

**Los Angeles Valley College
Course Level Student Learning Outcomes (SLO)**

Course Name and Number: All Cooperative Education Courses (911-921-931-941)

Course Objectives: (List the course objectives as they appear in the course outline of record.)

Develop at least three learning objectives to be accomplished on the job. Objectives will be related to the on-campus occupational goals of the student.

Gain realistic work experience that is meaningfully related to the student's college study program.

Acquire knowledge, skills and attitudes essential for successful employment.

Complete objectives as directed by supervisor on the job and to the satisfaction of on-the-job supervision.

Establish 1–2 course level student learning outcomes and indicate how each SLO will be assessed.

Course Level Student Learning Outcome	Assessment Measure
Student will be able to perform all steps in the process for evaluating potential employers and preparing resumes and cover letters to fit their requirements.	Students will do internet research on potential employers and indicate why they are interested in working for that particular employer. Department will develop rubrics to evaluate research, resumes and cover letters of students.
Student will be able to perform all appropriate steps in the process of preparing for a job interview and then be able to conduct themselves appropriately in the interview.	Students will be able to properly complete job applications, answer interview questions appropriately and prepare thank you letters correctly. Department will develop rubrics to evaluate format for application and thank you letters. Department will also assess correctness of answers to potential questions asked in interviews.