ACTIVE LEARNING. ACTIVE LIFE.
Dear Student,

Welcome to the Cooperative Education (COOP) Program at Dixie State University. We are pleased to offer you the opportunity to participate. Your involvement in this program is unique and will be an advantageous experience as a student. COOP is a structured academic program designed to enhance learning by providing meaningful work experience, career choice exploration, and networking opportunities. The course objectives provide an opportunity for you to demonstrate classroom theory in a practical situation, while providing a beneficial three-way partnership between your employer, the university and yourself.

During the first week of classes, it is your responsibility to contact your assigned instructor to arrange weekly appointments and establish measurable goals and objectives. The faculty instructor’s role is to encourage and support you and your development in becoming a valuable employee while fulfilling academic requirements.

The following pages outline the requirements to complete one full semester of the COOP program. Please review the workbook and the Canvas course for assignments guidelines. Work hard and enjoy your COOP learning experience.

Sincerely,

Diana Maughan
Assistant Director of Career Services
Cooperative Education
www.career.dixie.edu/employment/cooperative-work-experience/

435 652 7668
HCC 521
diana.maughan@dixie.edu
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Cooperative Education Philosophy

Cooperative Education (COOP) is a structured academic program designed to enhance the quality and breadth of learning by providing qualified undergraduate students the option of integrating academic study with related, work based learning.

Combining the work experience with classroom experience offers the paramount learning experience encompassing classroom learning and hands-on learning. COOP students have the opportunity to achieve and incorporate their goals and objectives in both formats.

This opportunity to meld education and work experience may be one of the most valuable aspects of the educational experience. It is up to the student to increase the benefits of this program. Each student will gain a greater appreciation of work, education and his or her ability to succeed if they apply themselves to developing and achieving the learning objectives.

This is where Cooperative or Internship Education becomes an important learning tool. It allows the student a one-on-one learning environment with an instructor. This class allows students to work, use, and apply knowledge using his/her full range of senses. It is relative to the individual’s life and it helps integrate classroom knowledge with real life experience. COOP is the ultimate method for learning in a real-life situation of work. It provides personal ownership to the learning experience where a student would find benefit. This educational program is a win- win combination of classroom knowledge coupled with work experiences that bridge wisdom in obtaining the life-style for the students' future life's potential.

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.

It is the student’s responsibility to write the two learning objectives for each credit. 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.

Related Assignment

Each student needs one or two related assignments based on the number of credits assigned through the faculty coordinator. Read the related assignment worksheet for more information about this assignment(s)

Grades

Cooperative Education Grades are based on:

1. Attendance- Meeting with the faculty instructor on a weekly basis
2. Discussion Boards
3. Employer Forms
4. Learning Objectives, 2 per credit
5. Completion of one or more related assignments
6. Final evaluation
Semester Time Line

Weeks 1-3

- Meet with instructor to review the requirements and semester timeline and due dates
- Establish learning objectives
- Determine related assignment(s) with instructor
- Pre-term employer evaluations and sign-off sheet

Weeks 4-7

- Connect with the instructor weekly and discuss the progress toward objectives and related assignments
- Instructor visits, emails or calls student’s place of employment for mid-term review of students’ progress

Weeks 10-14

- Student review final grade status with instructor which includes:
  a. Student’s completed objectives
  b. Student related assignment(s)
  c. Student self-evaluation
  d. Employer’s final evaluation of student progress

- Instructor posts student grades on Banner first week after finals
The COOP course, will be placed on the Canvas website before classes start. This site can be reached from the homepage of Dixie State University (www.dixie.edu).

- Hover over “myDixie”
- Click on Canvas link. When the Canvas page opens enter your personal User Name and password
- Access the COOP course
- Please read through the information and complete all the requirements.

Before the beginning of the semester you should check assignment dates and any additional requirements needed for class

**Note: It is important to check your Canvas mail often.**
Cooperative Education Syllabus

COOPERATIVE EDUCATION 1800R, 1-3 CREDITS

INSTRUCTOR:

<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>Contact Information</th>
<th>Office Hours</th>
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</table>

PROGRAM DIRECTOR: Diana Maughan, 652-7668, diana.maughan@dixie.edu

SEMESTER/YEAR: Fall 2017

TEXT REQUIRED: Online Cooperative Education Workbook or Canvas

REQUIRED: Must have a job and be working

COURSE DESCRIPTION

The Cooperative Education (COOP) is geared for students in their freshman or sophomore year. COOP 1800 provides a beneficial three-way partnership between the employer, the student, and the university, creating the opportunity to apply classroom learning to practical problems on the job. This course allows students to work either in their field or a professional environment as they prepare to enter the workforce. Students learn the competitive nature of the job market and what is needed to prepare for the best career positions. Students also gain a competitive edge in the new graduate job market. Course work includes; learning objectives, employer-evaluations, related assignments, self-evaluation, regular communication with instructor, site visits to the employer by instructor and more. Students must document their work hours as follows: 1 credit = at least 6 hours per week or 100 hours during the semester: 2 credits = 12 hours per week or 180 hours during the semester: 3 credits = 18 hours per week or 270 hours during the semester. A maximum of 12 COOP/work experience credits can be applied to any DSU degree. Prerequisite: Permission must be obtained from the director of Cooperative Education to registration. FA, SP, SU.

DSU POLICIES, PROCEDURES, AND SEMESTER DATES

Click on this link https://academics.dixie.edu/fall-2017-academic-calendar/ for comprehensive information on the Semester Dates, the Final Exam Schedule. University resources such as the Career Services, the library, Disability Resource Center, IT Student Help Desk, Online Writing Lab, Testing Center, Tutoring Center, and Writing Center are found at https://dixie.edu/resources/. In addition, please review DSU policies and statements with regards to Academic Integrity, Disruptive Behavior and Absences related to university functions found at the following link. https://socialscience.dixie.edu/wp-content/uploads/sites/38/2015/07/Academic-Honor-and-Integrity-Policy.pdf

If you are a student with a medical, psychological, or learning disability or think you might have a disability and would like accommodations, contact the Disability Resource Center (652-7516) in the Student Services Center. The Disability Resource Center will determine eligibility of the student requesting special services and determine the appropriate accommodations related to their disability.
PERFORMANCE OBJECTIVES

Upon completion of this course, the student will be able to:
- Integrate classroom theory with workplace practice
- Identify academic and career goals and the relationship for application in the workplace
- Exhibit technical knowledge through use of provided technology
- Establish rapport with workplace culture, supervisors, and co-workers
- Improve workplace competencies
- Establish workplace relationships to enhance professional demeanor and networking

CLASS PROCEDURES

The COOP student is assigned a COOP instructor by the COOP program director. The student is to contact the assigned faculty person the first week of school to set up weekly appointments and to establish goals and objectives. Weekly reporting of the progress of the student is a graded part of the class.

GRADING

Cooperative Education Grades will be calculated according to the scale below.

<table>
<thead>
<tr>
<th>Grade Breakdown - % of Grade Assigned to four categories</th>
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<tbody>
<tr>
<td>Learning Objectives = 30%</td>
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<tr>
<td>1) Establishment and accomplish of Learning Objectives.</td>
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<tr>
<td>*2 objectives per credit earned</td>
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<td>3) Employer Beginning Evaluations</td>
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<td>A 95+</td>
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<tr>
<td>A- 90-94</td>
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<tr>
<td>B- 80-82</td>
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</tbody>
</table>
Job Description

Student name__________________________________________________________

Business name________________________________________________________

Instructions: Complete this page with the help of your employer prior to completing the objectives portion of the workbook.

JOB TITLE: ____________________________________________________________

OVERALL JOB DESCRIPTION (Described in general terms what is it that you have been hired to do.)

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Specific Duties (Make a list of the duties you perform or will perform on a regular basis):

1. ___________________________________________________________________

2. ___________________________________________________________________

3. ___________________________________________________________________

4. ___________________________________________________________________

5. ___________________________________________________________________

6. ___________________________________________________________________

7. ___________________________________________________________________

8. ___________________________________________________________________

Hours to be worked each week____________ Rate of Pay _____________________
Establishing Learning Objectives and Related Assignments

A learning objective and related assignments are statements which describes a result the student is interested in accomplishing during the COOP enrollment period.

Learning Objectives can take place during work hours and are shorter in duration than the related assignment.

The related assignment should take at least 10 hours to complete and should be outside of the normal work hours.

1. Describe the learning experience in one of the three areas
   a. Work
   b. Education
   c. Career
   d. Personal development

2. Learning Objectives and Related Assignments are included in one of the following categories
   a. Career orientation and routine duties: Objectives that include specific improvement in accomplishing the day-to-day functions of the job.
   b. Problem-solving or skill acquisition: These objectives interpret specific problems or challenges at the job site and with measurable result.
   c. Skill application: These objectives apply or test classroom knowledge in the work environment.
   d. Personal: Objectives that involve human relations situations that can have a measurable outcome.
   e. Job implementation or new assignment: Objectives that allow the student to perform new job requirements effectively.
   f. Increased knowledge: Develop an objective around gaining specific new knowledge.

3. Instructions for learning objectives and related assignments:
   a. The student should take a fresh look at their place of employment. Walk around and observe everything that is happening, equipment available, employees, the physical environment, attitudes, and other employment situations. Consider university studies and career goals while deciding objectives and the related assignment.
   b. Using the “Objective Scratch Sheet” (pg 12) write out ideas including:
      i. Ideas of a general nature
         1. Career orientation
         2. Routine duties
      ii. Ideas that are new, but apply to your present or future interest
      iii. Ideas the student/employee may know but need more practice
      iv. Human relation skills
         1. Public interaction
         2. Employee interactions
3. Personal areas of improvement
   v. Specific activity or duty
   vi. Increase knowledge
   c. Take this list to the faculty coordinator to determine the final objectives and related assignment
4. Have objectives and assignments approved by your faculty-coordinator and employer

Use the SMART method for writing your Learning Objectives and Related Assignments

S. Be specific
   What will be accomplished? What actions will you take?
   Action verbs to describe your goal. Oversee, Update, Write, Coordinate, Upgrade, Process, Supervise, Develop, Provide, Manage, Create, Maintain, Plan, Implement, Reconcile, Support, Evaluate, Direct, Transition, Produce, Administer

M. Measureable
   What data will measure the goal? (How Much? How Well?)
   Measurement methods can be both quantitative (productivity results, money saved or earned, etc.) and or qualitative (client testimonials, surveys, journal etc.)

A. Achievable
   Is the goal Doable? Do you have the necessary skills and resources?
   How to accomplish the goal, if you have the tools/skills needed, if not, consider what it would take to attain them.

R. Relevant
   How does the goal align with the broader goals? Why is the result important?
   Relevance refers focusing on something that makes sense with the broader learning experience in mind. Find your goal in one of these areas: work, education, career, personal development.

T. Time-Bound
   What is the time frame for accomplishing the goal?
   Anyone can set goals, but if it lacks realistic timing, chances are you’re not going to succeed. Providing a target date for deliverables is imperative.
The related assignment is meant to enrich your learning or life goals. Choose assignments that will advance your:

- Career opportunities
- Understanding of career opportunities
- Knowledge of yourself
- Increase your interpersonal skills
- Increase your technological skills
- Etc.

This assignment should take a minimum of 10 hours to complete. Each step should be clearly defined and documented to show the corresponding time spent.

A related assignment can be in one of the following related areas or other as decided between you and your instructor:

- Work
- Personal discovery
- Career
- Skills

A combination of at least at three the following components should be part of the assignment.

- Selected readings
- Interviews or observations
- Surveys
- Lab experiments
- Research
- Reports
- Assessments
- Reflections
Learning Objective and Related Assignment Worksheet

Instructions: Use this work sheet to list ideas to develop your objectives and related assignment.

1. What equipment is available for your job improvement:
   a. 
   b. 

2. What are common problems in your work environment:
   a. 
   b. 

3. What information do you need to learn to be a better employee:
   a. 
   b. 

4. What would your employer/supervisor like you to know or do:
   a. 
   b. 

5. What do you want to learn to be a better employee:
   a. 
   b. 

Name:_________________________________

Which area does this goal fall? Circle one:  Work  Education  Career  Personal Development

Completion Date: __________________________

When setting a goal be **Specific**:  
What do you want to accomplish?

Must be **Measureable**:  
How will I measure or show I accomplished by objective?

Must be **Achievable**:  
What steps will I use to achieve my goal?

Must be **Relevant**:  
How is this relevant to me or my employer?

**Time**:  (Entered above)
Related Assignment #
10+ hours

Name: ________________________________

Which area does this goal fall? Circle one:  Work  Education  Career  Personal Development

Completion Date: __________________________

When setting a goal be **Specific:**
   What do you want to accomplish?

Must be **Measureable:**
   How will I measure or show I accomplished by objective?

Must be **Achievable:** 10+ hours
   What steps will I use to achieve my goal?

Must be **Relevant:**
   How is this relevant to me or my employer?

**Time:** (Entered above)
Job Description and Learning Objective Employer Sign-Off

Attach this to your job description and number of objectives required for the number of credits you are taking and have your employer and faculty instructor sign:

We the undersigned, agree with the validity of the job description and learning objectives listed. The employer and the university agree to provide the necessary supervision and counseling to ensure that the maximum educational benefit may be achieved for the student-employee’s work experience. There are three participants in the cooperative education venture. The student agrees to abide by the COOP and employer guidelines. The supervisor will evaluate the student-employee’s performance objectives at the end of the grading period. Dixie State University will award academic credit for work successfully accomplished.

_________________________  ____________________________
Student Signature          Date

_________________________  ____________________________
Supervisor Signature       Date
**Employer Beginning-Term Student Evaluation**

Student ____________________________

Employer/Supervisor ____________________________

Name of Business ____________________________ Telephone ______________

EMPLOYER/ SUPERVISOR: Please evaluate the student’s performance in each of the following areas and return to student or Diana Maughan, Assistant Director of Career Services. 

[Email: diana.maughan@dixie.edu]

<table>
<thead>
<tr>
<th>ITEM A:</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Needs Improvement</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. General personal appearance</td>
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<td>2. General hygiene</td>
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<td>3. Punctuality</td>
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<td>4. Follows instructions</td>
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<td>5. Enthusiasm</td>
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<td>15. Confidentiality</td>
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<td>16. Quantity of work</td>
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<td>17. Quality of work</td>
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**ITEM B:** List areas of outstanding ability

**ITEM D:** List areas that need improved performance.

Employer/ Supervisor signature ____________________________
Weekly Report

Student’s name______________________________________________

Dates from_________, 20_to_________, 20_

Hours worked ________________________________________________

Brief paragraph describing how much time you have spent on your Learning Objectives and what steps you have taken to complete them.

Brief paragraph describing how much time you have spent on your Related Assignment(s) and what steps you have taken to complete them.

Student Signature____________________________________________Date: _______
Completed Learning Objectives and Related Assignment

All assignments will be turned in through Canvas by the end of the semester. Your Learning Objectives and Related Assignments will take different forms to show they are completed. Work with your instructor to find the best means for you to show the accomplishment of these objectives and assignments. In setting your goals make sure you have a reporting mechanism capable of being uploaded to Canvas.
Employer Final Evaluation of Student Progress

Student ________________________________

Employer/Supervisor ________________________________

Name of Business ________________________________ Telephone __________________

EMPLOYER/ SUPERVISOR: Please evaluate the student’s performance in each of the following areas and return to student or Diana Maughan, Assistant Director of Career Services. diana.maughan@dixie.edu.

ITEM A: As an employer/supervisor, would you please suggest a letter grade (A,B,C,D,F) for the student’s work-experience portion of the COOP class.

ITEM B:

<table>
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<tr>
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ITEM C: Please review the objectives previously established by the student and give overall comments on how well the student has met those objectives.

Employer/ Supervisor signature ________________________________
Student__________________________________________________________________________

Employer/Supervisor_______________________________________________________________

Faculty Instructor-Coordinator_____________________________________________________

Provide a brief analysis of your experience. Start with what grade you think you earned then explain why you feel you deserve this grade using the items below. Create a separate document no more than one page double spaced and attach it to this sheet.

ITEM A: Describe your learning objectives and related assignment(s)

ITEM B: Describe how you feel you have grown from said learning objectives and related assignment(s)

ITEM B: What are the achievements of your experience in the COOP Education Program?

ITEM C: What personal weaknesses did you see from your experience in the COOP Education Program?

Student Signature_______________________________________________________________

Date ______________________________________________________________