



Salt Lake
Community
College



Step Ahead With...

CAREER & STUDENT EMPLOYMENT SERVICES

COOPERATIVE EDUCATION / INTERNSHIP COURSE

PUTTING THE "WORK" IN COURSEWORK

CLASSROOM THEORY TO PRACTICAL APPLICATION

FACULTY COURSE INFORMATION

Salt Lake
Community
College



Step Ahead.

EXAMPLE
COOPERATIVE EDUCATION / INTERNSHIP SYLLABUS

Cooperative Education / Internship Faculty: _____

Office Location: _____ Telephone Number _____ E-mail: _____

Office Hours: M-F: _____

Course Objectives:

New learning will be achieved in the workplace or internship that will increase student's knowledge and skills as it relates to their specific academic program.

Course Outline: (example)

Student Will:

Develop Learning Objectives:

In collaboration with your direct supervisor you will establish learning objectives; these learning objectives should reflect new learning that will occur at your workplace or internship. Both you and your supervisor will then sign the Cooperative Education/Internship Learning Objectives Agreement Form. Your faculty will also review your learning objectives and will sign the agreement form indicating his or her approval.

Maintain a Log of Hours & Activities:

You are required to spend 2 hours per week working on your learning objectives for every one hour of credit you are seeking. *(Normally, students seek 3 hours of credit; meaning 6 hours per week are required. When multiplied by 15 weeks, this totals the 90 hours you must spend working on your learning objectives during the semester to receive 3 academic credits).*

You must keep a careful log of the hours and activities expended on the learning objectives, and provide the progress and time report to your faculty throughout the semester and at the final meeting.

Interim Contacts:

During the semester you will be required to contact your assigned faculty at least five (5) times to review the progress on your learning objectives. This contact schedule will be developed at the initial faculty/student meeting, missing one or more of these contacts will affect your final grade. Your faculty will contact your employment / internship supervisor twice during the semester to evaluate your progress

Final Meeting:

Contact your faculty at the end of the semester to receive instruction on completing the course, (for example; scheduling a final meeting, turning in supervisor evaluation, student evaluation and any course assignments, etc.

If an on-site, face to face meeting is required by your faculty: you may be asked to provide a verbal and written report of how you did on your learning objectives. Your employment supervisor will also comment on each of the objectives and grade your work.

Final Grade:

Your final grade will be calculated using your self-evaluation, your on-site supervisor's evaluation and completing the course requirements assigned by your faculty, i.e. attending scheduled meetings, written assignments, including journals and time sheets.

COOPERATIVE EDUCATION / INTERNSHIP LEARNING OBJECTIVES AGREEMENT FORM

AGREEMENT MUST BE COMPLETED AND SIGNED: BY STUDENT, SUPERVISOR AND FACULTY BY THE THIRD WEEK OF THE SEMESTER

STUDENT NAME: _____ SEMESTER: _____ YEAR: _____

STUDENT IDENTIFICATION #: _____ MAJOR: _____

AGREEMENT OF LEARNING OBJECTIVES AND PROJECTS FOR THE COOPERATIVE EDUCATION/INTERNSHIP COURSE

It is required to identify on-site learning objectives for the semester a student is enrolled in a Cooperative Education / Internship course. These objectives establish the learning outcomes for the course. The learning must be specific, measurable and related to the student's major course of study.

The Cooperative Education / Internship course is unique; in that, the student, supervisor and faculty all have a responsibility in creating the learning objectives that reflect and support viable learning opportunities.

Objectives must be initially drafted by the student, discussed with, and approved by the employment / internship supervisor, and receive final approval from the faculty member. Completion of these objectives will be used to determine the final letter grade for the course.

The number of learning objectives required will be determined by the faculty, and is based the number of credit hours and on the complexity of the objective and/or project.

Students: place objectives below, email or give printed copy to supervisor, once approved by supervisor, email or give printed copy to faculty for final approval. (The agreement is complete once all three parties have signed the document. This must be finalized within the first three weeks of the semester.)

Insert Learning Objectives Here:

Five faculty contacts are suggested during the semester, these contacts should be scheduled with your faculty when reviewing the learning objectives.

<u>Date of Contact</u>	<u>Type of Contact</u>	<u>Date of Contact</u>	<u>Type of Contact</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The faculty is to make at least two contacts with the employment/internship supervisor; these contacts may take place over the telephone, email or an on-site visit. The supervisor is encouraged to make contact with the faculty if they have questions or concerns.

Cooperative Education / Internship Agreement

We the undersigned agree that the learning objectives/projects listed above are valid. The supervisor and SLCC faculty agree to provide the necessary supervision and counseling to ensure that the maximum educational benefits are achieved from the student's work / internship experience. The college will award academic credit for successful completion of the learning objectives.

(Student's Signature) **(Date)** _____
Supervisor Signature **Date** _____

Faculty Signature **Date**

FACULTY: RECORD OF STUDENT & SUPERVISOR CONTACTS & ACTIVITIES

FACULTY / STUDENT CONTACTS

Date	On-Campus	Telephone	Email	On-Site
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTES _____

FACULTY/SUPERVISOR CONTACTS

Date	In Person	Telephone	Email	On-Site
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTES _____

Cooperative Education / Internship Course: Student & Supervisor Contact Activities

- Initial one on one meeting with student to review learning objectives and co-op /internship course requirements
- Learning Objectives approved
- Learning Objective Agreement Form, completed, and signed within the first three weeks of the semester
- Student turned in Learning Objective progress reports throughout the semester as required
- Student turned in additional course assignment (*if required*)
- Complete final meeting with student and supervisor, via telephone, email or in person
- Student completed additional departmental requirements

Faculty progress notes on student's learning objectives:

Cooperative Education / Internship Faculty Evaluation

Final Learning Objective Evaluation:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Performance Rating On Each Objective:

	Student	Supervisor	Faculty	Average	Comments (Optional):
1					
2					
3					
4					
5					
6					
7					

- A Outstanding Performance**
- B Exceeds Average Performance**
- C Average Performance**
- D Limited Accomplishment**
- E Failed to Make Any Significant Progress**

Final Grade _____

 FACULTY SIGNATURE

 DATE

 STUDENT'S NAME (Please print)

 DATE