

GUIDELINES AND OBJECTIVES

(Due within two weeks after cooperative education program begins)

The overall objective of cooperative education is 'learning' through work experience. Each cooperative education experience is different so common objectives would not be appropriate for all. Objectives are important to insure that new learning is taking place. They also provide a format for evaluating the cooperative education experience. On the reverse side of this page are instructions on how to write learning objectives.

The following is an outline to assist you in writing the cooperative education experience project. There are no specific requirements from the Office of Career and Student Assistance on the number of objectives or the length of the paper submitted. However, each area must be covered. Your work supervisor will be able to provide ideas for appropriate learning objectives.

I. INTRODUCTION

Describe the working environment so an outsider can relate to the working conditions: a brief description of the history of the firm, the general economic outlook, and the relationship of your department/job to the organization.

II. LEARNING OBJECTIVES

The learning objectives are developed at the beginning of the cooperative education experience. This enables the student to work toward goals that can be evaluated. It is important to write objectives that are challenging but not unrealistic. (See LEARNING OBJECTIVES on reverse side)

III. OBJECTIVES ACCOMPLISHED

Each objective should be evaluated individually to determine if it was accomplished (describe how it was accomplished) or if it was NOT completed. It is important to relate WHY the objective could not be completed.

IV. RELATING THEORY TO PRACTICE

It is the goal of the cooperative education program to provide experience that directly relates to college courses or programs and indirectly relates to the development of communication, personal relations and other skills necessary for becoming a desirable employee. In evaluating the cooperative education experience, the student should tell those areas where there was continuity with college training and those where there was a difference.

V. CONCLUSIONS AND COMMENTS

This is an opportunity to give a personal statement about the cooperative education experience and to give suggestions for future cooperating students who might be working in this location.