

WALLACE STATE COMMUNITY COLLEGE
HANCEVILLE, ALABAMA

BUS 291 Course Syllabus

Cooperative Education 3 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 of 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 cooperative education director.
 - 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.

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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 _____

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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
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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

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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?

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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.

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EMPLOYER'S EVALUATION OF COOPERATIVE 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 Signature

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