



**Office of Career Placement, Cooperative Education, & Service Learning**  
Dr. Rick Parrent, Director  
(615) 230-3307  
East Campus Building 100, Room 102

## **BUS 280 Cooperative Work Experience**

The following introductory information defines the Cooperative Education Program at Volunteer State Community College. Please review this document in order to answer any questions you may have about this program.

### **What is Cooperative Education at the College?**

Cooperative Education is an academic program that allows the student to gain work experience directly related to his/her academic major and/or vocational choice. Students work off campus and have the opportunity to apply classroom learning to practical work situations and learn work related skills.

Cooperative Education may be referred to as a work experience or an internship. No matter what term is used, each refers to the awarding of academic credit for a career with the mutual participation of the College and Industry.

### **Scheduling**

Students are typically placed three times a year-September, January and May.

### **Why Participate?**

#### **Advantages to the Employer**

- Co-op provides a ready-made training and recruitment program reducing present costs.
- Co-op creates an opportunity to observe future employees with a minimum commitment.
- Co-op enables business and industry to participate in and influence the educational process.
- Co-op motivates permanent employees toward continued learning opportunities.

#### **Advantages to the Student**

- You gain the experience that will make it easier for you to find employment when you graduate.
- You have the opportunity to explore a potential career without investing extreme resources, time and money.

- You have the chance to earn college credits and money.
- You have the chance to draw connections and analyze relationships between your job and what you are learning in school.
- If you are already working when you enter the program, your employer will become increasingly aware that you are a motivated individual and deserving of additional training and promotion.

### **Responsibilities of Employers**

1. To notify the Director of Career Placement, Cooperative Education and Service Learning that Co-op opportunities are available and provide a description of requirements and duties.
2. To provide safe working facilities for students.
3. To provide a model for an ethical professional business environment.
4. To interview applicants and select students for jobs. Employers have the final decision on employment of qualified students.
5. To orient the student to the position.
6. To supervise the work of the student. Supervisors should be in touch with the Director of Career Placement, Cooperative Education and Service Learning if problems develop.
7. To evaluate the work performance of the student. This evaluation will be heavily used to determine the course grade given to the student.

### **Employer and Student Obligations**

1. Status as an employee. During the work term, a Co-op student should be considered as an employee of the company for which he/she works. As such, the student is subject to the employer's rules and regulations and should be so advised of these policies when starting work.
2. Time-off. The student is to be on the work assignment regularly and punctually. The Co-op student will be given no special privileges except those allowed to other regular employees. Time off for any college requirements will not be permitted without the student obtaining the consent of the supervisor.
3. Lay-off. If a permanent or temporary lay-off becomes necessary, we request that you notify the Co-op Coordinator/Director of Career Placement, Cooperative Education, and Service Learning immediately. Failure to notify the Director of Career Placement, Cooperative Education and Service Learning may result in loss of credit for the student.

## **Student Eligibility**

To participate in the Cooperative Education Program, the Co-op job must be related to your major field or career goals. The participation process follows these steps:

1. Contact the Director of Career Placement, Cooperative Education and Service Learning several weeks before the beginning of the semester in which you intend to register to arrange for an appointment.
2. Fill out a Cooperative Education application form (BUS280) and meet with the Office of Career Placement, Cooperative Education and Service Learning staff to discuss job opportunities, resume writing and interviewing skills.
3. You will be notified of an opening in your field and interviews will be arranged. If you know of an opening you wish to pursue for Co-op, please advise the Director of Career Placement, Cooperative Education and Service Learning.
4. You must sign up for the appropriate Co-op course (BUS 280) during course registration. Students have until the third week of the semester to have a confirmed Co-op position or they will be asked to drop the course.
5. During the semester, students will develop at minimum, three (3) Student Learning Outcomes. Employers are encouraged to become involved in the establishment of Student Learning Outcomes, but it is not mandatory that they do so.
6. Faculty Coordinators and the Director of Career Placement, Cooperative Education and Service Learning may visit the student worksite at least once a semester.
7. Student's co-op academic work is evaluated by the employer and the faculty coordinator/Director of Career Placement, Cooperative Education and Service Learning and receive grades for successful completion of the course experience.

## **Student Responsibilities**

There are certain rules and regulations that the student must follow and responsibilities he/she must assume. It is possible that the student will not receive academic credit for the work experience if these guidelines are not observed.

1. Students are expected to accept a job if it meets requirements agreed on with the Director of Career Placement, Cooperative Education and Service Learning
2. If a student is currently working, he/she may keep the job for the cooperative experience provided it is related to his/her major field of study and he/she is continuing to learn on the job with the ability to establish appropriate Student Learning Outcomes. The Director of Career Placement, Cooperative Education and Service Learning must approve all Co-op jobs secured by students.
3. A student is required to immediately report to the Director of Career Placement, Cooperative Education and Service Learning any changes in work assignments within the company if they affect the obtainment of the Student Learning Outcomes.
4. Once a student is hired for a position, he/she is expected to remain in the job for the duration of the semester.
5. Any student who quits a job without first conferring with his/her Faculty Coordinator/Director of Career Placement, Cooperative Education and Service Learning and employer will not receive credit for that work period.
6. If a student experiences serious difficulties with his/her Co-op job, he/she should discuss them with the Director of Career Placement, Cooperative Education and Service Learning. Poor performance may jeopardize other participants in the program by losing valuable job placements for the program.
7. In case of illness or emergency, the student must notify his/her supervisor at work as

to dates he/she will be out of work. If the absence is for an extended period of time, he student should immediately notify the Director of Career Placement, Cooperative Education and Service Learning.

8. A Co-op student is subject to all rules and regulations of the employing firm. The student will be treated the same as other employees.
9. If his/her employer for just causes discharges a student, the student will not receive credit for hours accumulated at that workstation.
10. While on the work assignment, each student is a representative of the College. He or she is expected to conduct him or herself so as to reflect favorably on the College.
11. The number of credit hours for this course is the same whether the student works the minimum hours required or works additional hours at his/her own request or his/her supervisor's request.

### **Frequently Asked Questions**

*If I already have a job related to my major, may I keep the job for this Co-op Course?*

Yes, provided you are continuing to learn on the job and can establish appropriate Student Learning Outcomes.

*Is any job good enough to qualify for this Co-op course?*

No. The student must hold a job directly related to his/her major field of career goals.

*If I register for this Co-op course, am I guaranteed a job?*

No. The college will make every effort to arrange suitable interviews with prospective employers. However, economic conditions, student attitude, and employer preferences may make it impossible to place a student.

*What if I don't get a position?*

Students who have not obtained positions by the third class are encouraged to drop the course for that semester.

*Can I get credit for work done in previous semesters?*

No.

*Are my wages as a Co-op student subject to taxes?*

Wages are subject to withholding taxes and must be reported as any other job.

*How much will I be paid?*

The College will not negotiate any compensation for the student. If compensation is offered, it will depend on the compensation structure of the organization for which you work. It is also helpful to remember that your real reimbursement is the experience gained and contacts made.

*Will my financial aid be affected?*

Perhaps. Contact the Financial Aid Office at Volunteer State Community College to determine any possible change in financial assistance.

## Student Learning Outcomes

Students must submit the *VSCC Cooperative Education Student Learning Outcomes Agreement* to the Office of Career Placement, Cooperative Education, & Service Learning prior to approval of Co-op on site work. A minimum of three (3) Student Learning Outcomes must be written in order to complete course requirements. It is important how those outcomes are written. Follow these simple rules:

1. State what you will do and how you will do it.
2. Give the day, month, and year of estimated completion.
3. State the verifiable criteria (How your accomplishments will be measured or evaluated).
4. Course Grade Requirements

**Grades for the co-op work experience are based upon the following requirements:**

- **All required forms and Final Paper of Reflection must be completed by student/employer and received by the Director of Career Placement, Cooperative Education, & Service Learning before the last designated day of course (see page 10 of this document for the date forms are due).**
- **The following forms are required and must be submitted to the Director of Career Placement, Cooperative Education, & Service Learning prior to the last designated day of the course (see page 10 for date due by).**
  1. **Work Agreement Form**
  2. **Student Learning Outcomes Form**
  3. **VSCC Waiver of Liability**
  4. **Performance Evaluation Form (completed by the employer & submitted to Director of Career Placement, Cooperative Education, & Service Learning before the last designated day of the course)**
  5. **Student Work Review Form (completed by the employer & submitted to Director of Career Placement, Cooperative Education, & Service Learning before the last designated day of the course)**

### *Examples of Measurable Student Learning Outcomes*

1. *By April 15, I will have worked as lead night auditor for five nights with satisfactory performance as verified by the Front Office Manager.*
2. *By the end of the semester, I will have taken food inventory twice and a beverage inventory once, extended these inventories and calculated the food and the beverage cost percentages.*

*To Be Completed by the Employing Official*

**Volunteer State Community College  
Cooperative Education Work Agreement**

Date \_\_\_\_\_

Name of Student \_\_\_\_\_

Student ID \_\_\_\_\_

Name of Supervisor or Personnel Manager \_\_\_\_\_

Title \_\_\_\_\_

Firm \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
\_\_\_\_\_

I will employ the above college student for \_\_\_\_\_ semester and agree to provide **90-120 hours** of work experience during this period. If at any time the student breaks company rules or policies, I will notify the instructor and Cooperative Education Coordinator.

Signed \_\_\_\_\_

Dates of Employment

From \_\_\_\_\_ To \_\_\_\_\_

Note: The student should return a copy of this agreement to his/her instructor and the Director of Career Placement and Cooperative Education.

*VSCC, a Tennessee Board of Regents Institution, is an equal opportunity institution, and ensures equal opportunity for all persons without regard to race, color, religion, sex, national origin, disability status, age, sexual orientation or status as qualified veteran with a disability or veteran of the Vietnam era.*

*To Be Completed by the Employing Official*

**Volunteer State Community College  
Cooperative Education Student Work Review  
BUS 280**

STUDENT: \_\_\_\_\_

COMPANY: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

Has he/she been an asset to your organization?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What has given you the most satisfaction about his/her work performance?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does he/she have the necessary skills for this internship?      YES                      NO

Would you recommend him/her for a job?                      YES                      NO

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On a scale of 1 to 10 (with 10 being the highest) how would you rate this intern?

1      2      3      4      5      6      7      8      9      10

May I share this information with the intern?                      YES                      NO

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To Be Completed by the Employing Official and Student

**Volunteer State Community College  
Cooperative Education Student Learning Outcomes Agreement  
BUS 280**

Semester \_\_\_\_\_ Course No. and Section \_\_\_\_\_

The employer/supervisor or sponsor will evaluate the employee's objectives to determine whether they have been met. The college will award full or partial credit for full or partial completion.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Employer (Company Name)

STUDENT LEARNING OUTCOME 1      ACHIEVEMENT    YES \_\_\_ NO \_\_\_ PARTIAL \_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STUDENT LEARNING OUTCOME 2    ACHIEVEMENT    YES \_\_\_ NO \_\_\_ PARTIAL \_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STUDENT LEARNING OUTCOME 3      ACHIEVEMENT    YES \_\_\_ NO \_\_\_ PARTIAL \_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STUDENT LEARNING OUTCOME 4      ACHIEVEMENT    YES \_\_\_ NO \_\_\_ PARTIAL \_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STUDENT LEARNING OUTCOME 5      ACHIEVEMENT    YES \_\_\_ NO \_\_\_ PARTIAL \_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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*To Be Completed by the Employing Official*

**Volunteer State Community College  
Cooperative Education Student Performance Evaluation  
BUS 280**

Student Name: \_\_\_\_\_

Major: \_\_\_\_\_ Classification \_\_\_\_\_

Work Period: \_\_\_\_\_

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

Check the most appropriate answer:

**Relations with Others**

- Exceptionally well accepted
- Works well with others
- Gets along satisfactorily
- Has some difficulty working with others
- Works very poorly with others

**Judgment**

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

**Ability to Learn**

- Learns very quickly
- Learns readily
- Average in learning
- Rather slow to learn
- Very slow to learn

**Attendance**

- Regular
- Irregular

**Attitude Application to Work**

- Outstanding in enthusiasm
- Very interested and industrious
- Average in diligence and interest
- Somewhat indifferent
- Definitely not interested

**Dependability**

- Completely dependable
- Above average in dependability
- Usually dependable
- Sometimes neglectful or careless
- Unreliable

**Quality of Work**

- Excellent
- Very good
- Average
- Below average
- Very poor

**Punctuality**

- Regular
- Irregular

Circle most appropriate answer:

**Over-all performance**

Outstanding                      Very Good                      Average                      Marginal                      Unsatisfactory

What traits may help or hinder the student's advancement? (Use other side if necessary)

What type of work assignments were completed by the student? (Use other side if necessary)

Has this report been discussed with the student?                      YES                      NO

\_\_\_\_\_  
Employer/Supervisor Name                      Date

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## **Student Expectations at the close of Spring Semester 2012**

Student will prepare a ***typewritten*** PAPER OF REFLECTION (2-4 pages) of his/her work experience. Paper should be ***double-spaced*** using a ***Times New Roman (or similar)*** font of no larger than **12**. Margins on the document should be set at 1". It is NOT necessary to produce an ornate document with bindings and cover sheets. Simply type and staple! Papers written by hand on notebook paper will NOT be accepted – NO EXCEPTIONS!

Within the body of this paper should be included the three Student Learning Outcomes (you may have stated more than three, but only write about 3). Did you obtain certain goals? Did something or someone impede you? How did certain personalities interact (management-management, peers-management, etc.)?

The use of first person is acceptable (I, me, my) because this is YOUR experience! Please refrain from “my opinion” or “I feel” because I can assume that since this is YOUR paper!

The paper, along with all other enclosed documents, is due by no later than **Friday, April 27, 2012, at 4:30 P.M. Papers will NOT be accepted late – NO EXCEPTIONS.** Your Paper of Reflection may be accepted electronically to [rick.parrent@volstate.edu](mailto:rick.parrent@volstate.edu), otherwise in person at the East Campus Building #100 – Office 102.

### **For Students With Disabilities:**

It is the student’s responsibility to self-identify with the Office of Disability Services to receive accommodations and services in accordance with Section 504 of The Rehabilitation Act and The Americans with Disabilities Act Amendments Act (ADAAA). Only those students with appropriate documentation and who are registered with the Office of Disability Services will receive accommodations. For further information, contact the Office of Disability Services at (615) 230-3472, online by visiting <http://www.volstate.edu/disability> or visit the office which is located in Room 108, Wood Campus Center.

**HAVE A GREAT SEMESTER!!**