

**Student Handbook for
Cooperative Education Class
UNM-Los Alamos**

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Cooperative Education Goals

The co-op course is designed to help you apply the knowledge you gained through taking all the courses of your degree program to a real-life, professional project. You will be working on a project at your professional job that uses the skills you learned throughout your degree. It is intended to be taken the final semester of your degree program, or during the final two semesters of the degree program. It should be taken after all (or most) of the core courses in your degree program have been completed, and at which time you will have mastered the skills necessary to be successful in your selected field. The co-op is an opportunity for you to demonstrate to an employer your ability to perform in your field.

To meet the requirements of the co-op, you will need to work with both a mentor at your job (hereafter referred to as **Site Supervisor**) as well as a mentor from UNM-LA faculty (hereafter referred to as **Faculty Mentor**) to design and complete a project that offers you the opportunity to demonstrate the skills you learned throughout your degree program. This project should be designed so it may be completed in one semester. (Note: in some instances, a student may sign up for IT109 twice for a total of 6 credit hours. This would be appropriate only in the case that the project is large enough or of significant difficulty to span 2 semesters. This is not the same as one project that just takes two semesters due to missing deadlines, unclear goals, etc.)

At the start of the co-op, you will create a design of a project that you will discuss and get approved by both your Site Supervisor and Faculty Mentor. You will also need to create a time-line for completing the tasks of the project. At the semester midpoint, you will need to meet with both of your mentors to demonstrate how your project is progressing and get their approval that you are meeting your project goals in a timely fashion. For the final phase of the project, you will need to do a summary report discussing the final project results, difficulties and successes with the project, and how you met the timeline goals. You will need to have a final meeting with your Site Supervisor and Faculty Mentor to demonstrate your final project, and get from them a summary evaluation of your work. Both of them will have input into your grade, and the Faculty Mentor will officially submit the grade for this class to the university.

Please note that you may want to talk with the Curriculum Coordinator in your area to see if there are jobs on campus that you might do for Coop credit. There might also be Service Learning types of jobs available on the UNM-LA campus.

Timeline of Co-op Requirements

1. **At least 3 weeks prior to the start of the semester:** Get a 3-ring binder to store the documents and papers for this course, including all permission forms, all design documents, and all reports. It does not need to be a large binder. Also, make two copies of this paperwork, one for your Site Supervisor and one for your Faculty Mentor.
2. **At least 3 weeks prior to the start of the semester:** Identify a project that can be done in one semester at your place of employment. Identify a mentor at work (aka Site Supervisor) who will be able to oversee your proposed project from a work-related perspective. Ask him/her to sign the Agreement of Participation Form and put it into your binder. Make a copy of this signed form to submit to the CC when you seek his/her approval.

3. **At least 2 weeks prior to the start of the semester:**

Set up a meeting with the Curriculum Coordinator (CC) in your academic area to complete the following tasks:

- Discuss your coop proposal and get his/her verbal approval for your project. Make sure that the CC has the Agreement of Participation Form from your Site Supervisor so he/she knows you have prior support from your place of work.
- Ask the CC to help you identify an appropriate faculty member (aka Faculty Mentor) who has familiarity with the field in which you are working. Since a coop represents a capstone project for your degree, the faculty member will probably be one who has taught in your degree program and already knows you.
- Complete the Coop Proposal and Curriculum Coordinator Approval Form and get the CC to sign off on this completed form. Place this signed form into your binder. Give a copy of this signed form to the CC.
- Remind the CC that he/she needs to list your Faculty Mentor as the Instructor of Record for your coop.

4. **2 weeks prior to the start of the semester**

Meet with your Faculty Mentor and ask him/her to sign the Agreement of Participation Form. Place this signed form into your binder. Also give a copy to the Faculty Mentor and the CC.

5. **Prior to the first day of class:**
 - Make sure that you have registered for this course!!
6. **Week 1 of the semester:** Submit to both your Site Supervisor and your Faculty Mentor a first draft of your design and project timeline. (See Original Design Study Cover Page below). Meet with these two individuals to discuss your design and timetable, and collect feedback from them.
7. **Week 2:** Submit an updated design and timeline to both your Site Supervisor and Faculty Mentor by the end of this week. (See the Updated Design Study Cover Page below).
8. **Week 8:** In the eighth week of the semester, meet with both your Site Supervisor and Faculty Mentor to demonstrate the work you have done so far on the project. Demonstrate how closely you are sticking to your timeline. Get the signatures of both these individuals approving your work so far. (See the Midterm Report Cover Page below.)
9. **Week 15:** In the fifteenth week of the semester, submit to both your Site Supervisor and Faculty Mentor a final report summarizing the results of your project, using graphs/charts/pictures/code/etc. to illustrate your final results. Also include a summary assessing your experiences with this project; address things that were the most difficult and things that went smoothly. How well did you stick to your timeline? Explain why or why not. (See Final Report Cover Page below.)
10. **Week 16:** Ask both your Site Supervisor and Faculty Mentor to complete the Final Evaluation of your project and submit it to the Faculty Mentor. (See the Site Supervisor Final Evaluation Form and the UNM-LA Faculty Mentor Final Evaluation Form below.)
11. **Week 16:** Remind the Faculty Mentor to submit your final grade.

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Coop Proposal
and
Curriculum Coordinator Approval Form

Student Information:

Student Name:
UNM ID:
Co-op Course Number:
Degree Program:
Intended date of degree completion:
Semester of coop:
Place of employment:
Contact information: phone: _____ e-mail: _____
Explain briefly the project you are addressing for your coop:

Site Supervisor Information:

Name:
Place of Employment:
Position held at the place of employment:
Contact information: phone: _____ e-mail: _____
Relationship to the student at work:

UNM-LA Faculty Mentor Information:

Name:
Department:
Contact information: phone: _____ e-mail: _____

Curriculum Coordinator giving approval:

Name:
Curriculum Area:
Contact information: phone: _____ e-mail: _____

Brief description of the project:

Signature of the Curriculum Coordinator giving approval for this project:

Signature

Date

Make copies and Add to Binder: Put this signed form into your binder. Also, give a copy to the CC.

For the Site Supervisor

Agreement to Participate in Cooperative Education Course

UNM-LA greatly appreciates your willingness to work with one of our students in helping them to complete a cooperative project. This cooperative is a unique experience for our student to apply the skills he/she has learned during the course of earning a degree to a real-world professional experience. Your efforts at mentoring this student towards successful completion of the project are greatly appreciated!

Site supervisor Contact Information:

Name: _____
Job Title or Position: _____
Place of Employment: _____
Address of Employment: _____
Phone: _____
E-mail: _____

Student whom you will be mentoring:

Student Name:
Course #:
Degree program:
What is your relationship to this student on the job?
Description of the project that the student will be doing:

I understand that during the course of this semester I will be mentoring a student from UNM-LA who is working on a co-op project. I also understand that this student is nearing the completion of his/her degree and will be trying to apply the skills he/she learned during the course of earning the degree to a job in my field and/or under my supervision. I understand that my minimum responsibilities include:

1. Meeting with this student during the first week of the semester to discuss the overall project design and deadline schedule. At that time, I will offer my suggestions and guidance to improve the design and timeline.
2. Meeting with this student during the middle of the semester so we can discuss the progress of the project. I will again provide guidance to the student to enable him/her to successfully complete this project.
3. Meeting with the student during the last week of the semester to discuss the completed project. At that time, I will listen to the student describe his/her experiences, successes, and difficulties with the project.

4. Providing a brief summary of this student's performance during the project, along with an overall evaluation of the success of the project.
5. Contacting the Faculty Mentor at UNM-LA with any questions or concerns.

Site supervisor name (Please Print): _____

Site supervisor signature: _____

Date: _____

Deadline:

Please sign this document at least two weeks prior to the start of the semester. The student will then take this document to a Curriculum Coordinator for approval and selection of a faculty mentor.

For the UNM-LA Faculty Mentor

Agreement to Participate in Cooperative Education Course

UNM-LA greatly appreciates your willingness to work with one of our students in helping them to complete a cooperative project. This cooperative is a unique experience for our student to apply the skills he/she has learned during the course of earning a degree to a real-world professional experience. Your efforts at mentoring this student towards successful completion of the project are greatly appreciated!

UNM-LA Faculty Mentor Contact Information:

Name: _____
Department at UNM-LA: _____
Phone: _____
E-mail: _____

Student whom you will be mentoring:

Student Name:
Course #:
Degree program:
What is your relationship to this student? Is he/she currently in one of your classes? Past student?

Description of the project that the student will be doing:

I understand that during the course of this semester I will be mentoring a student from UNM-LA who is working on a co-op project. I also understand that this student is nearing the completion of his/her degree and will be trying to apply the skills he/she learned during the course of earning the degree to a job in my field and/or under my supervision. I understand that my minimum responsibilities include:

1. Meeting with this student during the first week of the semester to discuss the overall project design and deadline schedule. At that time, I will offer my suggestions and guidance to improve the design and timeline.
2. Meeting with this student during the middle of the semester so we can discuss the progress of the project. I will again provide guidance to the student to enable him/her to successfully complete this project.
3. Meeting with the student during the last week of the semester to discuss the completed project. At that time, I will listen to the student describe his/her experiences, successes, and difficulties with the project.
4. Providing a brief summary of this student's performance during the project, along with an overall evaluation of the success of the project.
5. Providing a course grade for this student.

UNM-LA Faculty Mentor name (Please Print): _____

UNM-LA Faculty Mentor signature: _____

Date: _____

Deadline:

Please sign this document and have the student put it into his/her binder as well as delivering a copy to the appropriate Curriculum Coordinator. This should be done **prior to the start of the semester in which the student will be under your supervision.**

Cooperative Education Class

Original Design Study and Project Timeline Cover Pages

Student Name:

UNM ID:

Course number:

Semester:

Site Supervisor:

Faculty Mentor:

CC providing approval:

Date:

Pre-Semester Start-Up: Approximately one month before the start of a semester, identify a project at work that would allow you to complete a job requirement while applying the skills you learned in your degree program. Identify someone at work, possibly your supervisor, who would be willing to help you clarify the boundaries and timeline for such a project, aiming at a project that will take approximately 16 weeks. Follow the instructions on the coop timeline for administration procedures.

First two weeks of class, Create a Design Study:

Please attach a 2-3 page design document explaining your project that will be completed over the next semester at your place of employment. If the project is to be completed in two semesters, please clarify.

Your project should accomplish something that benefits the organization in which you work. It should accomplish something new, that hasn't been done before or that you have not done before. It should not involve daily chores on the job, but should address a need at work that will require a substantial investment of time over the next 2-3 months. It should require you to use all the skills that you learned in your coursework for your degree program.

The design study that you will attach will outline your proposed project. It will describe your goals for each phase of the project and delineate how you will tackle the job. What skills will you need? What will you have to learn? With whom will you need to meet to determine the outcome desired? To whom will you be presenting the final product? What does the final product look like? Who will benefit from the project and why? Identify three learning goals for this project that relate to your degree/certificate.

Create Project Timeline:

Attach a timeline of your project that runs from the first week to the last. Set up deadlines for each phase of the project.

First week of semester:

A copy of this design document and timeline should be submitted to your selected Site Supervisor and Faculty Mentor during the first week of class. Set up a meeting with both your Site Supervisor and Faculty Mentor during the first week of class to discuss these documents. Get feedback from them about your project and how you should proceed.

Collect Signatures:

I have met with _____(student) on _____(date).

We have read and discussed the original design study and timeline for the project.

Signature of **Site Supervisor:** _____

I have met with _____(student) on _____(date).

We have read and discussed the original design study and timeline for the project.

Signature of **UNM-LA Faculty Mentor:** _____

Put in your binder:

Attach this signed form to the front of your **Original Design Study and Project Timeline**. Put this packet into your binder for final submission at the end of the semester.

Cooperative Education Class

Updated Design Study and Project Timeline Cover Page

Student Name:
UNM ID:
Course number:
Semester:
Site Supervisor:
Faculty Mentor:
Date:

Create Updated Design Study:

Attach your updated design study, reflecting the suggestions offered by your Site Supervisor and Faculty Mentor. Incorporate modifications suggested by both individuals.

Create Updated Timeline:

Attach your updated timeline, reflecting the suggestions offered by the Site Supervisor and Faculty Mentor.

Put in your binder:

Attach this page to the front of your **Updated Design Study and Project Timeline** and put it into your binder.

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Cooperative Education Class

Midterm Report and Project Timeline Cover Page

Student Name:
UNM ID:
Course number:
Semester
Site Supervisor:
Faculty Mentor:
Date:

During Week 8 of the Semester, Create a Midterm Report

Attach a 2-3 page evaluation of what you have accomplished on your project so far. Be specific as to which tasks have been completed, and which skills you used to complete them. What skill sets have you used during each phase of the project? With whom have you met or worked in order to complete each phase of the project?

Update your Project Timeline:

Attach your timeline indicated which goals you have met so far. Are you on track? How close are you to meeting the deadlines you outlined during the start of the semester?

Submit Midterm Report and Timeline to Mentors; Meet with Mentors:

During the eighth week of the semester, submit a copy of this report and timeline to both your Site Supervisor and Faculty Mentor. Meet with the Site Supervisor and Faculty Mentor during the eighth week of class to discuss your report. Get feedback from them on your performance and on the project. Are there things you should be doing differently? What kinds of problems have you encountered? What suggestions do they have to help you finish or improve your project?

Collect Signatures:

I have met with _____ (student) on _____ (date).

We have read and discussed the midterm report and the student's progress on the project.

Signature of **Site Supervisor:** _____

I have met with _____ (student) on _____ (date).

We have read and discussed the midterm report and the student's progress on the project.

Signature of **UNM-LA Faculty Mentor:** _____

Put in Binder:

Attach this signed form to the front of your **Midterm Report and Project Timeline** and put it into your binder.

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Cooperative Education

Final Report and Project Timeline Cover Page

Student Name:
UNM ID:
Course number:
Semester:
Site Supervisor:
UNM-LA Faculty Mentor:
Date:

By the end of the last week of classes, Create your Final Report

Attach a 5-6 page summary of your completed project. Describe the final product and who will benefit from this product. How did your project improve your workplace? Describe each phase of the project in detail, and what was accomplished in each phase. Expand on your midterm report to describe the skills sets used in each phase. With whom did you meet or work in order to complete each phase? What difficulties did you encounter during each phase? Successes?

Make final adjustments to your Project Timeline:

Attach your final timeline indicating when you met each of your goals. Did you finish on time? What obstacles did you encounter to meeting your deadlines?

Submit Final Report and Timeline to mentors; meet with mentors one last time:

During the **fifteenth** week of the semester, submit a copy of this final report and timeline to both your Site Supervisor and Faculty Mentor. Meet with both your Site Supervisor and the Faculty Mentor during the **sixteenth** week of class to discuss the final project. Get feedback from them on your overall performance and on the final product.

Collect Signatures:

I have met with _____ (student) on _____ (date).

We have read and discussed the final report and the student's performance on the project. I will submit the *Site Supervisor's Evaluation Form* to the Faculty Mentor evaluating the student's performance.

Signature of **Site Supervisor**: _____

I have met with _____ (student) on _____ (date).

We have read and discussed the final report and the student's performance on the project. I will complete the *Faculty Mentor's Evaluation Form* evaluating the student's performance and **submit a final grade for this project.**

Signature of **UNM-LA Faculty Mentor**: _____

Submit Binder:

Attach this form to the front of your **Final Report and Project Timeline** and put it into your binder. *Submit your binder to the Faculty Mentor for his/her final grading.*

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**University of New Mexico-Los Alamos
Cooperative Education
Site Supervisor Final Evaluation Form**

Dear Co-op Site Supervisor,

Thank you for participating in the UNM-Los Alamos Cooperative Education Program. We hope the opportunity to train and supervise a cooperative education student proved a rewarding experience for both of you. In order for us to accurately assess the value of the co-op experience for this student, we would ask that you please take a few minutes to complete this end-of-semester performance evaluation form.

Also, to ensure that the evaluation supports the student's career planning efforts, we ask that you complete this form with the co-op student, if possible. Your input is greatly appreciated. **This information is kept strictly confidential.**

Please Print

Employer: _____

Your Name: _____

Division/Dept: _____

Your Job Title: _____

Student Name: _____

Student Job Title: _____

Student Major: _____

Dates of Work Phase: _____

Student Salary: _____ per hour

Co-op Type: Full Time Part-time Summer

Please, in the areas that apply, choose the response that describes your evaluation of the student's overall performance

6 = Strongly Agree 5 = Agree 4 = Somewhat Agree
3 = Somewhat Disagree 2 = Disagree 1 = Strongly Disagree

The Co-op Student:

Met learning goals6 5 4 3 2 1

Completed assigned tasks efficiently and completely.....6 5 4 3 2 1

Sought supervision and guidance when needed; kept others informed of work progress.....6 5 4 3 2 1

Responded well to supervision, direction, and constructive criticism6 5 4 3 2 1

Received adequate supervision and guidance with respect to professional development 6 5 4 3 2 1

Demonstrated effective written, verbal communication skills...6	5	4	3	2	1
Demonstrated initiative and sound judgment 6	5	4	3	2	1
Understood and applied new concepts and theories with relative ease.....6	5	4	3	2	1
Worked independently when necessary..... 6	5	4	3	2	1
Conducted self in a professional manner and was punctual and reliable..... 6	5	4	3	2	1

What specific projects did the student undertake during the semester? What contributions did this student make to your organization?

If applicable, please cite any formal presentations, reports, or papers the co-op student submitted as a result of this placement.

Do you have any suggestions for further growth in the student's field (additional course work, training, experience, etc.)

Would you hire or recommend this student for another Co-op placement or post-graduation employment?

Please make any comments or suggestions that can help us evaluate the cooperative education process.

Supervisor: I certify that this performance appraisal represents my best judgment and has been discussed with the student.

Signature Date

Student: I certify that this evaluation has been discussed with me.

Signature Date

Please mail/e-mail this signed form to the Faculty Mentor so he/she may consider your feedback when entering a grade for the student. This form may be found on-line at the UNM-LA website: select Academic Programs, then Coop Forms.

Faculty Mentor Name: _____

Address: _____

Phone(s): _____

E-mail: _____

UNM-Los Alamos Cooperative Education complies with UNM Affirmative Action/Equal Opportunity Employer guidelines

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**University of New Mexico-Los Alamos
Cooperative Education
UNM-LA Faculty Mentor Final Evaluation Form**

Dear Faculty Mentor,

Thank you for participating in the UNM-Los Alamos Cooperative Education Program. We hope the opportunity to mentor a cooperative education student proved a rewarding experience for both of you. In order for us to accurately assess the value of the co-op experience for this student, we would ask that you please take a few minutes to complete this end-of-semester performance evaluation form.

Also, to ensure that the evaluation supports the student's career planning efforts, we ask that you complete this form with the co-op student, if possible. Your input is greatly appreciated. **This information is kept strictly confidential.**

Please Print

Your Name: _____

Division/Dept: _____

Your Job Title: _____

Student Name: _____

Student Job Title: _____

Student Major: _____

Dates of Work Phase: _____

Co-op Type: Full Time Part-time Summer

Please, in the areas that apply, choose the response that describes your evaluation of the student's overall performance

6 = Strongly Agree 5 = Agree 4 = Somewhat Agree
3 = Somewhat Disagree 2 = Disagree 1 = Strongly Disagree

The Co-op Student:

Met learning goals	6	5	4	3	2	1
Completed assigned tasks efficiently and completely.....	6	5	4	3	2	1
Sought supervision and guidance when needed; kept others informed of work progress.....	6	5	4	3	2	1
Responded well to supervision, direction, and constructive criticism	6	5	4	3	2	1

Received adequate supervision and guidance with respect to professional development	6	5	4	3	2	1
Demonstrated effective written, verbal communication skills...6	6	5	4	3	2	1
Demonstrated initiative and sound judgment	6	5	4	3	2	1
Understood and applied new concepts and theories with relative ease.....6	6	5	4	3	2	1
Worked independently when necessary..... 6	6	5	4	3	2	1
Conducted self in a professional manner and was punctual and reliable..... 6	6	5	4	3	2	1

What specific projects did the student undertake during the semester? What contributions were made?

If applicable, please cite any formal presentations, reports, or papers the co-op student submitted as a result of this placement.

Do you have any suggestions for further growth in the student's field (additional course work, training, experience, etc.)

Would you recommend this student for another Co-op placement or post-graduation employment?

Please make any comments or suggestions that can help us evaluate the cooperative education process.

Faculty Mentor: I certify that this performance appraisal represents my best judgment and has been discussed with the student.

Signature Date

Student: I certify that this evaluation has been discussed with me.

Signature Date