Cooperative Education Information:

1. A program that involves the employer, the student-employee and the college.
2. The student-employee receives on-the-job experience and unit credit for work experience directly related to his/her career major.
3. The employer provides a job assignment with adequate supervision to insure a planned program of varied job activities in order that the student may receive that maximum educational benefit. Usually the student’s present position meets this requirement.
4. Student may earn a total of 4 semester credits each semester for a total 16 semester credits. Students receive regular letter grades for each semester completed.
5. Eight (8) semester credits will transfer to the California State University system (CSUN, CSUF, CSULB, etc.). Credits will not transfer to UCLA, UC Berkley, etc. Units may transfer to Laverne, Pepperdine, National and other accelerated degree institutions, check with counselors prior to enrollment All credits earned are elective credits.
6. Each semester, the student and his/her immediate supervisor agree on job-oriented learning objectives to be accomplished at the work site during the semester.
7. At the end of each semester, the student’s immediate supervisor will be contacted and asked to rate the student’s progress on effort toward the completion of the job-oriented learning objectives.
8. Up to sixteen (16) semester units of cooperative education can be applied towards the two-year Associated Arts degrees.

Work Oriented learning Objectives:

An objective is a statement, which describes a learning experience in terms of a result that the student desires to accomplish on the job during the semester. It is desirable that the student complete the objectives during the grading period (semester) but not mandatory. It is the effort, planning and substantial progress made to complete the objective that is important.

Job-Oriented Learning Objectives:

A. Meaningful: The objective must be worthy of college credit
B. Measurable: There must be an objective method by which the employer can rate the student’s achievement.
C. Achievable: The objective must be within the authority and responsibility of the student. The student must have the necessary tools, material, skill, etc. To complete or make substantial progress towards the completion of the objective.
D. Specific: The objective should be written using equipment, tools used, activities to be performed, names of persons and their positions, etc.