

Course Syllabus



Cooperative Education – CEP 300, 600 (completed in Norse Recruiting)

Instructor:
The Faculty Coordinator in your Academic Department who signed your Co-op Paperwork
1 Nunn Drive, UC 225
Highland Heights, KY 41099

Program Administrator:
Amanda Meeker
Career Services
1 Nunn Drive, UC 225
Highland Heights, KY 41099
859-572-5680
careerservices@nku.edu

Course Objectives:

- To gain experience in work related to a student's major and/or career field
- To help students develop interpersonal skills by interacting with other employees and a supervisor
- To provide a vehicle for the student to apply skills learned in the classroom
- To help students decide on a career and facilitate their future employment
- To assist the student in gaining vocational and social competencies critical to successful job performance

Academic Credit Earned per Hours Worked

Academic credit hours	Hours worked per week	Hours worked per semester
1	8	120
2	15	225
3	20	300
6	37.5 or more	560 or more

Requirements for the semester

Assignments and Due dates:

1. Learning Objectives - Due at beginning to Faculty Coordinator & Career Services

Students are required to outline specific and measurable learning objectives (goals) on the Learning Objectives form you submitted at the beginning. These must be pre approved by your employment supervisor and by your faculty coordinator. It is advised that you meet with your faculty coordinator as soon as possible to discuss your position and employment objectives. It is your responsibility to schedule the meeting with your faculty coordinator. If you are not able to contact your faculty coordinator in person, please leave a message with the department secretary (within the major) and/or e-mail. If all of these avenues fail, contact Career Services.

The Learning Objectives serves as an agreement between you, the co-op program and your employer, and it outlines the responsibilities of each party. After this form has been

completed with signatures from your supervisor and faculty coordinator, make sure that you submit the appropriate copy to Career Services in the University Center Room 225.

Objectives should be periodically reviewed and re-evaluated, as the relevancy of an objective may change. You should set realistic timetables. It is possible an objective may take more time than one semester. However, what is to be accomplished each semester should be clearly stated.

2. Job Approval/Student Agreement - Due at beginning to Faculty Coordinator & Career Services

This form must be completed prior to enrollment in CEP 300 or CEP 600. A new form must be completed **every** semester you are enrolled in a co-op. The Job Approval/Student Agreement must contain a job description and signatures from your supervisor, your faculty coordinator and yourself. This is to be submitted to Career Services in UC 225 upon completion.

3. Weekly Log Book - Due to Faculty Coordinator at the end of semester (or as determined by Faculty Coordinator)

The purpose of the log is to record work activities that indicate progress toward your outlined objectives. Length and format of work logs is determined by the faculty coordinator for each major. Check with your faculty coordinator for specific guidelines for additional format requirements. In addition, they may wish to review your log entries throughout the semester. Your log is due to your faculty coordinator at the same time as the final report unless otherwise specified by the faculty coordinator.

4. Final Paper - Due Last Friday of Classes (before Finals) to Faculty Coordinator

At the end of the semester, you are required to submit a written report summarizing your experience as a co-op student. This report must be type written, double spaced and 5-6 pages in length plus a title page. Accuracy in grammar, punctuation, and spelling is required and may be taken into consideration when determining the final grade. The report should be "open ended" to provide freedom of expression, but also related to the following topics:

- I. Summary statement of job duties and responsibilities.
 - A. Mental processes used on job.
 - B. Work output (results).
 - C. Interpersonal relationships.
 - D. Job satisfaction.
- II. Statement of present learning objectives.
 - A. How you have met objectives. Give examples of how accomplished (cite entries in log).
 - B. Why you did not meet a certain objective. This does not reflect negatively on experience; in fact, not meeting an objective can sometimes be a more valuable learning experience than meeting one.
- III. Relevancy of experience.
 - A. Personal maturity or growth.
 - B. Academic application.

- C. Identification of special interests.
 - D. Improvement in technical areas.
 - E. Improvement of interpersonal skills (communication).
 - F. Significance of co-op assignment.
- IV. Formulation of “next level” learning objectives (objectives should be established whether or not you will co-op next semester).
- A. Should be challenging but within practical attainable limits.
 - B. Should be measurable as to achievement.
 - C. Can be either technical, interpersonal, or both.
- V. Summary statement describing the effect of your job and co-op on your career plans.
- VI. Constructive and frank recommendations concerning current policies and operations of program.

5. Student Evaluation - Due Last Friday of Classes (before Finals) to Faculty Coordinator

At the end of the semester, you will receive an email request to evaluate the program. This evaluation form should be submitted by the deadline; please contact Career Services if you have any questions or concerns.

6. Performance Appraisal - Due Last Friday of Classes (before Finals) to Faculty Coordinator

Your employment supervisor will receive an email request to evaluate your performance and the co-op program. Please remind your supervisor to check “spam” and “junk email” folders for this message and to complete the evaluation by the deadline.

7. Any other assignments assigned by your faculty coordinator - Due Last Friday of Classes (before Finals) to Faculty Coordinator

It is your responsibility to discuss the grading criteria and any other additional assignments with your Faculty Coordinator at the beginning of the semester.

Grading System

All co-op students will be evaluated on their performance during the semester and a grade of *Pass/Fail* will be assigned.

Faculty coordinators will determine the grade based on the following criteria:

- Progress toward completing objectives
- Log
- Final Report
- Employer Evaluation (based upon completed evaluation form).

It is your responsibility to discuss the grading criteria with your Faculty Coordinator at the beginning of the semester

Policies

- The faculty coordinator reserves the right to change the content of the course of the course material as may be necessary.
- This syllabus is for student and instructional planning. (It will be followed as closely as possible.)
- Any student having a need for special accommodations is encouraged to make his/her needs known to the instructor during the first week of the semester.

Student Evaluation of Instructor and Course

Northern Kentucky University takes Instructor and Course Evaluations very seriously as an important means of gathering information for the enhancement of learning opportunities for its students. It is an important responsibility of NKU students as citizens of the University to participate in the instructor and course evaluation process. During the two weeks* prior to the end of each semester classes, you will be asked to reflect upon what you have learned in this course, the extent to which you have invested the necessary effort to maximize your learning, and the role your instructor has played in the learning process. It is very important that you complete the online evaluations with thoughtfully written comments.

Student evaluations of courses and instructors are regarded as strictly confidential. They are not available to the instructor until after final grades are submitted, and extensive precautions are taken to prevent your comments from being identified as coming from you. Students who complete an evaluation for a particular course (or opt out of doing so in the evaluation) will be rewarded for their participation by having access to their course grade as soon as that grade is submitted by the instructor. On the other hand, any student who does not complete the course evaluation (or opt out of doing so in the evaluation) should expect to incur a two week delay in access to his or her course grade beyond the university's official date for grade availability. To complete online evaluations go to <http://eval.nku.edu>. Click on "student login" and use the same USERNAME and PASSWORD as used on campus.

In addition, you should be aware of:

- Evaluations can affect changes in courses. Evaluations without comments are less valuable and less credible than those filled out thoughtfully. Comments that are expressed well are more effective than those that are not.
- Positive feedback is just as important as criticism. Moreover, negative evaluations without any explanation and specifics are not especially useful.
- Once grades are submitted, all evaluations are read not only by the instructor, but also by the instructor's department chairperson.
- Evaluations not only provide feedback to your instructor, but also provide information to the department chair for use in performance evaluations. This information affects reappointments, promotions, salaries, and teaching assignments.

Student Honor Code

This Student Honor Code [the "Honor Code"] is a commitment by students of Northern Kentucky University, through their matriculation or continued enrollment at the University, to adhere to the highest degree of ethical integrity in academic conduct. It is a commitment individually and collectively that the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements.

The purpose of the Honor Code is to establish standards of academic conduct for students at Northern Kentucky University and to provide a procedure that offers basic assurances of fundamental fairness to any person accused of violations of these rules. Each Northern Kentucky University student is bound by the provisions of the Honor Code and is presumed to be familiar with all of its provisions. Students also should aspire to conduct themselves in a manner that is consistent with the highest degree of ethical integrity in all matters, whether covered in the Honor Code or not. The success of this commitment begins in the diligence with which students uphold the letter and the spirit of the Honor Code. Students may view

the complete honor code at <http://deanofstudents.nku.edu/policies/student-rights.html#policies>.

Accommodations Due to Disability

The University is committed to making reasonable efforts to assist individuals with disabilities in their efforts to avail themselves of services and programs offered by the University. To this end, Northern Kentucky University will provide reasonable accommodations for persons with documented qualifying disabilities. If you have a disability and feel you need accommodations in this course, you must present a letter to me from the Disability Programs and Services Office (SU 303), indicating the existence of a disability and the suggested accommodations. More information can be found at <http://disability.nku.edu/>.

Credit Hour Policy Statement

In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments. At least an equivalent amount of time is expected for other academic activities such as online courses, laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

Estimates of the time required for a typical student to complete course expectations are as follows:

1 Credit Hour	
Hours Worked (such as 8 hrs/wk x 15 wks)	= 120.0 Hours
Weekly Log Book	= 15.0 Hours
<u>Final Paper</u>	= 2.0 Hours
Total	= 137.0 Hours
2 Credit Hours	
Hours Worked (such as 15 hrs/wk x 15 wks)	= 225.0 Hours
Weekly Log Book	= 15.0 Hours
<u>Final Paper</u>	= 2.0 Hours
Total	= 242.0 Hours
3 Credit Hours	
Hours Worked (such as 20 hrs/wk x 15 wks)	= 300.0 Hours
Weekly Log Book	= 15.0 Hours
<u>Final Paper</u>	= 2.0 Hours
Total	= 317.0 Hours
6 Credit Hours	
Hours Worked (37.5 hrs/wk x 15 wks)	= 560.0 Hours
Weekly Log Book	= 15.0 Hours
<u>Final Paper</u>	= 2.0 Hours
Total	= 577.0 Hours