



GENESEE
COMMUNITY COLLEGE

State University of New York

COOPERATIVE EDUCATION MANUAL

BUS 217

STUDENT _____

EMPLOYMENT DATES _____

ORGANIZATION/
EMPLOYER _____

BUS 217 INSTRUCTOR

Ms. Bowles albowles@genesee.edu 585-343-0055 x6332

Mrs. Chenu jmchenu@genesee.edu 585-343-0055 x6324

Mr. Dudkowski mrdudkowski@genesee.edu

585-343-0055 x6390

Mrs. Shine bashine@genesee.edu 585-343-0055 x6319

REVIEW DATE:

Call or e-mail your BUS 217 instructor when you complete half of your Cooperative Education work experience and when you finish your coop.

GENESEE COMMUNITY COLLEGE BUS 217 COOPERATIVE EDUCATION

Cooperative Education Work Evaluation Policy

When a student wishes to obtain credit for work experience through the Genesee Community College Cooperative Education Program, an analysis of the work experience as it relates to the student's chosen career and course work must be undertaken. For credit, the student must:

1. Maintain a daily or weekly or monthly diary which includes hours worked and duties performed. This will show the evolution of the experience as well as the day-to-day activity. Observations and reactions to the day's activities are also helpful. (See assignment #1)
2. The student will do a written project relating what has been learned from the experience to the chosen career and course work. Observing and identifying types of personal interactions and perceptions gained by dealing with individuals on the job is also helpful. (See Written Assignment)
3. Produce a resume and cover letter for a job that you would be applying for upon graduation. (See assignment #2)
4. Complete the assignments in the Manual. (See assignments #3-6)
5. Permission must be granted by the student for an evaluation of the student's work by the supervisor. Evaluation forms are provided.
6. The student must also evaluate the work position. Form is included in Manual.

Students who meet all the above criteria will receive credit on the following basis, subject to review by the supervisor and the coop instructor.

UNPAID: **One hundred fifty hours of work experience**

PAID: **Two hundred forty hours of work experience**

ASSGINMENT #ONE

Four to Six Page Paper

As part of the Cooperative Education experience a four to six page paper must be completed that will be one-third of your grade for BUS 217. Please address the following issues in the paper. The questions can be discussed in any order you choose. The paper must be organized and specific. The paper must be typed, double spaced, and please **proof read** it before printing your final copy.

The grade you earn for this project will be one-third of the grade for your Cooperative Education course.

1. Was the coop a good experience and did it meet your expectations?
2. What was the most valuable thing you learned while doing the coop?
3. Describe a “routine” day on your coop.
4. Has this coop influenced your career goals in any way? Explain in detail.
5. What advice would you give to a student starting their coop?
6. What advice would you offer GCC in making the coop experience more valuable for future students?
7. What did you enjoy most about your coop? What did you enjoy least?

ASSIGNMENT # TWO

You are required to produce a resume and cover letter for a job that you would be applying for upon graduation. Go to the library and/or internet and, using these references, develop your resume and cover letter.

Outcome: You must produce a resume and cover letter even if you are working and do not plan on leaving your job. This is a life-long skill.

ASSIGNMENT # THREE

Assignment: Identify career opportunities within your organization.

- A.
1. Trace the steps your supervisor took as he/she progressed to his/her present position.
 - a. What is his/her educational background? His/her experience?
 - b. What kind of educational background does your supervisor value? What kind of experience does she/he recommend?
 2. What would the career path be to reach your supervisor's position?
 3. Approximately how many years did it take for your supervisor to reach his/her present position?
 4. List the various positions within your department and list the duties of each one.
 5. What job performance factors are evaluated before promotion is considered?
 6. What characteristics do you possess which will help you progress in your career? (your strengths)

B. Identify three primary tasks your department accomplishes:

For each task identified:

1. Briefly describe its purpose.

2. Briefly describe how it is accomplished.

3. Assess its benefit to the organization.

ASSIGNMENT # FOUR

Assignment: Become more familiar with your role at this work site.

1. Analyze the degree of responsibility you have been given.

2. What judgments are you allowed to make?

3. Do you feel you could handle more responsibility?

ASSIGNMENT # FIVE

Every employee must perform certain functions within the assigned area of responsibility. What is your position in regards to the following management functions:

1. Planning: Do you have any planning decisions for your work responsibility? If so, give an example. If not, who does?

2. Organizing: What is your responsibility in organizing your work activity?
What organizing decisions have you made?

3. Coordination: Who arranges coordination between your department and the rest
of the organization? How is it done?

4. Evaluation: Who evaluates your job output? What is the basis for evaluation?

How do these above functions change as one assumes more responsibility within the organization?

ASSIGNMENT # SIX

Assignment: Study the role of your supervisor.

1. How does he/she spend his/her time (training, supervising, meetings, etc.)?

2. How does he/she act toward workers in the department?
3. How does he/she act toward requests from his/her supervisor?
4. Analyze the technical skills he/she uses.
5. Analyze the social skills used.
6. How do you perceive the role of the manager?
7. What are the major characteristics a manager needs?
8. How can these characteristics be developed?

TO BE FILLED OUT BY THE STUDENT AT THE END OF THE COOP EXPERIENCE

**GENESEE COMMUNITY COLLEGE
WORK EXPERIENCE APPRAISAL**

Information, as indicated in the spaces below, will assist in an evaluation of the Cooperative Education Program.

Name _____

Work Location _____

Immediate Supervisor _____

Work Location

1. Do you feel that your employer understands the intent and purpose of the Cooperative Education Program? Yes _____ No _____
2. Did your supervisor provide an orientation to the general operation of the area to which you were assigned? Yes _____ No _____
3. Did your job location have adequate equipment, materials, and facilities to provide an appropriate learning opportunity? Yes _____ No _____
4. Did the work supervisor provide adequate supervision to ensure a planned program of activities? Yes _____ No _____
5. Did your supervisor provide training in all phases of the occupation rather than in routine activities only? Yes _____ No _____
6. Were the tasks to be performed on the job within range of your abilities, but difficult enough that it was a challenge to you? Yes _____ No _____
7. Was the atmosphere in which you performed your job a pleasant one in which to work? Yes _____ No _____

Value of Supervision

Did your supervisor:

1. Give clear and concise communication? Yes _____ No _____
2. Encourage independence? Yes _____ No _____
3. Answer all questions and explain mistakes? Yes _____ No _____
4. Listen to your comments and suggestions? Yes _____ No _____

WORK EXPERIENCE APPRAISAL (continued)

1. What type of adjustment problems did you experience?
2. Was the time period in which you worked long enough to learn the specific job and participate in appropriate learning experiences?

3. Was the time period in which you worked too short? If so, why?

4. What problems came up on the job which you would like to discuss with your GCC Cooperative Education Coordinator?

5. What new job or new procedure did you learn during your coop experience?

6. What mistakes, if any, did you make? Do you feel they could have been avoided, or were these mistakes due to lack of experience?

7. Would you recommend that we continue placing students in this work location? Why? Why not?

Additional remarks:

TO: Students Interested in the Cooperative Education Course

FROM: M. Richard Dudkowski (585) 343-0055, Ext. 6390 or Ext. 6377
Coordinator mrdudkowski@genesee.edu

RE: Cooperative Education

Congratulations! According to my records, you are enrolled in the Cooperative Education course. This letter will answer some of the questions many students have about this unique learning experience.

Ques.: WHAT IS CO-OP? (COOPERATIVE EDUCATION)

Ans. Co-op is an opportunity to gain “hands-on” work experience in an area related to your career program of study.

- Ques.: IS THERE A PRE-REQUISITE?
Ans. Yes. You must have completed 24 credit hours with at least half in your major and a 2.0 overall QPI.
- Ques.: CAN MY CURRENT JOB/EMPLOYER FULFILL MY CO-OP?
Ans. Yes, if it meets with your coordinator's and employer's approval and if it relates to your career goal.
- Ques.: DO I HAVE TO COME TO CLASSES?
Ans. Initially, you must make an appointment with your coordinator and set-up additional modes of communication.
- Ques.: WHAT PROJECT DO I HAVE TO COMPLETE?
Ans. A project table of contents/guidelines sheet will be given to you by your coordinator. You must keep a work journal/daily diary in addition to completing this assignment.
- Ques.: HOW MANY HOURS DO I HAVE TO WORK?
Ans. You must complete a minimum of 150 hours unpaid or 240 hours paid on-the-job. They can be full or part-time hours.
- Ques.: HOW MANY ACADEMIC CREDITS DO I EARN?
Ans. You will earn 3 credit hours for successfully completing all course requirements as specified in the course outline.
- Ques.: WHAT IF I QUIT OR LOSE MY JOB?
Ans. You must COMMUNICATE with your coordinator! I know that things happen, but you must make an effort not to surprise me!

- Ques.: WHAT TYPE OF EVALUATION IS USED?
Ans. Your boss/immediate supervisor will be contacted and asked to complete a brief, check-off type, evaluation sheet of your work performance. You will also be graded on your final project and your communication with your coordinator. Check the grading guidelines on the course outline for more specific information.
- Ques.: DO I RECEIVE A GRADE FOR CO-OP?
Ans. An A through F grade is assigned at the end of the semester as per grading guidelines listed on the course outline.
- Ques.: DOES THIS COURSE TRANSFER TO A 4 YEAR COLLEGE?
Ans. We have numerous articulation agreements with various colleges. The majority of colleges do accept co-op credit for transfer.

Ques.: WHAT SHOULD I BE DOING NOW?

Ans. You can start working on your internship now.

Ques.: WHAT IF I CAN'T FIND A JOB?

Ans. We will help to place you in a work experience that will be related to your career goal. Do not wait to notify me that you will need help finding a job. If you know now that you will need help, you best make an appointment with me as soon as possible.

Ques.: DO I HAVE TO KEEP A DAILY JOURNAL IN A STENO NOTEBOOK?

Ans. No. You can summarize your work by completing a weekly work summary sheet or you can write a journal using regular paper.

Ques.: WHEN DOES MY EMPLOYER EVALUATE ME, AND HOW IS THIS DONE?

Ans. You should notify me when you are halfway through your co-op hours. I will mail the evaluation form to your employer when you are almost completed with your hours with a self-addressed stamped return envelope (evaluation form attached only for your information).

IF YOU HAVE ADDITIONAL QUESTIONS OR CONCERNS, CONTACT MY SECRETARY, MARCIA BALL AT (585) 343-0055, EXT. 6377. MY OFFICE IS LOCATED IN THE MATH/SCIENCE SUITE, 3rd FLOOR, SECTION D IN THE MAIN BUILDING.

	Very Good		Satisfactory		Needs Improvement		Not Applicable
	6	5	4	3	2	1	
Office Procedures:							
Telephone Skills							
Client Relations							
Office Etiquette							
Typing Ability							
Ability to Use Computer							

What has been the student's greatest strength?

What area does the student need to work on?

Other Comments:

Based on the above, what is your rating of the student's overall performance?

- | | |
|-------------------|--|
| _____ Outstanding | – Performance is exceptional. |
| _____ Excellent | – Performance exceeds normal requirements. |
| _____ Good | – Performance is satisfactory, fulfills normal requirements. |
| _____ Fair | – Performance shows need for improvement. |
| _____ Low | – Performance does not meet acceptable standards. |

If you were to give this student a grade for his/her performance, what would it be? _____

Supervisor's Signature/Date

Discussed with student _____
Not discussed with student _____

Cooperative Education

Final Evaluation Check List

1. Completed co-op application form & submitted to faculty coordinator	
2. Maintained daily or weekly or monthly diary (depending upon your job/situation)	
3. Completed Assignment #1: 4 to 6 page paper	
4. Completed Assignment #2: Resume & cover letter	
5. Completed Assignment #3: Career opportunities (use forms in booklet)	
6. Completed Assignment #4: Your role at work (use forms in booklet)	
7. Completed Assignment #5: Employee functions (use forms in booklet)	
8. Completed Assignment #6: Supervisor's role (use forms in booklet)	
9. Completed end of co-op experience appraisal forms	
10. Contacted faculty coordinator when you are approximately one half completed with your hours	
11. Completed 150 volunteer hours or 240 paid internship hours (use attendance roster in manual)	
12. Immediate Supervisor's evaluation received by Coordinator (* Faculty coordinator will mail or visit your employer to complete this evaluation)	