

Cooperative Education Syllabus/SLOs – Spring 2016

Cooperative Education (CoOp) allows students to gain relevant and professional work experiences that complement their academic studies. It is a partnership between employers, students, and the University, focused on professional practice and vocational exploration. Combining paid work experience with their studies, CoOp students have an opportunity to explore their professions and apply principles acquired in the classroom.

- ✓ All assignments must be submitted to eLearning.
- ✓ **No Points** will be given for **late assignments** without prior approval of the UWF Career Services. Please call 850.474.2254 as soon as possible if you have special circumstances.
- ✓ Students must complete all assignments and have no fewer than 70 points to receive a passing grade for Cooperative Education credit hours.

<u>Assignments</u>	<u>Points Awarded</u>	<u>Deadline</u> <i>Due no later than 11:59PM</i>
Semester Work Plan	10	01/22/16
Reflection Log 1	15	02/05/16
Mid-Term Evaluations (Self and Employer Evaluations)	10	02/26/16
Network Assignment	15	03/11/16
Final Report*	30	03/25/16
Final Evaluations (Self and Employer Evaluations)	10	04/8/16
End-of-Term Reflection	10	04/20/16**

***Schedule an appointment by calling Career Services in Building 19 at 850.474.2254.*

**Failure to submit a Final Report Assignment will result in an unsatisfactory grade for the entire term.*

Forms are also located in JasonQuest in the Resource Library.

The Student Code of Conduct sets forth the rules, regulations and expected behavior of students enrolled at the University of West Florida. Violations of any rules, regulations, or behavioral expectations may result in a charge of violating the Student Code of Conduct. It is the students' responsibility to read the Student Code of Conduct and act in accordance to the Code. You may access the current Student Code of Conduct at <http://www.uwf.edu/judicialaffairs>.

Students with a documented disability who require specific examination or course-related academic accommodations should contact the Student Disability Resource Center (SDRC) by e-mail at sdrc@uwf.edu or by phone at 850.474.2387.

Communication Skills

1. The student will be able to demonstrate the ability to follow written materials.
2. The student will be able to communicate ideas and concepts clearly in writing.
3. The student will have the ability to listen to others in an active and attentive manner.
4. The student will be able to effectively communicate in meetings or group settings.
5. The student will be able to demonstrate effective verbal communication skills by asking pertinent and purposeful questions.

Vocational/Career Preparation

1. The student will be able to break down complex tasks/problems into manageable pieces.
2. The student will be able to formulate options and ideas.
3. The student will be able to demonstrate ability to problem solve.
4. The student will be able to demonstrate a self-motivated approach to work.
5. The student will demonstrate an ability to set appropriate priorities/goals.
6. The student will be able to demonstrate professional behavior and attitude.
7. The student will report to work as scheduled and on-time.
8. The student will demonstrate skills for appropriate dress and appearance for a professional organization.

Leadership

1. The student will be able to manage and resolve conflicts in an effective manner.
2. The student will show the ability to support/contribute to a team atmosphere.
3. The student will be able to demonstrate assertive, but appropriate behavior.
4. The student will exhibit the ability to understand/support the cooperative employer's organizational mission/goals.
5. The student will demonstrate behavior that fits in with the norms and expectations of the organization.
6. The student will be able to seek out and utilize appropriate resources.
7. The student will be able to work within appropriate authority and decision-making channels.

Integrity/Values

1. The student will be able to exhibit a positive and constructive attitude.
2. The student will be able to demonstrate a sense of values and integrity to the job.
3. The student will be capable of learning from previous mistakes.
4. The student will be able to behave in an ethical manner.
5. The student will be able to show respect for the diversity (religious/cultural/ethnic) of co-workers.

Learning outcomes will be measured by cooperative education employer's evaluation, student report, student reflection and the Experiential Learning Coordinator's evaluation. Student's ability to meet these outcomes is expected to improve with the completion of each cooperative education experience semester. Each experience will be different as they are dependent upon the student's major and the cooperative employment experience.