

Cañada College Cooperative Education Program

Fall 2014

IMPORTANT INFORMATION AND DATES SYLLABUS

- PROFESSOR:** **Anne Nicholls**
Office: Building 13, Room 124
Office Phone: (650) 306-3293 FAX: (650) 306-3282
Mailbox: Building 13, Room 101 (Nicholls)
EMAIL: nicholls@smccd.edu
WEB Page: www.canadacollege.edu/cooperativeducation
- CLASS MEETINGS:** All students will be required to attend **ONE** orientation meeting. You may register by computer at www.canadacollege.edu. Click on WebSMART and log on to your account. See below for orientation times and dates. Students should try to attend the orientation in the section in which they are registered, however, I will allow students to attend the orientation of any of the sections below, if they cannot make the one in which they are registered:
- | | | | | | |
|--------------|--------------|--------------|-----|------------------------|--------|
| 80995 | COOP 670 AA | 1:10-2:00 pm | Tue | 8/19, 8/26, 9/2 | 13-116 |
| 91925 | ACTG 672 VEA | 5:30-6:25 pm | Wed | 8/20, 8/27, 9/3 | 13-116 |
| 94457 | ECE 672 VEA | 5:30-6:25 pm | Thu | 8/21, 8/28, 9/4 | 13-116 |
| 91513 | FASH 672 VEA | 5:30-6:25 pm | Tue | 8/19, 8/26, 9/2 | 13-116 |
| 94371 | MART 672 VEA | 5:30-6:25pm | Wed | 8/20, 8/27, 9/3 | 13-116 |
| 89946 | MEDA 672 LA | 5:30-6:25pm | Thu | 8/21, 8/28, 9/4 | 13-116 |
- CONFERENCES:** Individual conferences are **mandatory** in order to review and approve the draft of the student's job learning objectives. Each student attends at least one conference. Individual meetings are arranged with the professor above for approximately 30 minutes in professor's office or designated location.
- OBJECTIVE WRITING:** Each student will be required to develop a minimum of three specific job objectives. The objectives need to be written with the assistance of your immediate job supervisor, and must be submitted to the professor above on the Work Experience Agreement Form (contract) in the beginning of the semester. The earlier the better! Objectives need to be planned for completion between a 1 to 2 month time-frame and a few weeks before the end of the semester.
- WRITTEN REPORT/** The written report and program evaluation is due toward the end of the semester. See time-line for due dates. See page 16 in Coop Handbook.
- EVALUATION:** See pages 17-18 in the Coop Handbook.
- GRADING:** Students may receive either a **letter-grade or credit/no credit grade**. You will receive units toward your associate in Arts or Science degree and/or Units for transfer purposes, depending upon the college or university to which you are transferring. Grades and total units will be granted based upon:
1. The writing and appropriateness of your objectives and the degree to which you achieve them.
 2. The total number of hours you work during the college semester.
 3. Completing and submitting all forms, including a final written report.
 4. Attendance at class meetings and required conferences.
- PHONE CONSULTATIONS:** Phone consultations are encouraged at the number listed above.

COOPERATIVE EDUCATION TIME-LINE

Fall 2014

	<u>DATE</u>
A. Orientation meetings:	Aug 19 –Sept 4
B. Individual conference:	Aug 26 - Sept 11
C. Work Agreement form (contract) due:	Sept 7
D. Supervisor's approval: (professor will take care of this)	Sept12 - Oct 14
E. Objectives completed. Report and Evaluation due:	Nov 14
F. Supervisor's evaluation: (professor will take care of this)	Nov 17 – Dec 12
*The absolute last day to hand in any missing or late paperwork: * (Upon professor's approval)	Dec 10

ASSIGNMENT FOR INDIVIDUAL CONFERENCE WITH PROFESSOR

1. Buy the Cooperative Education Handbook in the Bookstore.
2. Read the booklet completely.
3. Complete all exercises on pages 7, 8, 9 and 10.
4. Share your objective possibilities with your supervisor.
5. Write a draft of your objectives on pages 14 and 15.
6. Bring your draft to the office conference.

APPOINTMENT FOR INDIVIDUAL CONFERENCE

DATE: _____ TIME: _____ PLACE: _____