



# Cooperative Education Program Student Guidelines

## ACADEMIC CoOp COURSE REQUIREMENTS

*Students participating in a VSB Cooperative Education Program (CoOp) for academic credit must complete the following requirements:*

- **Time** – The CoOp work experience is a full-time, six month paid assignment. Fall semester assignments run from July through December, while spring semester assignments run from January through June.
- **Learning Objectives** - CoOp will establish, in conjunction with company Supervisor, 3-4 Learning Objectives as a means of focusing his/her CoOp experience. The Learning Objectives form will be completed, initialed (by CoOp and company Supervisor) and forwarded to the Clay Center at VSB within the first two weeks of the CoOp.
- **Daily Activity Log** - CoOp will maintain a Daily Activity Log in which he/she will record the dates worked, the number of hours completed, the nature of projects, tasks, responsibilities, etc., and the relationship of activities to the Learning Objectives. The Log will be initialed by Supervisor on a regular basis (i.e., once a week).
- **Final Paper\*** - CoOp is required to complete a 10-12 page final paper documenting:
  1. nature of the CoOp work (i.e., projects, assignments, responsibilities, etc.)
  2. process of meeting Learning Objectives
  3. relationship of CoOp experience to past and/or future academic coursework
  4. insights gained in regard to industry, profession, leadership styles, etc.
  5. possible professional opportunities and impact on student's career interests
  6. appendices may be attached that are outputs of work completed

*\*CoOp must include his/her name, phone number, name of company and CoOp title on cover sheet.*
- **Evaluation** - CoOp will complete a Student Evaluation to help determine the effectiveness of the CoOp experience, including assessment of work load, quality of supervision, professional development and the overall quality of the internship experience.
- **Grading** - CoOp courses are graded on a Satisfactory (S)/Unsatisfactory (U) basis. Faculty Chair of the appropriate academic area evaluates Learning Objectives, Daily Activity Log and Final Paper, reviews Employer Evaluation of student's performance and issues a grade of "S" or "U". If "S" is granted, 6 free elective credits are awarded for the CoOp at the end of the appropriate semester.
- **Submission Deadlines** - The completed Learning Objectives form is due to the Clay Center at VSB within the first two weeks of the CoOp. Due dates for submitting Daily Activity Log, Final Paper (supporting documents) and Student Evaluation to the Clay Center at VSB are:

CoOp Completed	Documents due to the Clay Center
Fall Semester	December 1
Spring Semester	May 1

**The Clay Center at VSB, Bartley 1054**

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