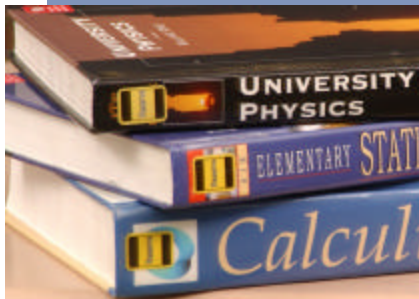
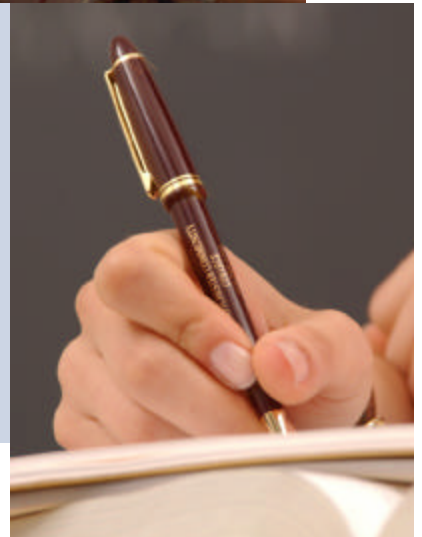


Cooperative Education/Internship Program Faculty Advisor Manual 2003-2004



Student Center Building
2nd Floor, Room 201
914-785-6760
www.sunywcc.edu

WESTCHESTER COMMUNITY COLLEGE
state university of new york

**SUNY/WESTCHESTER COMMUNITY COLLEGE
COOPERATIVE EDUCATION/INTERNSHIP PROGRAM**

www.sunywcc.edu

Dear Faculty Advisor:

Welcome to the Cooperative Education/Internship Program at Westchester Community College. Your role as faculty advisor is vital in facilitating student success and learning outcomes in this program.

This handbook is designed to provide general guidelines for faculty who serve as Faculty Advisors to students enrolled in the Cooperative Education/Internship Program for academic credit. We hope the guide will be a useful tool for you as you support students through the learning process. We are pleased that you have chosen to participate in the program, and hope the experience will be as rewarding for you as it is for the students.

Since its beginning in 1994, the WCC Cooperative Education/Internship Program has assisted hundreds of students with their professional career development. By participating in experiential learning programs like this students gain excellent experience which helps to prepare them for their future career goals. The business community also benefits by receiving qualified, pre-trained, motivated employees.

As our ambassadors, Co-op/Internship students represent WCC in the wider community. We are grateful to the business and industrial community for their continued participation in this Program and for their confidence in our students.

We look forward to working with you during this semester. We know you will agree that the Cooperative Education/Internship Program is a partnership that works!

*Susan Hacker, Assistant Professor
Coordinator, Cooperative Education/Internship Program
Fall 2003*

Philosophy

The Cooperative Education/Internship Program at Westchester Community College is an educational strategy, which integrates classroom learning with supervised, career related work experiences. Students who participate in the program, have the opportunity to apply theory in a practical work situation and be mentored by professionals in the field as well as faculty from the college. It is an opportunity for students to “test drive” potential careers while enrolled in a traditional academic program.

Cooperative Education/Internship experiences:

- Provide a valuable mechanism to understand the relationship between school and work
- increase self esteem
- develop and enhance job related skills
- clarify career direction
- improve confidence in the ability to function in a professional job situation
- improve prospects for full time employment upon graduation
- contribute to a student’s developing sense of identity and worth

In the employment setting students:

- learn important lessons about relating to others from a variety of backgrounds
- learn to function as part of a team
- learn to feel comfortable and confident in new and perhaps intimidating environments
- can clearly see the relationship between the theoretical and practical

Faculty Advisor Responsibilities

Faculty involvement in the Cooperative Education/Internship Program is critical to maintaining the standards of academic quality and integrity. Faculty advisors are responsible for supervision and monitoring of students once placed at a worksite. Students will report to their faculty advisor directly, submit all written assignments and report any problems or concerns as soon as possible. **Additionally, faculty will schedule a minimum of three individual meetings of approximately 1/2hr. with each student enrolled in the co-op course in their curriculum.**

First Meeting- (first two weeks of placement)

- Assist with the development and clarification of learning objectives
- Review job/learning expectations
- Discuss specific due dates for written assignments
- Review student responsibilities

Second Meeting- (Mid term)

- Discuss progress in meeting learning objectives
- Review Mid-term evaluation form work supervisor
- Review any journals completed to date
- Assist in resolving and conflicts/problems

Third Meeting- (last three weeks of placement)

- Review Final evaluation from work supervisor
- Submit and/or review final report

It is important that the faculty advisor maintain weekly contact with co-op students. This contact can be in person, by phone or email, or through the submission and review of the weekly journal. Students should be contacted immediately if the journal indicates that there are some problems that the student would like to discuss. **It is important to be generally available to students enrolled in a co-op placement to provide ongoing support and encouragement.**

The faculty advisor also serves as the liaison between the students and the work supervisor. The supervisors should be contacted early in the semester to establish the relationship and discuss the students learning objectives. Employers are instructed to contact the faculty advisors with any concerns regarding the student placed. The Program Coordinator will forward information on the student, placement and contact person early in the semester.

Faculty will be expected to visit the worksite(s) at least once during each semester a student is placed. These meetings are extremely

important in maintaining the level of academic excellence in the program. The employers are anticipating that they will have an opportunity to discuss the student's performance as well as the co-op program with a faculty member knowledgeable in the field. The meeting is also an opportunity to network with local businesses and industry representatives as well as confirm the importance of the learning process for students.

At the end of the semester the faculty advisors will submit final grades for the students, complete student evaluation forms and worksite evaluation forms for the Coordinator. The Faculty advisor will also be expected to call or email a note of thanks to each employer they have worked with over the previous semester. The Cooperative Education/Internship Program Coordinator will forward a more formal thank you letter along with a program evaluation form.

Course Assignments & Grading

Specific assignments for the co-op course include:

- Completion of required hours at the worksite as designated by the Curriculum Chair
- A minimum of three meetings with their faculty advisor during the semester they are placed at a worksite
- Attendance and participation at two group meetings (two hours each)
- Completion of a Learning Contract, Weekly Journals, Final Report and Employer Mid term and Final Evaluations

(Specific student course requirements/assignments are located in the ***Student Course Credit Manual.***)

Although grading is the sole responsibility of the faculty member supervising the students and subject to their discretion, below is a guideline to use in determining the final grades for the internship. Individual curricula have determined prerequisites and course grading for the course in their area.

Individual meetings	10%
Group meetings	15%
Employer evaluations	25%
Written Assignments	
Learning Contract	15%
Weekly Journals	10%
Final Report	25%

As a Participating Faculty Advisor You Gain:

- Immediate access to state-of-the-art technology
- Insight into future directions in the industry
- The opportunity to interface with students in a unique way
- Networking opportunities with local businesses
- Personal growth and skill development
- Access to potential speakers for classes, professionals for advisory boards
- Greater awareness of the relevance of course subject matter

The intent of this guide is to allow the faculty advisor, the student and the worksite supervisor to come together as a team so that the student can recognize the placement as a learning experience, and that he/she can clearly identify skills developed as well as a sense of professional accomplishment and growth.

Student Responsibilities

Students who choose to participate in the program enroll at least one semester prior to the anticipated placement on a worksite. In order to participate, students must meet certain pre-requisites determined by their specific curriculum chair, complete an application and faculty recommendation form, develop a resume and attend an interview training workshop. The Coordinator reviews and refines the student's resume and assists the student in selecting specific placements. The Coordinator will continue to forward the student's resume to participating employers until the student has been matched with an employer.

Once a worksite has been determined, the Coordinator will orient the student to the course requirements and give them all necessary materials and assignments to successfully complete the course. As part of the orientation, each co-op student will be given the name of his/her faculty advisor, along with the faculty advisor's office location, phone number and email address.

The student is responsible for contacting the faculty advisor immediately to schedule the first meeting.

Students are instructed to be prepared to discuss a draft of their learning contract, at the first meeting with their faculty advisor. Future meetings will focus on the student's progress in completing the objectives and employer evaluations.

ROLE OF THE STUDENT

- Maintain contact with the Co-op/Internship Coordinator for progress in securing a placement
- Report all interviews scheduled and job offers made/accepted
- Once placed, students must abide by the regulations and policies of the employer
- Report to work promptly, and in the event of an emergency, notify the employer
- Contact my faculty advisor in a timely fashion to arrange meetings and review assignments
- Develop a meaningful set of learning objectives with my supervisor and faculty advisor
- Consult with my faculty advisor with problems/concerns about my position
- Submit all required reports in a timely fashion
- Attend required group meetings

ROLE OF THE EMPLOYER

- Understand and promote the concept of experiential learning
- Provide meaningful experiences and supervision related to the students objectives and professional growth
- Provide appropriate orientation and training as needed for fulfillment of job responsibilities
- Assist students with developing meaningful and appropriate learning objectives
- Provide a safe and healthy work environment for students. Inform students of all safety regulations
- Assist the college in the evaluation process of students in the Cooperative Education & Internship Program
- Communicate and meet with the student's faculty advisor during the semester to provide meaningful feedback on the student's performance
- Provide technical assistance and training as appropriate
- With student, identify individual and departmental goals to be realized during work period.
- Allow the students to learn and experience a realistic overview of the profession
- Provide positions that will challenge
- Periodically review and discuss

students and provide a variety of exposure with increasing levels of responsibility; opportunities for group and individual work and a chance to address individual career goals

with students his/her progress and development toward objectives

ROLE OF THE CO-OP/INTERNSHIP COORDINATOR/CAREER SERVICES

- Coordinate workshops in resume writing and interviewing in preparation for co-op/internship job search
- Contact employers to generate potential positions
- Serve as a liaison between students, faculty advisors and employers to foster good work relationships and ensure quality of the learning/work experiences
- Assist students in securing a position and enrolling for academic credit when indicated

Do not hesitate to call me with questions

Susan Hacker, Assistant Professor/Counselor
Coordinator Cooperative Education & Internship Program
Student Center Building, Room 201
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APPENDIX

**WESTCHESTER COMMUNITY COLLEGE COOPERATIVE EDUCATION/INTERNSHIP PROGRAM
FACULTY EVALUATION OF WORKSITE**

Student _____ Date _____

Job Location _____ Semester/Year _____

Work Supervisor _____

Faculty Advisor _____ Curriculum _____

Use the following scale to respond to these items:

	SA-Strongly Agree		A-Agree		?-Neutral		D-Disagree		SD-Strongly Disagree		NA-Not Applicable
1.	Job duties are appropriate for students in my curriculum.										
	SA		A		?		D		SD		NA
2.	On-the-job training by the supervisor was adequate.										
	SA		A		?		D		SD		NA
3.	The student's job duties were clearly defined.										
	SA		A		?		D		SD		NA
4.	This placement provides the student(s) an opportunity to develop technical skills appropriate to this curriculum.										
	SA		A		?		D		SD		NA
5.	This placement provides the student(s) an opportunity to develop interpersonal skills.										
	SA		A		?		D		SD		NA
6.	This placement provides the student(s) an opportunity to develop supervisory or managerial skills.										
	SA		A		?		D		SD		NA
7.	The student was given an appropriate amount of responsibility.										
	SA		A		?		D		SD		NA
8.	The placement has provided the student(s) with an adequate challenge and work that is meaningful.										
	SA		A		?		D		SD		NA
9.	The student(s) was encouraged to make decisions on their own rather than always carry out decisions made by others.										
	SA		A		?		D		SD		NA
10.	The quality of work supervision was adequate.										
	SA		A		?		D		SD		NA

**WESTCHESTER COMMUNITY COLLEGE
COOPERATIVE EDUCATION/INTERNSHIP PROGRAM**

FACULTY EVALUATION OF STUDENT

Student _____ Date _____

Job Location _____ Semester _____

Faculty Advisor _____ Division _____

Please evaluate the student's performance during the placement period.

	poor	average	good	very good	excellent
Ability to listen and understand assignments					
Degree of professionalism in written assignments					
Arranged and kept meetings with faculty advisor					
Timeliness in completing assignments					
Ability to reflect on work experience and conceptualize					
Ability to relate learning to new situations					
Maturity					
Progress toward meeting learning objectives					
Ability to use criticism constructively					
Attitude toward work					
Overall professionalism					
Oral communication skills					
Written communication skills					
Your impression of the student as a representative of WCC in the work world					
Timeliness in reporting to work and individual meetings with advisor					

Additional Comments about the student:

Suggestions for improvement for student:

Comments about appropriateness of placement:

Final Grade: _____

Faculty Signature: _____ Date _____

Please return a copy of this form to the Cooperative Education/Internship Program Coordinator, Career & Transfer Center, Student Center Building, Rm. 201.

SUNY/WESTCHESTER COMMUNITY COLLEGE
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