



# GRAYS HARBOR COLLEGE

## SYLLABUS 2003-2005

### Cooperative Work Experience: NR 258/259, 1-5 credits each

#### I. COURSE DESCRIPTION

*Prerequisite: Sophomore standing and/or instructor permission.*

Students participate in on-the-job training with natural resource agencies, Tribes and private industries. Forestry, fisheries, wildlife, and other natural resources are the focus of this work experience. Trainees keep a daily diary of work, are evaluated periodically by their supervisors, and submit a final summary of their work. Students can participate for a maximum of 10 credits (up to five credits per term). Variable lab hours.

#### II. COURSE AIMS AND OBJECTIVES

This variable credit course is for the student majoring natural resources. The opportunity to gain on-the-job, supervised work experience with public natural resource agencies and private firms. Specific learning objectives are based on job-related conferences, faculty work-site visitations, and other appropriate assignments are achieved by the student. Students are placed on jobs while enrolled in related classroom instruction. This provides an understanding to the student of the occupational environments of potential employers, employees, and clients. Students have a chance to **match career aspirations** and interests with **capabilities and job satisfaction**. This work environment offers opportunities for **acquiring specific technical knowledge, priorities, experience and career classification, not always offered in more general classroom instruction**. **Employers are exposed to the quality of work that can be performed by the two-year trained technician**. Every effort is made to place students in compensated positions, providing students do not displace regular employees doing comparable work and the placements comply with applicable state and federal wage hour guidelines.

#### III. LEARNING OUTCOMES

**The following general education outcomes will be achieved by students by:**

- \* Having them gain on-the-job, supervised work experience with public natural resource agencies and private businesses. (*Disciplinary learning*)
- \* Having them keep an accurate field notebook detailing on-the-job work activities, and write a formal written report summarizing their work. (*Literacy; Critical Thinking*)
- \* Learning and practicing agency/business-specific work, safety procedures and regulations not taught in college classroom/lab exercises. (*Disciplinary Learning; Using Resources*)
- \* Learning to work independently and as a team, to set goals and perform work to accomplish these work objectives. (*Disciplinary Learning; Social and Personal Responsibilities; Critical Thinking*)
- \* Exposing them to prospective employers and jobs (*Disciplinary Learning*); while providing employers the opportunity to evaluate students performance for potential employment (supervisor's written evaluations).

#### IV. TEXTBOOKS

None required

#### V. INSTRUCTION TECHNIQUE

- A. Student and/or coordinator make initial contact with potential supervisor (first week of term)
- B. A training agreement (contract) is formally agreed upon and signed by the student, supervisor and coordinator by the end of the first week of classes. At that time work objectives are developed in writing, work hours are established, and student is briefed on the requirements for completion of the course (keeping a field diary and submission of a final written report).
- C. On-site visits and conferences between the supervisor and coordinator are made and documented at least once per term.

- D. Students and coordinator will confer a minimum of 1 hour per week per term. A final student/supervisor/coordinator conference is conducted during the last week of the term.

**VI. OTHER INSTRUCTIONAL MATERIALS/DEVICES**

- A. Two (2) Boston Whaler boats and motors
- B. Sampling equipment
- C. Water quality monitoring instruments
- D. Grays Harbor College Aquaculture Center and salmon net pens in Lake Swano
- E. A variety of equipment and supplies provided by the sponsoring agency or firm

**VII. METHOD OF EVALUATION**

- A. Supervisor's third week and final evaluation (counts between 70-90% of grade)
- B. Student-kept field diary or notebook
- C. Final written report prepared by student (size varies with number of credit hours contracted for)
- D. The relative success or failures of each co-op experience is evaluated by both the student and employer



**WELCOME TO THE COOPERATIVE WORK EXPERIENCE PROGRAM!**  
(includes internship experience)

Cooperative Work Experience is a program which allows you to gain work experience directly related to your major. This program integrates classroom study with employment. It is based on the principle that one learns not only through academic achievement, but also through practical experience.

There are three participants in the Cooperative Work Experience Program. The **STUDENT**, who agrees to abide by the program guidelines; the **EMPLOYER**, who provides the practical work experience; and the **COLLEGE**, which awards academic credit for work successfully accomplished.

The key to your success in Cooperative Work Experience is **YOU**. It is your responsibility to develop learning objectives which are realistic, applicable to your job, attainable, and measurable. At the end of your participation, you will be evaluated on how well you have accomplished these objectives. A great deal of thought should be given to your learning objectives so they will be of benefit to you and your employer.

You will find your participation in Cooperative Work Experience rewarding and beneficial. You will be in the unique position of being able to apply the resources of your job, supervisor, and instructor to further yourself on the job and in your college program.

## **INSTRUCTIONS TO STUDENT**

### **ROUTING INFORMATION:**

The original of this form must be signed by all parties and returned to the Cooperative Work Experience Instructor. A copy of the signed document will be furnished for the student, supervisor, and instructor.

### **CO-OP WORK EXPERIENCE POLICIES:**

1. Students in an approved program are required to have a minimum GPA of 2.0 in addition to completing at least 15 credits at Grays Harbor College.
2. Most two-year programs allow a maximum of 12 credits to apply toward graduation requirements. Transfer students should ask advisors about transferability of co-op credits to four-year colleges and universities.
3. Work experience for which credit is earned must relate directly toward an individual's major or career goals.
4. Students receiving veteran's benefits must receive permission from the VA Office prior to enrolling in Cooperative Work Experience.

## **RESPONSIBILITIES UNDER THIS AGREEMENT**

### **THE STUDENT AGREES TO:**

1. Perform to the best of his or her ability those assigned tasks related to the Learning Objectives.
2. Perform to the best of his or her ability those assigned tasks by the instructor and the on-site supervisor.
3. Adhere to all personnel rules, regulations and other standard requirements of the host organization, including regular and punctual reporting to the work site.
4. Attend the co-op seminar regularly.
5. Maintain a log of hours worked and progress of learning.
6. Maintain communication with instructor according to the agreed upon schedule.
7. Notify the Cooperative Work Experience Instructor of any revisions in the contract.

### **THE INSTRUCTOR AGREES TO:**

1. Provide teaching support and guidance by communicating with the co-op student regularly and by reviewing the student's work log.
2. Maintain communication with the work site supervisor throughout the work experience for consultation and collaboration in guiding the student's learning and evaluating his or her performance.
3. Visit the work site at least once for a conference with the student and supervisor.
4. Review the student and employer evaluations to assign a grade for the cooperative work experience.

### **THE EMPLOYER AGREES TO:**

1. Provide the student with normal supervision and guidance as needed in his or her performance of the tasks described in the Learning Objectives.
2. According to a pre-arranged schedule, communicate periodically with the student and instructor concerning the student's performance and learning achievement.
3. Provide student and Cooperative Work Experience Instructor with a copy of the final evaluation of the student's performance.

### **THE COOPERATIVE WORK EXPERIENCE INSTRUCTOR AGREES TO:**

1. Coordinate the work experience and provide administrative support services as needed by student, instructor, and work site supervisor.
2. Upon request from student, instructor, and/or work site supervisor, assist in efforts to resolve any difficulties that might arise.
3. Maintain liaison between the College and the host organization.



**COOPERATIVE WORK EXPERIENCE AGREEMENT**  
**(includes internship experience)**

The cooperative work experience opportunity links Grays Harbor College (GHC) students with employers. This opportunity allows students studying in a particular field to be exposed to the working environment of that field.

The cooperative work experience instructor, the student, and the learning site jointly agrees to the specific time period for the experience, the work schedule, identifies the learning objectives, and will meet periodically during the experience to evaluate student progress. Certain restrictions apply to the environment the student participates in for the work experience training:

1. The student cannot take the place of an employee. It is not allowed for the student worker to replace a released employee.
2. Student workers cannot be used in lieu of hiring regular employees.
3. Student workers may or may not receive remuneration for their experience.

It is the intention of Grays Harbor College **NOT** to participate in training opportunities that are in conflict with union policies. Be it understood by all parties that this working environment (please check the appropriate box):

is not affiliated with a union

is affiliated with a union

\_\_\_\_\_  
Signature of Employer Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of GHC Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicable Union Representative

\_\_\_\_\_  
Date

**NATURAL RESOURCES TECHNOLOGY  
TRAINING AGREEMENT  
Cooperative Work Experience**

**GRAYS HARBOR COLLEGE**  
Cooperative Work Experience Program  
1620 Edward P Smith Drive  
Aberdeen WA 98520  
(360) 538-4131 FAX (360) 538-4299

**QUARTER** Summer \_\_\_\_\_ Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ 20 \_\_\_\_\_

**STUDENT INFORMATION**

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Name: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Work Hours: \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

I agree to work as shown below to meet the established learning objectives and seminar requirements of the co-op program. I will keep the co-op instructor informed of any change in my work or school status. I realize that if placed in a co-op position by said college, I may not be able to file an unemployment claim against my employer at the end of the placement.

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**EMPLOYER INFORMATION**

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Supervisor \_\_\_\_\_ Title \_\_\_\_\_  
Company \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ Extension \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Type of co-op experience \_\_\_\_\_ Wages \$ \_\_\_\_\_ per hr Avg. scheduled hrs \_\_\_\_\_ per week  
Accident Insurance Coverage \_\_\_\_\_ Employer paid \_\_\_\_\_ **OR** student paid \_\_\_\_\_ Credit hours \_\_\_\_\_

I will employ and supervise the student as described in accordance with company rules and regulations. Although this is not intended to be a binding employment agreement, if any difficulty should arise I will contact the co-op instructor and try to resolve the issues. The student has not displaced a pre-existing employee. I realize that the student will earn college credit for planned learning related to the work experience. I agree to work with the student and Grays Harbor College faculty to identify learning objectives relevant to the student's academic pursuits and the work experience which I supervise. I agree to meet with the faculty member at the worksite to evaluate the student's work experience. This company does not unlawfully discriminate in any of its employment practices on the basis of race, color, religion, sex, age, handicap, national origin, or marital status.

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**INSTRUCTOR INFORMATION**

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Name \_\_\_\_\_ Telephone \_\_\_\_\_ Office Hours \_\_\_\_\_

I will work with the student and employer to define learning objectives. I will review the student's learning objectives and visit the worksite at least once to determine the student's progress. Upon completion of the agreed upon learning objectives, a grade will be assigned at the end of the quarter.

\_\_\_\_\_  
**Work Experience Instructor/Date**

\_\_\_\_\_  
**Employer Signature/Date**

\_\_\_\_\_  
**Student Signature/Date**

**NATURAL RESOURCES TECHNOLOGY  
TRAINING AGREEMENT  
Cooperative Work Experience**

I. By this agreement Grays Harbor College will place \_\_\_\_\_,  
(Name of Student)  
with \_\_\_\_\_ for the purpose of securing  
(Name of Agency or Firm)  
work experience in \_\_\_\_\_.  
(Technology)

The training program will be from \_\_\_\_\_ to \_\_\_\_\_, including the  
quarters (please circle): Summer, Fall, Winter, Spring, 20 \_\_\_\_\_.

II. All persons concerned jointly agree to the following working conditions:

1. The student must be formally registered in the Natural Resources Technology Program at Grays Harbor College.
2. The student agrees to remain with the employer selected during the specified training period.
3. Grays Harbor College has designated a work experience instructor to serve the field supervisor and the student trainee. There may be more than one periodic visit to observe the student and to consult with the trainee and the employer (Field Supervisor). The student assumes full responsibility for coordination of all conferences that include the student, field supervisor and instructor.
4. All concerns shall be made to and adjusted by the work experience instructor.
5. The work experience instructor shall have the authority to transfer or withdraw the trainee at any time.
6. The trainee's job performance will be evaluated, **in writing**, by his/her field supervisor in which the training is to be performed. Sealed copies of these written evaluations will be **hand carried** to the work experience instructor during the time that the evaluation is due. Evaluation of job performance will be discussed with the trainee at a private student/instructor meeting. Follow-up discussions between the field supervisor, trainee and instructor may be required.
7. Transportation to and from the trainee's workstation will be provided by the student. Transportation costs will be borne by the trainee unless otherwise specified.
8. The trainee will be expected at his/her training station during the mutually agreed upon prescribed hours of work. Failure to do so will be the basis for a poor evaluation in this category by his/her supervisor. The trainee will also be advised of all other evaluation criteria before entering work agreement.

*(continued on reverse)*

9. The student is responsible for completion of all documents and required signatures in a timely manner. The student must submit completed documents to the work experience instructor by the end of the work experience.
10. A trainee is required to spend a minimum of four (4) hours/week on the job. This work time excludes travel time to and from the workstation. Additional hours per week are encouraged and may be reflected in the supervisor's evaluation. Working more than four (4) hours per week **should not** be used as the basis for "skipping" succeeding weeks since continuity of the work experience is expected.
11. The undersigned promise to abide by the terms included in this agreement. The trainee shall be bound, during his/her training period, by school regulations. The work experience instructor shall be responsible for investigating any formal complaints from either the employer or student.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Field Supervisor Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Work Experience Instructor Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

**LEARNING OBJECTIVES**  
**Cooperative Work Experience**  
**Natural Resources Technology**

Quarter/Year \_\_\_\_\_

Course:  NR 258

NR 259

Student Name \_\_\_\_\_

Instructor's Name \_\_\_\_\_

**INSTRUCTIONS:** Define three objectives that describe tasks required for learning from this work experience. At least one objective must be defined for each credit.

**OBJECTIVE 1:**

**OBJECTIVE 2:**

**OBJECTIVE 3:**

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
On-Site Supervisor signature

\_\_\_\_\_  
Work Experience Instructor signature

**STUDENT'S MONTHLY TIME REPORT**

**Cooperative Work Experience**

**Natural Resources Technology**

NR 258

NR 259

\_\_\_\_\_  
Company Name (Please print or type)

\_\_\_\_\_  
Student Name (Please print or type)

\_\_\_\_\_  
On-site Supervisor Name (Please print or type)

**Instructions:** The student must complete Sections A and B below. This report is due the first week of each month. Hours worked during the last month of the quarter are to be estimated and turned in the first week of that month.

A. TOTAL HOURS WORKED \_\_\_\_\_

*Use the section below as a worksheet to calculate the above:*

MONTH \_\_\_\_\_

Day	No. Hrs. Worked	Day	No. Hrs. Worked	Day	No. Hrs. Worked
1	_____	11	_____	21	_____
2	_____	12	_____	22	_____
3	_____	13	_____	23	_____
4	_____	14	_____	24	_____
5	_____	15	_____	25	_____
6	_____	16	_____	26	_____
7	_____	17	_____	27	_____
8	_____	18	_____	28	_____
9	_____	19	_____	29	_____
10	_____	20	_____	30	_____
				31	_____

B. DISCUSS YOUR PROGRESS TOWARD ACCOMPLISHING YOUR THREE LEARNING OBJECTIVES.

**This Section is Required Each Month.** *(Use reverse side if needed.)*

- 1.
- 2.
- 3.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

# SUPERVISED FIELD WORK EVALUATION

## Cooperative Work Experience

## Natural Resources Technology

Student's Name \_\_\_\_\_

Last

First

Middle Initial

Assignment \_\_\_\_\_ Supervisor \_\_\_\_\_

(Work Station)

Date Started \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

### Review and Appraisal of Student Performance:

Please check the appropriate box.

**E** = Excellent **G** = Good **F** = Fair **P** = Poor **NO** = Not Observed

<b>Professional Integrity</b>	E	G	F	P	NO
1. Constructive Initiative					
2. Priority Setting and Work Accomplishment					
3. Organizational Awareness					
4. Decisiveness					
5. Assertiveness					
6. Flexibility/Adaptability					
7. Mutual Trust/Peer Relationships					
8. Understanding					
9. Orderliness/Work Habits					
10. Quality/Job Performance					
11. Receptiveness to Ideas of Others					
12. Dependability					
13. Appropriate Limit and Boundary Setting					
14. Interpersonal Skills with Public					
15. Appropriate Dress/Grooming					

### Job Skills Specific to Assigned Work

1. Knowledge of Field					
2. Ability to Learn New Skills and Translate into Behaviors					
3. Openess to Change					
4. Efficient Use of Time					
5. Use of Common Sense/Judgment					
6. Formal Communications/Speaking and Writing Proficiency					
7. Office/Business Manners					
8. Confidentiality					
9. Safety					

(continued on reverse)

**ATTENDANCE: (Please circle one)**

**EXCELLENT**  
(Regular)

**SATISFACTORY**  
(Occasional absence)

**UNSATISFACTORY**  
(Excessive absence)

**ADJUSTMENT: Did the trainee:**

Understand the specific duties of this work? \_\_\_\_\_

Associate acceptably with fellow employees? \_\_\_\_\_

Show an interest in this work? \_\_\_\_\_

Contribute toward the welfare of your organization? \_\_\_\_\_

Comments (if any) \_\_\_\_\_

\_\_\_\_\_

**FINAL EVALUATION SUMMARY**

1. If you were an employer or job supervisor, would you want this student working for you?

\_\_\_\_\_  
\_\_\_\_\_

2. How do you think the student represented the school while on the job?

\_\_\_\_\_  
\_\_\_\_\_

3. Major Strengths:

\_\_\_\_\_  
\_\_\_\_\_

4. Major Weaknesses:

\_\_\_\_\_  
\_\_\_\_\_

5. Suggestions:

\_\_\_\_\_  
\_\_\_\_\_

6. Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Supervisor** \_\_\_\_\_

**Date** \_\_\_\_\_

We appreciate your assistance in helping to provide student trainees for our community. Thank you.

**STUDENT'S EVALUATION OF COOPERATIVE WORK EXPERIENCE**  
**Natural Resources Technology**

**(To be filled out by the student upon completion of the course)**

The information requested below will provide an additional source of information relating to future cooperative work experience jobs. It will be most useful if your answers are frank, complete, and responsible.

**Please print clearly or circle appropriate responses neatly.** Date \_\_\_\_\_

Student's Name \_\_\_\_\_ College \_\_\_\_\_

(Please circle): Summer, Fall, Winter, Spring, 20 \_\_\_\_\_.

Employer \_\_\_\_\_ Location \_\_\_\_\_

Employer's Activity \_\_\_\_\_

Your department or work area \_\_\_\_\_

Job Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Salary rate: \$ \_\_\_\_\_ week or \$ \_\_\_\_\_ month. Any overtime? YES NO

What is the normal work week? \_\_\_\_\_ hours

What are the major fringe benefits? \_\_\_\_\_

Number of co-op credits with this company:            1        2        3        4        5        6        7        8

1. Describe in some detail your co-op assignment(s) with this firm.

\_\_\_\_\_  
\_\_\_\_\_

2. In what way was this job related to the Natural Resources field?

\_\_\_\_\_  
\_\_\_\_\_

3. In what way was this position meaningful to your personal development (i.e., in your relationship with others, accepting responsibilities, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(continued on back)

4. What did **you** consider the best features of this job?

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5. What do **you** consider the worst features of this job?

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6. To what extent did your supervisor(s) affect your evaluation of this assignment?

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7. Were there any special qualifications or requirements for this job? (i.e. citizenship, security clearance, transportation, physical, etc.)

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8. Did this organization offer potential for after-graduation employment?

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9. What is the likelihood that, if offered, you would accept a permanent position with this employer?

Not Likely      Uncertain      Likely      Very Likely

EXPLAIN (if necessary) \_\_\_\_\_

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10. What training was available:

Formal training program      Apprenticeship  
On-the-job training      Orientation

Other (explain) \_\_\_\_\_

REMARKS: (if any) \_\_\_\_\_

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Student Signature \_\_\_\_\_

**PROGRAM EVALUATION**  
**Natural Resources Technology**  
**Cooperative Work Experience**

Date: \_\_\_\_\_

TO FIELD SUPERVISOR: \_\_\_\_\_

FROM WORK EXPERIENCE INSTRUCTOR: \_\_\_\_\_

Thank you for participating in the current Grays Harbor College Cooperative Work Experience Program. Admittedly, the time allotted for on-the-job training was short and the evaluation sheets were long, but in all, we learned a lot and found the project to be highly productive for our students. Here's your chance to evaluate the program and make suggestions for future cooperative experiences.

1. What advantages to your organization were derived from having a student trainee?  
\_\_\_\_\_  
\_\_\_\_\_
2. Disadvantages?  
\_\_\_\_\_  
\_\_\_\_\_
3. Suggestions for improving the program in the future. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Would you be willing to **pay** students work experience of longer duration, if the mechanism existed? Please explain reasons why or why not.  
\_\_\_\_\_  
\_\_\_\_\_
5. Would you be more apt to hire a student who has had successful training experience with your organization? Why or why not?  
\_\_\_\_\_  
\_\_\_\_\_
6. Will you participate in supervised fieldwork again next year?  
\_\_\_\_\_  
\_\_\_\_\_

Please complete this questionnaire and return to:      Natural Resources Technology  
Cooperative Work Experience Instructor  
Grays Harbor College  
1620 Edward P Smith Drive  
Aberdeen WA 98520