

# CoOp Course Requirements

## Assignments

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

- **Learning Objectives** - CoOp will establish, in conjunction with company Supervisor, 3-4 Learning Objectives as a means of focusing his/her/their CoOp experience. The Learning Objectives should be connected to the NACE Career Readiness Competencies. This form will be completed, initialed (by student and company supervisor) and submitted via Blackboard within the first two weeks of the CoOp experience.
- **Daily Activity Log** – CoOp will maintain a Daily Activity Log in which he/she/they will record dates worked, number of hours completed, the nature of projects, tasks, and responsibilities, and how it meets the Learning Objectives and connects to the NACE (National Association of Colleges & Employers) Career Readiness Competencies. 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:
  - Describe the nature of the CoOp (i.e., responsibilities, projects, assignments, etc.)
  - What were your learning objectives at the start of your CoOp and how did you achieve them?
  - How did the CoOp relate to your past/future coursework?
  - Reflect on insights gained regarding the industry, profession, leadership styles, etc.
  - How can/will you apply your learnings to experiences in the future?
  - Did your CoOp experience help to focus or clarify your career goals? How so?
  - How did your CliftonStrengths show up during your CoOp experience? Provide an example of how you used one/some of them.
  - Read an excerpt about the NACE Career Readiness Competencies below. Select 3 career competencies and discuss how you utilized and refined these competencies during your CoOp. Be sure to cite 2-3 sample behaviors you practiced during your CoOp.
- **Evaluation** - Student will complete an Evaluation to help determine the effectiveness of the CoOp experience, including assessment of work, quality of supervision, professional development, NACE career competencies, and overall quality of the CoOp experience. In addition, if there were any changes in terms of placement, supervisor or other, students should update their Experience Form in Handshake.

**\*\*All assignments must be typed and uploaded to Blackboard. Handwritten assignments will not be accepted.**

## Expectations

- **Time** - The CoOp work experience is a full-time, six month paid assignment. Fall semester assignments run from July – December, while spring semester assignments run from January – June.
- **CoOp Launch Workshop** – CoOp will attend a mandatory group session prior to the CoOp semester.
- **Experience Form** - Students will complete the form in Handshake with CoOp details before starting.
- **Grading** – CoOp courses 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 credits are awarded for the CoOp at the end of the appropriate semester.
- **Submission Deadlines** – All assignments are due via Blackboard. Due dates are as follows:
  - Completed Learning Objectives form is due via Blackboard within the first two weeks of the CoOp.
  - Completed Daily Activity Log, Final Paper (and supporting documents) and Student Evaluation via Blackboard are:

CoOp Completed	Documents due to the O'Donnell Center team
Fall Semester	December 1
Spring Semester	May 1