

**COOPERATIVE EDUCATION
FOURTH-TIME ASSIGNMENT**

The following are the requirements for students enrolled in their fourth semester of Cooperative Education and their point values for grading purposes.

This paper should be at least **three (3) pages**. Each page is to be typed using **10 or 12 point size, double-spaced, one inch margins all around, using college level English and composition. Spelling counts!** This assignment may be turned in anytime between the start of the semester and **May 29, 2022**.

NONE will be accepted after the deadline. **NO EXCEPTIONS!** Questions? Email coop@lavc.edu

Please email completed assignment to coop@lavc.edu

- Assignments must be submitted in a WORD or PFD format.

Assignment (80 points possible)

Research the position which is higher than yours.

What preparation does it take? (experience, school, degree, certificate)

Is there a physical requirement? (size, strength, special coordination)

What skills do you have to have? (physical skills, mental skills, verbal skills)

What personal traits must you have?

Conduct 3 interviews with people who are or have been in this position.

Read 4 articles or books on this position. (please include the name, author, date of these articles/books)

Include or attach a job description from a personnel office or type one yourself.

GRADING SCALE

The paper is worth a total of 80 points. (45% of final grade). Employer rating/evaluation is worth up to 100 points. (55% of final grade). Total points possible is 180.

153 – 180 points = A

126 – 152 points = B

108 – 125 points = C

90 – 107 points = D

89 and below = F

It is your responsibility to notify the Cooperative Education Office immediately if you change jobs, locations, supervisors, or phone numbers. If we cannot contact your supervisor near the end of the semester you be unable to receive credit.

Copying from another source (plagiarism) will result in an automatic FAIL.

Plagiarism is:

- using researched information word-for-word without quotation marks or
- using a long string of quotes within the text or
- not properly citing the source where you got the information or
- paraphrasing the information by only changing a few words