



# LOS ANGELES CITY COLLEGE COOPERATIVE EDUCATION PROGRAM

**\$ LEARNING WHILE YOU EARN \$**

## 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 the student 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 the 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 become 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/subs do not qualify. Please call the Coop. Ed. Office at (323) 953-4000 Ext. 1523 or 1522 for more details. Students must complete homework assignments and submit them to the Coop. Ed. Office (AD 205D) by due dates. Students are evaluated by their supervisor and their instructor for their final grade.

### HOW DO YOU ENROLL?

Visit the Cooperative Education Office for the necessary paperwork and application. The Cooperative Education Office is located in the Administration Building Ad 205D. For more information, Please call (323)953-4000 ext. 1522

Los Angeles City College Students who are employed either full or part time (paid or volunteer status) may earn up to 3 units of transferrable credit for the session. Students can take Coop. Ed. for up to 4 semesters only. The number of credits earned is based on the total number of hours for the semester. (As listed below)

### **IMPORTANT**

<b>5-9 hours per week of work experience</b>	1 unit
<b>10-14 hours per week of work experience</b>	2 units
<b>15-19 hours per week of work experience</b>	3 units
<b>20 or more per week of work experience</b>	4 units

This program enables students to observe and apply workplace principals they have learned in classroom in cooperation with members of management where they are employed.



# LOS ANGELES CITY COLLEGE COOPERATIVE EDUCATION PROGRAM

## INSTRUCTIONS

This Application Packet includes:

1. **The Cooperative Education Application:** This is to be completed by the student. Print legibly
2. **Addendum Form:** Read carefully and sign / date the bottom. By signing this form you agree to the terms and conditions of the Cooperative Education Program.
3. **Time Sheet:** Fill out only the shaded areas and sign at the 'X'.
4. **Letter to Employer and Objective Worksheet:** Give this to your supervisor. After he/she reads the letter, you and your supervisor must complete the Objective Worksheet together telling us what 3 new skills you (the student) will be learning. Your supervisor must initial the bottom portion where indicated.
5. **Cooperative Education Contract:** Signed and date by student

\*All of the forms must be submitted to the Cooperative Education Office (AD 205D) And must meet with the Director of Coop. Ed to discuss your objectives before an Add slip can be issued to you.



# LOS ANGELES CITY COLLEGE COOPERATIVE EDUCATION PROGRAM

## Cooperative Education Document Checklist

1	Program Application	
2	Employer Verification Letter/ Co-Op Ed. Addendum	
3	Co-Op Objectives Worksheet	
4	Journal Assignments 1 & 2 (refer to syllabus)	
5	Resume & Cover Letter	
6	Supervisor Evaluation with Objectives Sheet	
7	Student Self Evaluation	
8	Work Hours Completed	
9	Work Book Activities	

Please refer to Instructors Syllabus for assignment due dates



# LOS ANGELES CITY COLLEGE COOPERATIVE EDUCATION PROGRAM

STUDENT INFORMATION			
Last Name	First	M.I.	Semester
DOB_____/_____/_____ Age:_____	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	S.I.D# 88-_____-_____
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Have you taken Coop Ed courses before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, where? _____ How many units? _____
Are you enrolled in other classes this semester?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, where? _____ How many units? _____
Do you have an internship?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes please complete employer information below.

INTERNSHIP INFORMATION			
Company Name		Phone (     )	
Address		City, State	
Supervisor	Phone (     )	E-mail Address	
Parking (Where do we park when we visit?)		Validation <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Title		<input type="checkbox"/> PAID <input type="checkbox"/> NON-PAID	Salary/Wage \$
Start Date	End Date	Hours per week	
<b>Please indicate your weekly work schedule:</b>			
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>	
Responsibilities:			

## STUDENT EXPECTATIONS

I agree to submit assignments and necessary paperwork on time. I will provide a copy of registration form to the Cooperative Education office upon enrollment. I understand that failure to comply with any of those conditions may result in dismissal from the program.

Student Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR OFFICE USE ONLY Notes



# LOS ANGELES CITY COLLEGE COOPERATIVE EDUCATION PROGRAM

## Cooperative Education Program 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.
3. The number of units the student earns is determined by how many hours of work were completed from the start of the semester until the end of the semester.
4. Students who are self-employed, temps or substitutes are ineligible.
5. Within **two days** of enrollment **work objectives** must be turned in to the Cooperative Education Office for approval.
6. By the **4<sup>th</sup> day** of enrollment, the **Cooperative Education Agreement** must be signed by the student, employer and instructor.
7. Any change of employment, supervisor, phone number, etc., is to be reported to the Cooperative Education Office immediately.
8. All students **must complete** the **homework assignments** in order to receive full credit.
9. **All assignments are due no later than 2 weeks before the semester ends. THERE ARE NO EXCEPTIONS!** You can turn in written assignments any time prior to the 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.**
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:

Points possible	Grades
200-180 points	A
179- 160 points	B
159-140 points	C
139-120 points	D
120 and below	F

12. **IT IS THE STUDENTS RESPONSIBILITY TO REMEMBER DUE DATES FOR APPLICATION PAPERWORK OR ASSIGNMENTS.**
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 Cooperative Education 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. I also understand that failure to comply with these regulations may result in an exclusion from the Cooperative Education Program and/or “Fail “in the class. I acknowledge, I have received a copy of this form.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

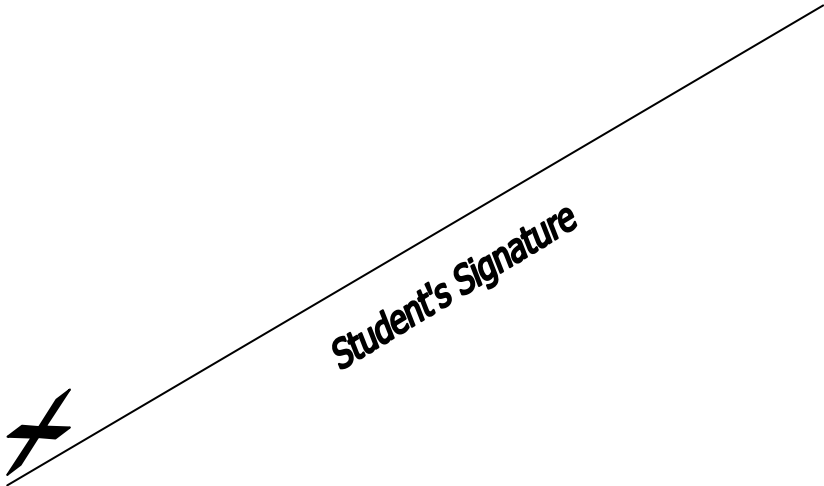


# LOS ANGELES CITY COLLEGE COOPERATIVE EDUCATION PROGRAM

## TIMESHEET

<b>Student Name:</b>		<b>Date:</b>	
<b>Semester:</b>		<b>Year:</b>	
<b>Employer:</b>			

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

<b>Week #</b>	<b>Dates</b>	<b>Hours Worked Per Week</b>	<b>STUDENT'S SIGNATURE</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

For Office Use Only



# LOS ANGELES CITY COLLEGE COOPERATIVE EDUCATION PROGRAM

## LOS ANGELES COMMUNITY COLLEGES Cooperative Education Agreement

<b>Student Name:</b>		<b>Date:</b>	
<b>Semester:</b>		<b>Year:</b>	
<b>Employer:</b>			

Earning objectives which reflect new or expanded job-related responsibilities must be written by the student, then reviewed and approved by the employment supervisor and the instructor beginning of the semester. The objectives must be measurable and attainable. The instructor will discuss progress made in accomplishing the objectives with the employment supervisor and student. From this evaluation and other criteria the instructor will grant credit for the work experience.

Objective 1	
Task specifications	Target Date
1.	

Objective 2	
Task specifications	Target Date
2.	

Objective 1	
Task specifications	Target Date
3.	

The three participants in the Cooperative Education program agree with the validity of the above learning objectives. The student agrees to abide by the cooperative Education requirements. The employment supervisor will meet with the instructor at least once during the semester to evaluate the student's performance on the learning objectives. The instructor will award academic credit for successful completion of the objectives.

The employer and the college will provide supervision and guidance to insure maximum educational benefits from this work experience. The Los Angeles Community College District, in compliance with civil rights legislation, does not discriminate on the basis of race, color, national origin, ancestry, religion, creed, sex, age,



# LOS ANGELES CITY COLLEGE COOPERATIVE EDUCATION PROGRAM

Addendum to Cooperative Education Agreement Form  
Between Los Angeles City College and Employer

<b>Student Name:</b>		<b>Date:</b>	
<b>Semester:</b>		<b>Year:</b>	

---

Organization Name

The employee will not be discriminated against because of race, color, national origin, ancestry, creed, handicap, sexual orientation, sex, gender, religion, material status, or veteran status.

---

Employer Printed Name

Employer Signature

Date:

**Cooperative Education Agreement**



**LOS ANGELES COMMUNITY COLLEGES  
Cooperative Education Agreement**

Student's Name \_\_\_\_\_ Date \_\_\_\_\_ Sem \_\_\_\_\_ Yr \_\_\_\_\_

Social Security No. \_\_\_\_\_ Employer \_\_\_\_\_

Learning objectives which reflect new or expanded job-related responsibilities must be written by the student, then reviewed and approved by the employment supervisor and the instructor at the beginning of the semester. The objectives must be measurable and attainable. The instructor will discuss progress made in accomplishing the objectives with the employment supervisor and the student. From this evaluation and other criteria the instructor will grant credit for the work experience.

**OBJECTIVES**

1. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**AGREEMENT**

The three participants in the Cooperative Education program agree with the validity of the above learning objectives. The student agrees to abide by the Cooperative Education requirements. The employment supervisor will meet with the instructor at least once during the semester to evaluate the students' performance on the learning objectives. The instructor will award academic credit for successful completion of the objectives.

The employer and the college will provide supervision and guidance to insure maximum educational benefits from this work experience. The Los Angeles Community College District, in compliance with civil rights legislation, does not discriminate on the basis of race, color, national origin, ancestry, religion, creed, sex, age, handicap, marital status, sexual orientation, or veteran status in its employment or educational programs and activities. Direct inquiries to the Affirmative Action Office, (213) 891-2315.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Employer/Supervisor's Signature

\_\_\_\_\_  
College Representative's Signature

Cooperative Education is a joint venture involving student's employer, and College. The following responsibilities in addition to the above objectives will be basis for a grade at the end of the semester. This grade will be the responsibility of the College.

Rate each learning objective (above) and each responsibility (below) in terms of achievement by circling the appropriate number.

	<b>HIGH</b>	<b>AVG</b>	<b>LOW</b>		<b>HIGH</b>	<b>AVG</b>	<b>LOW</b>						
1. Demonstrates habits of punctuality and attendance.	10	9	8	7	6	5	1. Objective accomplishment.	10	9	8	7	6	5
2. Learns and organizes tasks easily and quickly.	10	9	8	7	6	5	2. Objective accomplishment.	10	9	8	7	6	5
3. Works tactfully and cooperatively with others.	10	9	8	7	6	5	3. Objective accomplishment.	10	9	8	7	6	5
4. Exhibits initiative, alertness, and enthusiasm..	10	9	8	7	6	5							
5. Meets job performance standards.	10	9	8	7	6	5							
6. Consistent work performed with speed/accuracy.	10	9	8	7	6	5							
7. Works well without supervision/dependable.	10	9	8	7	6	5							

**TOTALS:**

Weekly hours worked \_\_\_\_\_

Employer / Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**DISTRIBUTION: White & Yellow--Cooperative Education Office via instructor; Pink--Employer; Goldenrod--Student**