



## Co-op Course Assignments

**All students must complete the following assignments each semester they are enrolled for Co-op credit:**

1. *Learning Objectives (page 2)*
2. *Student Work Report Form (pages 3 & 4)*
3. *Employer's Evaluation (page 5)*
4. *Paper (page 6)*

### **Due Dates:**

Contact Sara Yell at [sayell@walton.uark.edu](mailto:sayell@walton.uark.edu) for information on assignment due dates.

### **Three ways to turn in completed assignments:**

1. Bring them to the Career Center, WJWH 226
2. Fax them to 479-575-4025, or
3. Email them to [sayell@walton.uark.edu](mailto:sayell@walton.uark.edu)

**COOPERATIVE EDUCATION**

University of Arkansas, Sam M. Walton College of Business, Career Development Center  
Willard J. Walker Hall 226, Fayetteville, AR 72701  
Phone: (479) 575-6415, Fax: (479) 575-4025

LEARNING OBJECTIVES

**Contact Information During Co-op Work Tour**

Name: _____	Major: _____	Graduation Date: _____
Last	First	
Current Mailing Address: _____		
Phone #: _____	City ID#: _____	State      Zip
e-mail address: _____		

**Information About Your Co-op Employer**

Company: _____	Department: _____
Your Job Title: _____	Supervisor Name: _____
Employer Address: _____	
Supervisor's Title: _____	Supervisor's e-mail: _____
Supervisor's Phone Number: _____	Your Work Phone Number: _____
Gross Hourly Pay: _____	Number of Hours You Work Per Week: _____
Co-op Work Tour <input type="checkbox"/> Fall, 20____ <input type="checkbox"/> Spring, 20____ <input type="checkbox"/> Summer, 20____	

**Instructions:** Identify three learning objectives that you plan to accomplish during your co-op work tour. The objectives should indicate what skills and knowledge you will gain as a result of your co-op experience. The objectives should be specific, measurable, and realistic. Please be sure to state an action plan indicating *how* you will accomplish each goal. Discuss the objectives with your supervisor and have them approved. Return the completed form to the Co-op Office within the first two weeks of employment.

**\*\*\*\*Be sure to keep a copy for your records. You will need it to write the final paper.\*\*\*\***

1. Learning Objective: \_\_\_\_\_  
\_\_\_\_\_

    Action Plan: \_\_\_\_\_  
\_\_\_\_\_

2. Learning Objective: \_\_\_\_\_  
\_\_\_\_\_

    Action Plan: \_\_\_\_\_  
\_\_\_\_\_

3. Learning Objective: \_\_\_\_\_  
\_\_\_\_\_

    Action Plan: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Supervisor Signature



Please circle your answer

- Did this work assignment meet your expectations? Yes No
  - Would you want to co-op for this organization again? Yes No
  - Was the time period in which you worked long enough to learn the specific job and participate in appropriate learning experiences? Yes No
  - Would you consider this company for permanent placement? Yes No
  - Would you recommend this as a co-op work site to other U of A students? Yes No
- Why?

• Please share any success stories or problem situations that you experienced while working at your co-op work site. I wish to be contacted by my Co-op Coordinator to discuss this further. Y\_\_ N\_\_

• What new skills or procedures did you learn during your co-op experience?

• Please elaborate and be specific regarding the following: What is your overall evaluation of your experience with this company/organization, especially in relation to your career goals?

**For Alternating Students Only:**

If you lived away from home, did your employer provide help finding appropriate housing? What assistance was provided to you? Where, specifically, did you live (apartment complex name, Section of town, descriptive information)? Were your accommodations satisfactory?

Fringe benefits provided by your company (circle all that apply)

Life insurance      Paid holidays      Vacation time      Sick pay  
Medical insurance      Relocation reimbursement      Tuition reimbursement  
Scholarship      Other (please specify \_\_\_\_\_)

**COOPERATIVE EDUCATION**

University of Arkansas, Sam M. Walton College of Business, Career Development Center  
Willard J. Walker Hall 226, Fayetteville, AR 72701  
Phone: (479) 575-6415, Fax: (479) 575-4025

**Employer's Evaluation of Cooperative Education Student**

Student Name: \_\_\_\_\_

Dates Worked: \_\_\_\_\_ Student Job Title: \_\_\_\_\_

Company: \_\_\_\_\_

INSTRUCTIONS: The immediate supervisor will evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

**RELATIONS WITH OTHERS**

- Exceptionally well accepted
- Works well with others
- Gets along satisfactorily
- Has some difficulty working with others
- Works very poorly with others

**JUDGMENT**

- Exceptionally mature
- Above average in making decisions
- Usually makes the right decision
- Often uses poor judgment
- Consistently uses bad judgment

**ABILITY TO LEARN**

- Learns very quickly
- Learns readily
- Average in learning
- Rather slow to learn
- Very slow to learn

**ATTITUDE – APPLICATION TO WORK**

- Outstanding in enthusiasm
- Very interested and industrious
- Average in diligence and interest
- Somewhat indifferent
- Definitely not interested

**DEPENDABILITY**

- Completely dependable
- Above average in dependability
- Usually dependable
- Sometimes neglectful or careless
- Unreliable

**QUALITY OF WORK**

- Excellent
- Very good
- Average
- Below Average
- Very poor

**ATTENDANCE:**  Regular  Irregular      **PUNCTUALITY:**  Regular  Irregular

**OVER-ALL PERFORMANCE:**

Outstanding     Very Good     Average     Marginal     Unsatisfactory

What traits help or hinder the student's advancement?

Additional Remarks (over if necessary)

This report has been discussed with student     Yes     No

(Name) \_\_\_\_\_ Date \_\_\_\_\_

(Signature) \_\_\_\_\_

## COOPERATIVE EDUCATION

University of Arkansas, Sam M. Walton College of Business, Career Development Center  
Willard J. Walker Hall 226, Fayetteville, AR 72701  
Phone: (479) 575-6415, Fax: (479) 575-4025

All papers must conform to this outline. Papers not addressing one or more of the outline items will have to be revised to include the missing items before credit will be granted. This outline must be followed each semester you are enrolled for Co-op credit.

### The paper should be:

- For students receiving 1 or 2 credit hours: 3-5 full pages in length (not including the cover page)
- For students receiving 3 credit hours: 10 full pages in length (not including the cover page)
- Typed in 12 point font, double spaced, 1-inch margins, free of grammatical and spelling errors

### Co-op Paper Outline

#### I. COVER PAGE

The cover page must include the following information:

1. Your name, student ID number, and your e-mail address
2. Your class standing and your major
3. The number of semesters you have received co-op credit
4. The semester for which the paper is being submitted (Fall 2007)
5. The number of co-op hours you are registered for
6. The company with which you are working and the title of your position

#### II. BACKGROUND

Provide a one-paragraph description of your company and the division of the company in which you worked. (If you are writing a 10 page paper, you do not need to limit your company background information to one paragraph.) Describe the primary products or services that your company delivers, how your division (or team) contributes to the company, and the features of your company that distinguish it from other companies in a similar industry.

Provide a one-paragraph job description for the position you held during your co-op tour. The description should include: the name and title of your immediate supervisor, the primary duties you were responsible for on typical work days, and any additional duties you were occasionally responsible for.

#### III. LEARNING OBJECTIVES

List the three learning objectives you and your Co-op Coordinator agreed upon at the beginning of the semester. Include at least one paragraph for each learning objective. In each paragraph discuss the opportunities you had to meet the given objective and whether you felt the objective was met.

#### IV. ADDITIONAL EXPERIENCES

Sometimes the learning objectives do not adequately summarize what you learned during your work tour. If there were any additional responsibilities assigned to you, if you were given opportunities to learn things that were outside the scope of your original objectives, or if you learned valuable lessons that you did not anticipate, summarize in this portion of the paper.

#### V. CONCLUSION

Summarize how this Co-op experience has contributed to your career development. Did the experience clarify the type of work you do (or do not) want to do? Which courses provided a useful background for performing your work and for understanding the business environment of your company?