

- Exceptionally well accepted
- Works well with others
- Gets along satisfactorily
- Difficulty working with others
- Works poorly with others

**ATTITUDE – APPLICATION TO WORK**

- Outstanding in enthusiasm
  - Very interested and industrious
  - Average in diligence/and interest
  - Some what indifferent
  - Definitely not interested
- 

**JUDGMENT**

- Exceptionally mature
- Above average in making decisions
- Usually makes the right decision
- Sometimes uses poor judgment
- Consistently uses bad judgment

**DEPENDABILITY**

- Is very dependable
  - Is usually dependable
  - Average
  - Poor
  - Very Poor
- 

**ABILITY TO LEARN**

- Learns very quickly
- Learns readily
- Average in learning
- Below Average
- Poor

**QUALITY OF WORK**

- Excellent
  - Very good
  - Average
  - Below Average
  - Poor
- 

**Attendance:** ( ) Acceptable ( ) Unacceptable **Punctuality:** ( ) Acceptable ( ) Unacceptable

---

**OVER-ALL PERFORMANCE**

( ) Outstanding ( ) Very Good ( ) Average ( ) Marginal ( ) Unsatisfactory

---

Additional remarks (over if necessary)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Employer Representative

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Student

Wallace State Community College follows equal opportunity policies and employment practices. The college facilities are accessible to persons with disabilities.