

Cooperative Education Expectations

- You must be employed, interning, or volunteering throughout the semester to qualify for enrollment in the Cooperative Education Program.
- Students who are self-employed, temps, substitutes or work as informal childcare or homecare providers are ineligible.
- The number of units you earn depends on the total number of hours completed within the semester. Hours worked prior to the start of the semester are not included in this total.

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 if 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 Requirement

- 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, along with the Coop. Ed. Application packet, must be submitted and approved by a Cooperative Education faculty before a Permission Code can be issued.

Cooperative Education Agreement

- The Cooperative Education Agreement must be submitted by the student through the College Central Network (CCN) website within two days of enrollment and is to be approved by the Employer and finalized by the Coop. Ed. Office soon thereafter.
- The final approval of this Agreement triggers the scheduling of your workplace visit and is part of your work evaluation, which is worth 55% of your final grade. Without this Agreement, the visitation and evaluation cannot take place. This will result in your final grade being based solely on your assignments (45%)

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 given at each seminar.

Returning / Repeat Students

- Students enrolling for a 2nd, 3rd, or 4th time in Coop. Ed. and who have taken Coop. Ed. seminars at LAVC are required to complete a written assignment before but no later than the due date listed on the assignment.

- Do not procrastinate – Late work will not be accepted.

Assignments

- Assignments must be written with college level English grammar, spelling, and punctuation. (Students who need assistance should visit the Writing Center)
- Plagiarism and/or copying from another source results in a “0” for that assignment and the student will be reported to the college disciplinarian.

Grading

- Grading is based from scores in two areas: your homework assignment scores (graded by the instructor and worth 45% of your final grade) and your work evaluation score (completed by your work supervisor and worth 55% of your final grade).
- 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 the student’s responsibility to remember dates/times of seminars and/or assignment due dates.
- Any change of employment, supervisor, phone number, etc. is to be reported to the Coop. Ed. office immediately.
- Keeping the Coop. Ed. Office informed and updated on any employment changes prevents complications in scheduling worksite visits and grading.
- If you become unemployed or leave your internship/volunteer work before the semester has ended you are no longer eligible in this program and should drop the course.
- If you are an intern and drop this course or are no longer eligible to remain in the Coop. Ed. program, your supervisor will be notified.
- If you drop other classes that results in you being enrolled in Coop. Ed. only, (*see “Additional Class Requirement” above*) you will no longer be eligible in this program.
- Failing to comply with the above rules and regulations will result in an “F” grade if you have not dropped from this class.

Acknowledgement

By signing the Expectations Contract that is included in your Application Packet, you acknowledge that:

- You have read and understood the rules, regulations and eligibility requirements
- You are responsible for withdrawing from this course in the event you cannot comply with these rules and regulations or meet the eligibility requirements
- You understand that a grade of “F” will be given if you fail to withdraw from this course due to ineligibility.