

University of West Florida Cooperative Education Syllabus/SLOs – Fall 2009

Cooperative Education (CoOp) allows students to gain professionally relevant work experiences that complement their academic studies. It is a partnership among employers, students, and the university focused on professional practice and vocational exploration. Combining paid work experience with their studies CoOp students have an opportunity to explore their professions and apply principles acquired in the classroom.

All assignments must be completed and submitted to the CoOp Office in order to receive a passing grade for CoOp credit hours.

Students enrolled in CoOp credit hours will receive 100 points each semester. You are encouraged to complete and turn in your assignments on time.

Written permission of your CoOp Advisor is required to adjust published deadlines. Points will be deducted as follows if assignments are received after the published deadlines.

Assignments	Points	Deadline
	(All assignments are due no later than 5:00 p.m.)	
Co-op Registration	10	08/21/09
*Weekly Logs	20	*Previous weeks logs are due by 800 a.m. Monday *(Logs may be sent by email or by fax)
Logs that are late may be considered as missed assignments		
Semester Work Plan	20	09/11/09
Mid-Term Evaluations	20	10/09/09
Employer mid-terms must be sent via employer email or via fax with employer letter head		
End of Term Reports and Employer Evaluations	20	Graduating Seniors 12/04/09 All Others 12/11/09
*End of Term Debriefing	10	01/15/10

*Schedule an appointment by calling the UWF Cooperative Education office in Building 19 at 850.474.2254. End of term appointments will be available between 12/07 - 12/18/2009 and 01/04 – 01/15/2010.

- **Students must complete all assignments and have no fewer than 70 points to receive a passing grade for cooperative education credit hours.**
- **No Points will be given for late assignments without prior approval of the UWF Cooperative Education office. Please contact Patrice Friant at 850.474.2254 as soon as possible if you have special circumstances.**

All forms are available at http://uwf.edu/coopeducation/coop_student/stuForms.cfm

The Student Code of Conduct sets forth the rules, regulations and expected behavior of students enrolled at the University of West Florida. Violations of any rules, regulations, or behavioral expectations may result in a charge of violating the Student Code of Conduct. It is the student's responsibility to read the Student Code of Conduct and conduct themselves accordingly. You may access the current Student Code of Conduct at <http://www.uwf.edu/judicialaffairs>.

Students with a documented disability who require specific examination or course-related academic accommodations should contact the Student Disability Resource Center (SDRC) by e-mail at sdrc@uwf.edu or by phone at 850.474.2387.

University of West Florida Cooperative Education Student Learning Outcomes

Communication Skills

1. The student will be able to demonstrate the ability to follow written materials.
2. The student will be able to communicate ideas and concepts clearly in writing.
3. The student will have the ability to listen to others in an active and attentive manner.
4. The student will be able to effectively articulate in meetings or group settings.
5. The student will be able to demonstrate effective verbal communication skills by being able to ask pertinent and purposeful questions.

Vocational/Career Preparation

1. The student will be able to break down complex tasks/problems into manageable pieces.
2. The student will be able to formulate options and ideas.
3. The student will be able to demonstrate ability to problem solve.
4. The student will be able to demonstrate a self-motivated approach to work.
5. The student will demonstrate an ability to set appropriate priorities/goals.
6. The student will be able to demonstrate professional behavior and attitude.
7. The student will report to work as scheduled and on-time.
8. The student will demonstrate skills for appropriate dress and appearance for a professional organization.

Leadership

1. The student will be able to manage and resolve conflicts in an effective manner.
2. The student will show the ability to support/contribute to a team atmosphere.
3. The student will be able to demonstrate assertive, but appropriate behavior.
4. The student will exhibit the ability to understand/support the cooperative employer's organizational mission/goals.
5. The student will demonstrate behavior that fits in with the norms and expectations of the organization.
6. The student will be able to seek out and utilize appropriate resources.
7. The student will be able to work within appropriate authority and decision-making channels.

Integrity/Values

1. The student will be able to exhibit a positive and constructive attitude.
2. The student will be able to demonstrate a sense of values and integrity to the job.
3. The student will be capable of learning from previous mistakes.
4. The student will be able to behave in an ethical manner.
5. The student will be able to show respect for the diversity (religious/cultural/ethnic) of co-workers.

Learning outcomes will be measured by cooperative education employer's evaluation, student report, student reflection and assistant director of cooperative education evaluation. Student's ability to meet these outcomes is expected to improve with the completion of each cooperative education experience semester. Each experience will be different as they are dependent upon the student's major and the cooperative employment experience.