

What you will be doing this semester.

Work Hours

Your work hours are a component of this course. You must accrue work hours as follows: 1 credit = at least 5 hours per week or 80 hours during the semester: 2 credits = 10 hours per week or 160 hours during the semester: 3 credits = 15 hours per week or 240 hours during the semester. You will be provided with a sample of an excel spreadsheet to document your weekly hours. You will be doing this in addition to your reporting of hours in your Weekly Report. You will not receive credit if you do not upload this spread sheet by the assigned due date with your accumulated hours.

Weekly Report

This class is meant to be very flexible with your schedule. In order to keep you moving on your leaning objectives and project as well as other assignments you will be sending in weekly reports to your instructor through a Canvas text format rather than meeting regularly with your instructor.

There are two components to this assignment each week:

1. Report the number of hours you worked between the two dates.
2. Indicate what you have done in accomplishing your learning objectives and project for COOP.

Instructor Meetings

There will be 3 to 6 scheduled meetings with your instructor to assist in setting up learning objectives and the projects, depending on the number of credits you are taking. You have the option of meeting with your instructor more often if needed. The meetings will be reported as assignments within your assignments. These meetings provide you with the opportunity to work through any difficulties you may be having and to make sure you are working towards achieving your learning objectives and projects.

Learning Objectives

To obtain university credit for COOP, a student must pursue a planned program of education that includes new or expanded work experience. The key to a strong COOP work experience is the development and approval of measurable learning objectives that are to be accomplished during the semester. By creating these objectives it is anticipated that the COOP students will perform better than the average employee.

You will choose learning objectives from the approved list. When taking three credits the fifth and sixth learning objectives are strongly encouraged to be work related. It is the faculty instructor's role to assist and advise in setting and reaching the objectives. The employer may also assist in creating and approving objectives. For each university credit two objectives need to

be completed. There are detailed instructions included in this workbook as well as the assignment section of Canvas.

Project

You will be completing one project for this course. To contribute to the educational component of Cooperative Education. You will be choosing this project from the approved list of projects or from a project your employer would like you to complete. This project should take more than 10 hours to complete. Though you will have the whole semester to complete this project you will want to be working on it through out. There are detailed instructions included in this workbook as well as the assignment section of Canvas.

Completed Learning Objectives and Project

You will be completing two learning objectives per credit and one project this semester. Instructions on how to establish these are in another section. All assignments will be turned in through Canvas by the end of the semester. Work with your instructor to find the best means for you to show the accomplishment of these objectives and projects. In setting your Learning objectives make sure you have a reporting mechanism capable of being uploaded to Canvas.

Discussion Boards on Canvas

You will have 4 discussion boards highlighting a designed soft skill for the semester.

Employer Participation

You will need to involve your employer with this course. Your supervisor will be completing a beginning and an ending evaluation of your work performance. Your supervisor will be expected to participate in creating any work related learning objectives and projects and will then sign off on them. Your instructor will be emailing the instructor during the semester to check on your progress.

Career Services

You will need to visit Career Services at least one time through the semester. You can take advantage of any of the many services they provide. Career.dixie.edu

Your final will be...

You will be completing a reflection piece for your final. The full instructions will be on your canvas assignments.

Grades

Cooperative Education Grades are based on:

1. Attendance- Weekly reports, meetings with Instructor, work hours
2. Discussion Boards
3. Employer Forms
4. Learning Objectives, 2 per credit
5. Project
6. Visit to Career Services
7. Final evaluation