

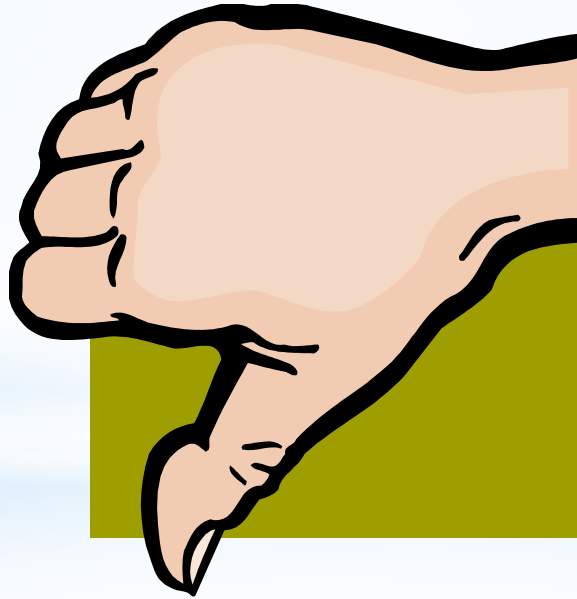
Cooperative Education Expectations



You must be employed, interning or volunteering during the semester to qualify for the Coop. Ed. Program.



Self-employed students, temps, subs,
informal childcare or
homecare providers
are ineligible.



The number of units you earn depends on how many hours were completed from the start of the semester on day of enrollment until the end of the semester.



General Credit

You can earn up to 3 units of college credit if your job/internship/volunteer work is ***unrelated*** to your declared major or your major is ***undecided***.

Major-Related Credit

You can earn up to 4 units of major-related credit
if your job/internship/volunteer work
is *related* to your declared major
and your 3 new learning skills
are related to your major.

(Must be a CTE Major)

Additional Class

During the Spring and Fall semesters, you must be enrolled in and complete at least one other class in addition to the Cooperative Education class.

During the Winter and Summer sessions, this requirement is waived.

Work Objectives

Work Objectives must be submitted and approved
by the Coop. Ed. Director
before an Add Slip can be issued.



Expectations Contract

The Coop. Ed. Expectations Contract must be signed by the student and employer, and submitted to the Coop. Ed. Office within two days of enrollment.



Seminars

Students enrolling in Coop. Ed. for the first time, or who have not been a part of Coop. Ed. at LAVC are required to attend two 3-hour seminars (“Career Advancement” and “Job Search”) and complete the required assignments to receive full credit.



Returning Students

Students enrolling for Coop. Ed. for a 2nd, 3rd, or 4th time and who have been part of LAVC's Coop. Ed. course, are required to complete and submit a written assignment before but no later than the due date.

Please do not procrastinate.
Late work will not be accepted.

No Exceptions!



Assignments

All assignments must be written with college level English grammar, spelling and punctuation.

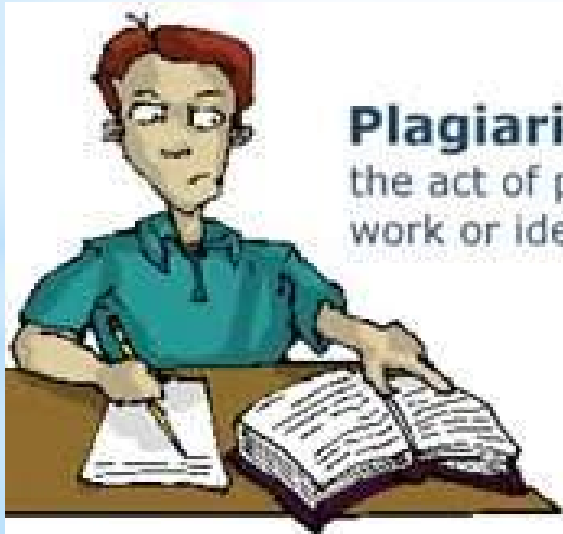
(Students needing assistance should visit the Writing Center)

www.lavc.edu/writingcenter



Plagiarism

Plagiarism and/or copying from another source results in a “0” for that assignment and student will be reported to the college disciplinarian.



Plagiarism:
the act of presenting another's
work or ideas as your own.



Grading

Grading is based on the total score of your assignment(s) and the evaluation score submitted by your supervisor.

The grading scale is as follows:

153 – 180 points = A

126 – 152 points = B

108 – 125 points = C

90 – 107 points = D

89 or below = F

Student Responsibilities

It is your responsibility
to remember dates/times of seminars
and/or assignment due dates.



Student Responsibilities

Any change of employment, supervisor, phone number, etc., is to be reported to the Coop. Ed. Office immediately.

Keeping the Coop. Ed. Office informed prevents complications for your grade at the end of the semester.

Student Responsibilities

It is your responsibility to drop this class if you do not meet the above requirements.

If you are an intern and drop this course, your supervisor will be notified that you will no longer be getting credit.



and



Student Responsibilities

In the event you do not submit paperwork on time,
or do not meet the above requirements
and you do not drop yourself from this class,
you will receive a “Fail” for this semester.



Acknowledgement

By signing the Expectations Contract,
you acknowledge that:

- you have read and understood the above regulations
- you are responsible for withdrawing from this course in the event you cannot comply with the above regulations
- you understand that you may receive an “F” if you fail to withdraw from this course



Next Step

Now that you have read and understood what the expectations are in the Cooperative Education Program, please continue to the next PowerPoint, “How to Complete the Application Packet,” to enroll in the program.

THANK YOU!

