

STUDENT LEARNING CONTRACT

Cook College Cooperative Education Program
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TO THE STUDENT: This learning contract outlines responsibilities that you will be assuming in consultation with an appropriate faculty sponsor and co-op counselor in order to earn academic credit. While it is intended to be flexible and individualized, it helps you establish readiness for learning, identifies relevant job-related information, and **specifies requirements and deadlines you must meet to EARN COURSE CREDIT. Co-op Education course registration and development of a new contract will be required in cases where the employment extends through a second or third semester** (as stated in the *Manual for Students, Faculty & Employers* and in the *Consent Agreement* you signed).

Please carefully complete the Learning Contract as follows:

- (1) **Sections I-III** with your faculty sponsor's signature, by _____ (within 2 weeks of your start date);
- (2) **Section IV** with your work supervisor's signature by _____ (within 4 weeks of your start date);
- (3) **Provide copies** of the completed sections of your contract to your sponsor, work supervisor, and co-op counselor **after each step** (1 and 2).

Section I - General Information and Job Description

Student Name: _____ E-mail: _____

Student Major: _____ SS # _____

Student Mail Address: _____

Home Phone: _____ Student Work Phone: _____

Student Cell: _____ Employer: _____

Address: _____

Supervisor: _____ Title: _____ Phone: _____

Faculty Sponsor: _____ Phone: _____

Dates of Employment Period (approved by employer): _____

Semester: ☐ Spring ☐ Summer ☐ Fall Year: 200____ Hours/Week: _____ Hourly Wage: \$ _____

Cooperative Education: ☐ I ☐ II ☐ III Credits: ☐ 3 ☐ 6 Grading Option: ☐ Pass/No Credit ☐ Letter Grade

Provide your **job title** and a **thorough** description of your work responsibilities or attach a separate page:

Section II - Statement of Objectives to be Achieved

The purpose of this section is to assist you in identifying **Learning Objectives** to be achieved during the course of your cooperative education assignment. The process is similar to developing a syllabus for a course except that the objectives are specific to your personal cooperative education experience.

As you list your objectives, it will be helpful to consider the following questions:

- How will this experience **relate** to your past or present studies?
- How will you be **different** as a result of the co-op experience?
- What **skills** will you develop? What skills do you already possess that will be reinforced or *reality tested*?
- What new **knowledge** will be acquired (about your field of study, the structure of the agency/business for which you will be working, etc.)?

Learning Objectives should be written in two parts:

- a statement of your **Learning Expectations** (*the knowledge or skill you want to learn*) and
- your **Learning Outcomes** (*how you will prove to your faculty sponsor that you reached the Learning Expectations*).

Learning Expectations--the three basic types:

- **Academic/Technical** - those related to your major;
- **Organizational** - those related to the cooperative employment opportunity; and
- **Personal** - those related to your general developmental needs, which will include a full range of skills such as interpersonal relations, communication skills, and personal growth.

Learning Outcomes--can be any of the following types:

- **Evaluative** - excerpts from your daily log or an evaluation by the employer or faculty sponsor;
- **Descriptive** - a written or oral description; or
- **Creative** - a creative approach.

Review Part III of the **Manual for Students, Faculty and Employers** for detailed instructions on developing your objectives. Examples of typical objectives are listed below (see also the Cooperative Education Office webpage: <http://www.cook.rutgers.edu/~coop/contract.html>).

LEARNING OBJECTIVE EXAMPLES

Learning Expectations

(*the knowledge or skills you want to learn*)

Learning Outcomes

(*how you will prove to your faculty sponsor that you reached the Learning Expectation*)

Academic/Technical

- a. Proficiency in cellular biology assays (e.g., ALP).

Organizational

- b. To gain knowledge about the Federal regulations that must be followed in operating the commodities trading business.

Personal

- c. Development of public speaking skills.

Evaluative

- a. My supervisor will evaluate my ability to conduct cellular biology assays.

Descriptive

- b. Orally or in writing, without notes, I will be able to describe the various Federal regulations and how they impact commodities trading.

Creative

- c. I will prepare a videotape of two presentations (one at the start and one near the end of the semester) on a topic assigned to me by my faculty sponsor.

Students should provide 6-9 objectives on the next page or attach a separate sheet.

LEARNING OBJECTIVES

Learning Expectations

(the knowledge or skill you want to learn)

Learning Outcomes

(how you will prove to your faculty sponsor that you reached the Learning Expectation)

Section III - Plan for Evaluation

TO THE FACULTY SPONSOR: Your role is a vital one, since you ensure maintenance of academic quality in our program. You can help the student identify learning objectives that clearly state the knowledge or skills you want them to achieve. Please review the following:

REGISTRATION

Each student is required to register for either 3 or 6 cooperative education credits and to complete the minimum assignments outlined below. Additions to the basic requirements are subject to your discretion, particularly when the student *with your permission* is working towards a *letter grade* rather than a *PASS*.

- **Full-time co-op (32 or more hours per week for at least 10 weeks)**
 - During fall or spring semesters co-op education students working full time must register for 6 co-op education credits.
 - During the shorter summer semester, students working full-time can register for either 3 or 6 co-op education credits.
- **Part-time co-op (16-31 hours per week for at least 10 weeks)**
 - Students working in part-time co-op positions during any semester must register for 3 co-op education credits, but may register for 6 co-op education credits with the approval of their faculty sponsor.
- **3-credit co-op education option requirements:**
 - **Learning Contract**—Complete and distribute in accordance with program deadlines.
 - **Successfully complete the experience** (working through the dates agreed upon with the employer when hired).
 - **Complete the PlacePro on-line evaluation forms** regarding your co-op education work experience.
 - **Daily log**--Submit a thorough/legible log describing daily learning experiences and activities to the faculty sponsor.
 - **Synthesis paper** should meet college-level standards and is typically 7-10 double-spaced, typed pages (see samples in the co-op education office). It should be organized under the following headings:
 - (1) description of the job, employing agency and nature of the work environment;
 - (2) discussion of those objectives met and those not met;
 - (3) discussion of unanticipated learning experiences;
 - (4) identification of new areas for development realized as a result of this experience; and
 - (5) summary (pros and cons of the experience).
- **6-credit co-op education option requirements:**
 - Meet all requirements outlined under the 3-credit option AND negotiate and complete
 - a 3-credit **scholarly project** (see samples in the co-op office) and **seminar presentation** (see website for tips) OR
 - instead of writing the log and synthesis paper, complete a more **comprehensive 6-credit scholarly project** and **seminar presentation**.

Students must submit academic assignments to both the faculty sponsor and the co-op education office. Please review the following plan for evaluation with your student and put a check mark next to the appropriate option. Upon approval of the student's learning objectives and plan for evaluation, please sign and date Section III.

REQUIREMENTS FOR A PASS GRADE (check one option)

- ☐ **3-credit option**
learning contract
work negotiated period
self-evaluations
daily log
synthesis paper

OR

- ☐ **3-credit option**
learning contract
work negotiated period
self-evaluations
scholarly project
seminar

- ☐ **6-credit option**
learning contract
work negotiated period
self-evaluations
daily log
synthesis paper
scholarly project
seminar

OR

- ☐ **6-credit option**
learning contract
work negotiated period
self-evaluations
comprehensive scholarly project
seminar

Section III – Plan for Evaluation (continued)

☐ **SCHOLARLY PROJECT IDEA:** (Leave blank unless you select an option including a scholarly project)

Describe your scholarly project idea below. Scholarly project proposal **must be finalized** with the faculty sponsor within 4 weeks of the student's start date and described on the revision page, Item C, or on a separate sheet.

GRADING: Co-op education is arranged on a *PASS* or *NO-CREDIT* basis. A cooperative education student can make a request to his/her faculty sponsor to be graded on the basis of a letter grade (A, B+, B, C+, C, D, or F). Faculty approved the letter-grade option as a means of rewarding exemplary performance and work done in a scholarly and professional manner. **The following letter-grade standards were set in order to maintain program quality, academic integrity, and equity among co-op students from all curricula.** Students who choose the letter-grade option must complete one of the suggested letter-grade assignments, in addition to the requirements for a PASS. Alternative, but comparable letter-grade assignments that do not fit one of the 5 descriptions, should be described in the column marked *OTHER* below.

☐ **THE STUDENT IS WORKING TOWARD A LETTER GRADE AND IS REQUIRED TO COMPLETE THE FOLLOWING ASSIGNMENT(S) SPECIFIED BY A CHECK:**

- ☐ **AN ADDITIONAL PAPER** - describing a technical procedure or skill the student has learned on-the-job which can be used by the employer as a training tool for future co-ops, or research related to the job and/or field, etc. The topic will be:

- ☐ **A REVIEW OF A BOOK OR ARTICLES FROM PROFESSIONAL JOURNALS.** The review will be:

- ☐ **A SEMINAR** - presentation (in addition to the one required of students already doing a scholarly project), which can be done at a co-op student recruitment meeting, club meeting, or in a classroom. Notify your faculty sponsor and co-op counselor of the date and place of your seminar in advance.

- ☐ **INTERVIEW** - a professional at co-op work site about career issues and document the discussion.

- ☐ **A PHOTO PORTFOLIO, POSTER OR VIDEO** - about the co-op job that can be shown to future co-op students.

- ☐ **OTHER:** _____

This contract is for a total of ____ credits in cooperative education for this semester. A new contract and registration for at least 3 credits will be required in cases where the co-op employment extends through a second or third registration period in accordance with the Co-op Education Consent Agreement.

Faculty sponsor's signature/date

Student's signature

Section IV - Revision of the Student Learning Contract

TO THE EMPLOYER/SUPERVISOR: You are encouraged to provide meaningful assignments that will aid the student in meeting the learning objectives specified. Where the objectives are, in your opinion, not appropriate to the student's work-learn experience, you may assist the student in identifying new objectives or revising those stated. Please review this learning contract with the student, note modifications and any new objectives. Please treat the review session as a preliminary evaluation of the student's on the job performance and sign your name.

TO THE STUDENT: This review session with your supervisor **must occur within 4 weeks of your start date.** Prior to this session, copies of your learning contract up through and including Section III must be sent to your faculty sponsor, co-op counselor, and the third copy given to your work supervisor. **Upon completion of Section IV, have copies made and sent to the same parties, even if no changes are indicated.**

A. Modification or deletion of initially proposed objectives. Please specify:

B. New objectives identified as a result of the student/supervisor discussion. Please specify:

C. Provide a thorough outline of your scholarly project and seminar that has been approved by your faculty sponsor:

I have discussed the learning contract with the co-op student and provided appropriate recommendations. The attainment of the learning objectives is the student's responsibility; however, where feasible, assignments and opportunities that may contribute to the achievement of the objectives will be provided.

Supervisor's signature & date

Student's printed name & signature