

LEARN AND EARN

education
that works!

5-Step Enrollment Process

Go to

www.lavc.edu/cooped
to download
application packet.

Complete application
packet.

Call 818-947-2334 to make
an appointment to
meet with a Coop. Ed.
instructor.

Review your application
packet with the Coop.
Ed. instructor

Take your add slip to
Admissions Office to
enroll.



**LAST DAY TO ENROLL
IN COOP. ED. IS
February 21, 2014**

For more information please call
the Cooperative Education Office
at 818-947-2334 or stop by
Bungalow 49.



Los Angeles Valley College Spring 2014 COOPERATIVE EDUCATION (February 10 – June 9)

EARN COLLEGE CREDIT WHILE YOU WORK!
YOU CAN EARN 1-4 UNITS OF CSU TRANSFERABLE CREDIT BY:

- ✓ ATTENDING ONLY TWO 3-HOUR SEMINARS
- ✓ COMPLETING ALL ASSIGNMENTS RELATED TO YOUR WORK AND CAREER GOALS

Seminar Topics

Job Search/Interviewing/Goal Setting

Mon	March 3, 2014	6:30 – 9:30 pm
Thur	March 27, 2014	6:30 – 9:30 pm
Fri	April 4, 2014	1:00 – 4:00 pm
Sat	May 10, 2014	9:00 am– 12 noon

Location
to be
announced

Career Advancement/Employability Tools

Thurs	March 13, 2014	6:30 – 9:30 pm
Mon	March 17, 2014	6:30 – 9:30 pm
Fri	April 25, 2014	1:00 – 4:00 pm
Sat	May 3, 2014	9:00 am – 12 noon

Schedule is subject to change. Please call the Coop. Ed. Office to confirm dates, times and location a week prior to attending. Seats are limited to 45. Please arrive early to guarantee your seat.

- * You MUST arrive ON TIME to the seminars
- * Students who arrive late to seminars will not be admitted entrance
- * Assignments will not be accepted from students who haven't attended the seminars
- * Plagiarism and/or copying from other sources will result in a "0" for that assignment **and will be reported to the college disciplinarian.**

Program expectations include:

Attending one seminar from EACH topic

Completing all assignments

Providing verification (business card or pay stub) of employment or internship

Ability to speak, read, and write English to complete college level work related assignments

Benefits include:

Up to 4 units of transferable college credit

A structured opportunity to learn new skills in work environments

Enhance employability portfolio (resumes and cover letters)

New ways to shine for your employer

Learning and Earning Credit While You Earn \$\$



Los Angeles Valley College Cooperative Education Program

SPRING SESSION

WHAT IS COOPERATIVE EDUCATION?

It is called “Cooperative Education” because the program establishes a three-way relationship between the student, the college, and the employer. This structured relationship allows students to create short-and-long-range career goals and to recognize his/her progress by establishing three measurable learning objectives for the semester. Cooperative Education provides a practical learning model for students and helps them prepare for their future careers through the integration of the on-the-job learning experiences and academic classroom lessons. By integrating both study and work, each area should be more relevant, interesting, and rewarding.

HOW DO YOU QUALIFY?

All students must be employed or volunteering/interning prior to enrolling to receive credit. Self-employed students and/or temps, substitutes, informal childcare providers or homecare providers do not qualify. Please call the Coop. Ed. Office at 818-947-2334 for more details or visit www.lavc.edu/cooped. Students must attend two (2) three-hour seminars covering employability topics that include job search techniques, resume writing, interviews and goal setting. Students must complete all assignments by due dates. Students are evaluated by their supervisor and their instructor for their final grade.

HOW DO YOU ENROLL?

Application packets can be downloaded from the Cooperative Education webpage at www.lavc.edu/cooped. The Cooperative Education Office is located in the Job Resource Center in Bungalow 49. For more information, please call (818) 947-2334 or visit www.lavc.edu/cooped.

Los Angeles Valley College students who are employed either full or part time (paid or volunteer status) in a job related to their declared major or related field may enroll in the Cooperative Education Program and earn up to 4 units of transferable credit per semester. Earn up to 3 units of transferable credit if your job is unrelated to your major. The total number of units that can be earned in General Coop. is 6 (over 2 semesters). The total number of units that can be earned in major-related Coop. is 16 (over 4 semesters). Students can take Coop. Ed. for up to 4 semesters only. The number of credits earned is based on the total number of hours worked for the semester (as listed below).

Total hours worked
for **semester** must be

75 hrs = 1 unit
150 hrs = 2 units
225 hrs = 3 units
300 hrs = 4 units (must be working in major)

IMPORTANT!

Hours worked *prior* to submitting
add permit will not be counted.

For volunteers / interns, credits earned are as follows: 60 hrs = 1 unit; 120 hrs = 2 units
180 hrs = 3 units; 240 hrs = 4 units (must be volunteering/interning in major)

The work experience aspect of this program enables students to observe and apply principles they have learned in the seminars, in cooperation with members of management where they are employed.



Student: Complete this application

Spring 2014

Los Angeles Valley College

Cooperative Education
APPLICATION FOR ENROLLMENT

Ticket # _____

Coop. Ed. # _____

STUDENT INFO: (please print)

Name _____ Home Phone # _____
Last First Middle Initial

Address _____ Student ID # _____
Number Street City State Zip

College Occupational Major ---Select One--- Email Address _____

EMPLOYER INFO: (please print)

Company Name _____

Address _____
Number Street City State Zip

Supervisor's Name _____ Supervisor's Phone # _____
Last First

Title _____ Dept. _____ Fax # _____

Email Address _____

Supervisor's Address (if different from above) _____
Number Street City State Zip

Nearest Large Intersection (cross-streets) _____ and _____

STUDENT EMPLOYMENT INFO: (please print)

Job Title: _____ Hours you work per week _____ How long have you had this job? _____

Paid Volunteer/Intern What are your duties? _____

EDUCATIONAL INFO: (please print)

Have you taken Coop. Ed. in the past? yes no

If yes, where? _____ How many units did you earn in Coop. Ed? _____

Are you enrolled in other classes this semester? yes no If yes, where? _____ (must show proof)

FOR OFFICE USE ONLY

Application in _____ Checked by _____

Employer Visitation: Date _____ Comments: _____

Instructor's Signature _____

Visitation <input type="checkbox"/>	Phone Call <input type="checkbox"/>
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Student: Read carefully and sign/date the bottom.

COOPERATIVE EDUCATION STUDENT EXPECTATIONS CONTRACT

1. Student must be employed, volunteering or interning *prior* to registering for Cooperative Education and provide a business card or paystub verifying worksite and employment.
2. Student may earn up to 4 units of elective credit if his/her job is related to the major. If the student's job is *not* related to the major or if student has not declared a major, student may earn up to 3 units of general credit only.
3. The number of units the student earns is determined by how many hours of work were completed from the start of the semester (or when student enrolled) until the end of the semester.

<u>For Paid Positions:</u>	<u>For Internship/Non-Paid Positions</u>
75 hours worked = 1 unit	60 hours worked = 1 unit
150 hours worked = 2 units	120 hours worked = 2 units
225 hours worked = 3 units	180 hours worked = 3 units
300 hours worked = 4 units (work must be major-related)	240 hours worked = 4 units (work must be in major-related)

4. Students who are self-employed, temps, substitutes, informal childcare providers or homecare providers are ineligible.
5. **Work objectives** must be submitted and approved by the Coop. Ed. Director before an Add Slip can be issued.
6. The **Coop. Ed. Agreement** must be signed by the student, employer and instructor and submitted to the Coop. Ed. Office **within a week** of enrollment.
7. Any change of employment, supervisor, phone number, etc., is to be reported to the Cooperative Education Office immediately. If the student drops the course, their supervisor will be notified they are no longer part of the program.
8. **Students enrolling in Coop. Ed. for the first time, or who have not been a part of a LAVC Spring or Fall Coop Ed course,** must attend two 3-hour seminars (Career Advancement and Job Search) and complete the seminar related assignments in order to receive full credit.
9. **Students enrolling in Coop. Ed. for the 2nd, 3rd, or 4th time (and who have been part of a LAVC Spring or Fall Coop. Ed. course)** are required to complete and submit their written assignment no later than **May 16, 2014**. **THERE ARE NO EXCEPTIONS!** You can turn in written assignment any time prior to due date.
10. All assignments must use college level English grammar, spelling and punctuation. **Plagiarism and/or copying from another source results in a "0" for that assignment and will be reported to the college disciplinarian.**
11. Grading is based on the total score of the assignment(s) completed by the student and the evaluation score submitted by the employer. The grading scale is as follows:

153 – 180 points = A 126 – 152 points = B 108 – 125 points = C 90 – 107 points = D
12. **IT IS THE STUDENT'S RESPONSIBILITY TO REMEMBER SEMINAR AND/OR ASSIGNMENT DUE DATES.**
13. It is the **STUDENT'S** responsibility to drop this class if they don't meet the above requirements.
14. If the student does not submit paperwork on time and fails to drop themselves from the Coop. Ed. Program, the student will receive a "Fail" for the semester.

By signing this document, you acknowledge that you have read the above regulations.

I certify that I have read the above regulations. I understand that I am responsible for submitting assignments and necessary paperwork on time. It is my responsibility to withdraw from/drop this course in the event I cannot comply with the regulations in this program. Failure to do so may result in a final grade of an "F." I acknowledge receipt of a copy of this form.

STUDENT'S SIGNATURE

TYPE NAME

DATE

Student: Complete the highlighted areas and sign at "X"

TIME SHEET

SEMESTER: Spring 2014

For Office Use Only			
1 ST	2 ND	3 RD	4 TH
TICKET # _____			
COURSE # _____			

NAME _____

Last First

STUDENT ID NO. _____

MAJOR _____

WEEK #	DATES	HOURS WORKED	WEEK #	DATES	HOURS WORKED
1	Feb 10 – Feb 15		9	April 6 – April 12	
2	Feb 16- Feb 22		10	April 13 – April 19	
3	Feb 23 – March 1		11	April 20 – April 26	
4	March 2 – March 8		12	April 27 – May 3	
5	March 9 – March 15		13	May 4 – May 10	
6	March 16 – March 22		14	May 11 – May 17	
7	March 23 – March 29		15	May 18- May 24	
8	March 30 – April 5		16	May 25 – May 31	
			17	June 1 – June 7	

I hereby certify that I am working the number of hours for each week as shown above.

X _____

If you are a first-time Coop. Ed. student or if you have not been part of a LAVC Spring or Fall Coop. Ed. Course, please check the dates of the seminars you will be attending.

You are required to attend ONE **Job Search** seminar:

M March 3 6:30 – 9:30 pm

Th March 27 6:30 – 9:30 pm

F April 25 1:00 – 4:00 pm

Sat May 10 9:00 – 12 noon

AND

ONE **Career Advancement** seminar:

Th March 13 6:30 – 9:30 pm

M March 17 6:30 – 9:30 pm

F April 25 1:00 – 4:00 pm

Sat May 3 9:00 – 12 noon

For Office Use Only

1st -Time Students Only:

	Research Employer	Goal Setting	Resume	Cover Letter	TOTAL SCORE
Assignment Scores					

2nd, 3rd and 4th -Time Students Only:

Assignment Score _____

Employer Evaluation Score _____

TOTAL: _____

Instructor's Signature _____

Job Search/Interviews _____

Career Advancement _____

Total Hours Worked _____

Credit Earned _____

Grade _____

Give this to your supervisor.



Los Angeles Valley College

5800 Fulton Avenue

Valley Glen, California 91401-4096

Dear LAVC Employer Partner:

The employee and Los Angeles Valley College (LAVC) student providing you this letter is potentially eligible to receive college credit through the Cooperative Education Program for hours worked at your location. **This letter is NOT a confirmation of enrollment**, but rather a means to inform you about the responsibilities of both the student/employee and employer. The Cooperative Education class would like to enlist your cooperation. The course is worth 1-4 units to the student if he/she fulfills the requirements. The employer component in the program is essential to the Cooperative Education program.

This LAVC student will ask you to help him/her set up at least 3 learning objectives that can be completed on the job during this semester. They might be special projects that your company needs, learning a process or learning new skill set to benefit your workplace. Anything that will expand the student's practical knowledge in his/her major field and is valuable to your company is acceptable. These objectives must be new or expanded responsibilities or learning opportunities. You can schedule completion of the objectives any time during the semester. You will be asked to grade our student toward the end of this session on these objectives as well as his/her general workplace performance. Your evaluation is worth over half of the student's semester's grade.

You will also be visited by the instructor (a state requirement), and the rating form will be explained in detail at that time. If, for any reason, you feel you cannot comply with these program requirements, please tell your employee so that we might try to work out a solution or the student can drop the class. Our Spring 2014 program will begin February 10, 2014 and conclude June 9, 2014. If the student drops the course during this time period and/or no longer qualifies for Cooperative Education, you will be notified that he/she is no longer covered by our program. If there are any questions, please call (818) 947-2334.

Thank you for your participation, and I will look forward to speaking with you and helping your workplace benefit from the LAVC Cooperative Education program.

Sincerely,

Douglas Marriott, Director
Cooperative Education

DM/pg

Give this to your supervisor.

ESSENTIAL IDEAS TO ASSIST WITH THE DETERMINATION OF OBJECTIVES

Each student, in conjunction with their supervisor, must develop a minimum of three (3) learning objectives to be accomplished during the course of the semester or summer session.

Objectives must take between 50-60 hours total to complete, (16 – 20 hours each). If an objective takes less than 16 hours to complete (e.g. attending an 8-hour seminar) you must have a 4th objective to make up the time difference.

Objectives fall into areas beyond the normal duties of the job but are related to it. You must develop some new skills or expand on some existing skills.

Please state objectives in terms of results to be achieved. (The student must show the method of measurement.)

Objectives must be within the scope of the job assignment, and must relate to a student's major, unless a student is enrolled in General Coop. Ed.

Use **ACTION** terms such as the following:

ANSWER	DIFFERENTIATE	MATCH	SELECT	DESCRIBE
BUILD	SUMMARIZE	OUTLINE	SOLVE	LOCATE
COMPARE	EXPLAIN	PERFORM	STATE	REPAIR
CONTRAST	IDENTIFY	RECITE	DO	
DEMONSTRATE	LIST	WRITE		

VAGUE terms to be avoided. (Difficult to measure results.)

APPRECIATE	FAMILIARIZE	LEARN	BEHAVE
GRASP	RESPECT	BELIEVE	HELP
THINK	COMPREHEND	INCITE	TREAT
ENJOY	KNOW	VISUALIZE	IMPROVE

- CRITERIA:**
- 1. Job related**
 - 2. Accomplished within semester**
 - 3. Measurable**
 - 4. A new learning experience**

FORMAT GUIDELINES: Each objective must answer the questions "**WHAT,**" "**HOW,**" and "**BY WHEN.**" Do **NOT** use terminology specific only to your work location or industry, (e.g. learn how to calibrate a P-1234 machine.)

Examples: Sample Objectives:

1. By *(the due date)* I will demonstrate my ability to take inventory using Acme Software by making detailed and accurate spreadsheets that reflects monthly inventory management. Supervisor to evaluate through examination of inventory reports.
2. By *(the due date)* I will create a special art project lesson plan for third graders by actual experience, instruction from supervisor, and applying current classroom knowledge. Supervisor will evaluate through review of lesson plan.

Student: Complete the highlighted areas, then give to your supervisor. Follow instructions below.

Objectives Worksheet

(to be submitted to Coop. Ed. instructor at time of scheduled appointment)

Student's Name _____

Major _____

Employer _____

TO: EMPLOYER OR SUPERVISOR

This is a worksheet for your employee and yourself to draft your employee's learning objectives for Cooperative Education. Remember that your employee is receiving 1-4 units of college credit for this work. Each objective should take from **16 to 20 hours each** to complete or **50 to 60 hours total** for the semester.

OBJECTIVES WORKSHEET MUST BE SUBMITTED AT TIME OF SCHEDULED APPOINTMENT.

Student has until **May 16, 2014** to learn the 3 skills below:

#1). By **May 16, 2014** I will _____

Action to be accomplished

#2). By **May 16, 2014** I will _____

Action to be accomplished

#3). By **May 16, 2014** I will _____

Action to be accomplished

EMPLOYER'S INITIALS _____

Student: Fill out the highlighted areas.

TYPE NAME

Student ID Number

Has completed the following Work Experience Courses

in **COOPERATIVE EDUCATION**

GRADE	UNITS	SEMESTER/YR	SUBJECT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Enrollment in this class is by **ADD SLIP** only.

To get an add slip, you must meet with the Coop. Ed. Director to review your completed application packet and objectives.

*****ALL** these forms must be completed prior to meeting with the Director.*******

When your packet is completed, **call 818-947-2334** to schedule an appointment.

Bring the entire application packet with you to Bungalow 49 at your scheduled time.

An ADD SLIP will be given to you upon the approval of your application packet and objectives.

The last day to add Cooperative Education is September 21, 2014.