

**PENSACOLA JUNIOR COLLEGE
DISTRICT COURSE SYLLABUS**

**COOPERATIVE EDUCATION
___2949**

Credit Hours:	3, 2, or 1 credit hours (variable credit)
Contact Hours:	135 (3 credits); 90 (2 credits); 45 (1 credit)
Laboratory Fee:	No
Prerequisites:	Must be qualified and approved through the Cooperative Education Office
Corequisites:	None
Catalog Description:	Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and/or vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.
Required Textbook(s):	None
Supplemental Materials:	<ol style="list-style-type: none">1. Learning Contract -- Each student will meet with their Co-op Faculty Advisor at the beginning of each work term to create and formalize at least four (4) learning objectives related to work experience and the student's major. The objectives must be approved by the Co-op staff, the employer, and the student's Faculty Advisor. (CO-OP FORM PROVIDED)2. Work Agreement -- Each student will complete the work agreement form at the beginning of each work term. The work agreement is a formal understanding among student, employer, and the college stating work hours, salary, and position of the Co-op student. (CO-OP FORM PROVIDED)3. Project Report -- A comprehensive report will be completed by the student at the end of each work term. This report allows the student to explain in detail how the learning objectives were achieved. The report also summarizes other experiences the student may have encountered while working. The report must be at least one page in length, hand written or typed.

4. Employer Evaluation -- Each student must turn in a Co-op Employer Evaluation Form at the end of each work term. The evaluation must be completed by the student's employer/supervisor and should be discussed with the student and Faculty Advisor. (CO-OP FORM PROVIDED).

Special Requirements:

Each student must complete all qualification requirements and be officially approved/recommended by the Co-op staff for any Co-op work assignment.

Major Learning Outcome:

The Co-op work experience provides enhancement of work related skills and increased professional development. Each student should be able to demonstrate the specific skills as outlined in the Learning Contract by the end of the work term. The achievement of these skills will be detailed in the Project Report and supported by the Employer Evaluation.

Specific Performance Objectives:

By the end of the Co-op work term, each student will be able to demonstrate to the employer and Faculty Advisor the specific behavioral characteristics that are necessary to achieve and support the attained skills as outlined in the Learning Contract.

Methods of Evaluation:

The Faculty Advisor will assign a Pass/Fail grade at the end of each work term. The grade will be based on the student's progress in achieving Learning Objectives, Project Report, Employer Evaluation, and any additional requirements placed upon the student by the employer or Faculty Advisor. Co-op course credit is recognized as official college credit and is evaluated in accordance to college policy.