Office of the Associate Dean for Academic and Student Affairs  
Career Center  
FSE 399: Cooperative Education Work Experience  
Syllabus Summer / Fall 2018

Course: **FSE 399** (1 hour credit), Line Number: Tempe #78338, POLY #78827 and Online #83966

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**COURSE DESCRIPTION**

A Co-op work experience is intended to help you apply your formal classroom education to “real world” work experience. The work assignment should be related to your area of study and may be conducted within business or industry, the public or private sector, state, federal or local government, or social service agencies. This syllabus is designed to guide you as you prepare and complete your Co-op.

The FSE 399 course may be taken during the fall, or spring semester of an academic year depending on the Co-op term you will be working.

**ELIGIBILITY**

In order to register for the FSE 399 course:

1) Student shall be full-time carrying a minimum of 12 units academic credit hours per semester for the past two semesters, be enrolled in ASU courses within the last 12 months, and be majoring in an Engineering discipline which allows for Cooperative education.
2) Student shall have completed no less than 30 university or college credit hours with at least 12 completed at ASU.
3) Students at the Bachelor’s level should complete at least one Co-op term, either summer-fall or spring-summer.
4) Student shall have a minimum of 3.0 GPA for all ASU coursework and be in good academic standing.
5) Student must have completed the Co-op Degree Plan / Application form and obtained approval.
6) Student must have completed or will complete Co-op orientation / info session training prior to the start of the Co-op assignment.
7) Applicants must complete Co-op registration process (Degree Plan / Application form) with the Engineering Career Center (ECC) and identify a minimum of three possible opportunities prior to meeting with the Engineering Career Center staff. ECC staff works to align students to industry Co-op experience for interviews and selection by Industry.
8) Students must provide updated resumes and be prepared to interview for Co-op opportunities.
9) Students should be willing to accept Co-op positions in any geographic location.
10) International students are not eligible for the Co-op program at this time.
COURSE EXPECTATIONS and REQUIREMENTS

Registration
All students are required to register for FSE 399 and complete a Co-op degree plan / application with their advisor which can be found at career.engineering.asu.edu/co-opprogram-information.

Co-op Expectations
One of the objectives of the Co-op experience is to help you understand yourself and the world of work. As a part of that, you are expected to practice professional behavior at work, including timeliness, appropriate dress, manners, respect, and civility. As a student of Arizona State University, you represent the institution and should adhere to the Student Code of Conduct as outlined in the ASU Student Handbook. Any complaints, grievances, or harassment issues should be handled according to the procedures in the handbook and your employer’s guidelines.

Co-op Goals and Objectives
You will need to formulate specific goals and learning objectives - both organizational and personal, based upon the job description and consultation with your employer. Steps to achieve those goals should also be discussed. These goals and objectives should be developed and incorporated as part of your employer performance evaluation which is developed during the first two weeks of your Co-op experience. You will also use these goals and objectives as part of your final documentation.

Evaluation and Grading
Although a Co-op is intended to provide you with practical work experience, it is also an academic course, during which you are expected to obtain performance evaluation updates regarding your work. This is designed to maximize the real world conditions of a Co-op experience and integrate your education with real-world job opportunities.

- The final grade will be based upon the following items and assigned by the Director of ECC:
  - Portfolio
  - Final reflection paper: to be included in your portfolio.
  - Employer Performance Evaluation: to be included in your portfolio
  - Exit interview: Performed by ECC upon completion of your Co-op term.

Resume
This should be an updated resume to be included in your portfolio, which lists your Co-op as the most recent work experience, i.e., listed first under a work experience category. The resume should document your achievements and/or skills utilized during the Co-op. You are encouraged to view the Engineering Career Center’s online workshop: “Creating your Resume” at http://more.engineering.asu.edu/career/. It will provide you with useful information on constructing an effective resume.

Site Supervisor’s Review
Schedule an appointment with your site supervisor to present your portfolio as part of your Co-op experience performance evaluation. Discuss your work and learning accomplishments by verbally presenting items highlighted in your portfolio. This meeting should also provide an opportunity to debrief your Co-op experience and celebrate your accomplishments. This is also your opportunity to review with your supervisor any material that may be considered confidential or proprietary.

Co-op Coordinator
Submit your completed portfolio and performance evaluations (mid and / or final) to your Co-op Coordinator at the Engineering Career Center. ECC will coordinate the evaluation of your portfolio for a final grade by the ECC Director.
These items must be completed and submitted in order to receive your final grade

No late work will be accepted.

PORTFOLIO EXPECTATIONS

The Co-op Experience
The primary learning and assessment tool for your Co-op experience will be a performance evaluation (mid and/or final) and a portfolio. A portfolio is a purposeful collection of artifacts about your experiences that illustrate interests, activities, accomplishments, skills, etc. It is assembled over the Co-op term and documents your efforts, progress, and achievements relative to the work experience. Portfolios can include both artifacts (products of your work) and attestations (indirect evidence of your successes and progress, e.g., letters of recommendation and awards). The portfolio will also be used as part of the input for your performance evaluation.

Portfolios allow you to:
- Become more self-aware; brainstorm skills, interests and values
- Identify skills acquired in college experience and their transferability into work
- Develop and construct a step-by-step career planning process
- Store career planning resources
- Collect and organize career and work-related information
- Evaluate experiences, skills and qualifications to help define educational and career goals
- Record valuable experiences you might otherwise forget
- Recognize patterns of interest areas or skills

Learning Outcomes - Through a Co-op, you will have the opportunity to gain experience and learn by:
- Gaining practical work experience under professional supervision and guidance;
- Applying theories and principles to specific situations within the internship/co-op experience;
- Exercising and improving your time and stress management skills as well as problem-solving skills;
- Observing and analyzing professional behavior;
- Demonstrating creativity, initiative, and responsibility;
- Updating a resume that is appropriate for the industry;
- Identifying and marketing individual skills, abilities, and values as they relate to a career;
- Identifying career resources to aid in career exploration;
- Gaining knowledge of professionalism and business etiquette
- Networking and industry contacts

Portfolio
You will select particular items to include in your portfolio, which demonstrate that you have accomplished your learning objectives. As the name implies, a portfolio is a sampling of your best work. It presents the most significant samples, chosen by you with guidance from your supervisor, of what you have achieved. The portfolio represents your ability to engage in the process of goal setting, selecting, comparing, self-evaluating and presenting your work.

Guidelines
- As you start your Co-op, develop goals and learning objectives with your supervisor/mentor as part of your performance evaluation, begin selecting and assembling items you plan to include in your portfolio.
- Select items from your goals that best demonstrate, or verify, your progress and achievements for each of your learning objectives.
Prepare your portfolio in a manner that you would be proud to present in a future job or graduate school interview. Your site Supervisor should review your portfolio before submitting to the Engineering Career Center.

- Format – additional details are provided below for reference / guidance
  - Title Page
  - Table of Contents
  - Executive Summary
  - Job Description
  - Learning Objectives with Documentation (Attach a copy of your performance evaluation)
  - Final Reflective Paper (refer to Final Reflective Paper section for details / guidance)
  - Training or Professional Development Opportunities
  - Updated Resume

**Portfolio Format Guidance**

**Note:** The portfolio often takes the form of a three-ring binder; however, feel free to discuss options with the Co-op coordinator.

**Title Page**
The title page should include the following information: Your name; Name of Co-op site; Name/title of site supervisor; “ASU Engineering Career Center”; Semester & Year.

**Table of Contents**
Prepare a separate page listing all primary sections in your portfolio. You may also want to include divider pages with tabs for each section in accordance with your table of contents. There is no need to provide page numbers as portfolio contents may be added or deleted as necessary.

**Executive Summary**
An executive summary is a concise report of a project, a book, an article, an event, etc. Your summary should include the following sub-headings:
1. Introduction: Information about the organization, the responsibilities and expectations you had when you first began the Co-op.
2. Work/projects: What you accomplished, new skills or understandings you’ve acquired.
3. Learning: What have you learned during the course of your Co-op?
4. Future plans: What are they and how have they been influenced by the Co-op?
5. Preparation/Recommendations: How well prepared were you for the experience, and what recommendations do you have for your academic department to better prepare future students for a Co-op like yours?

**Job Description**
Include a copy of the job description your Co-op site established for you.

**Learning Objectives with Documentation (Attach a copy of your most recent performance evaluation)**
This is the “heart” of your portfolio. Provide evidence of your accomplishments and/or progress for each of your learning objectives. Portray any new knowledge or competencies you have obtained. Discuss any areas for improvement you identified and any new directions for continued growth. Include the items you have selected to demonstrate what you have learned and accomplished.

1. Begin each section with a divider page presenting the learning objective.
2. Samples – when providing samples (brochures, spreadsheets, certificates, articles you have written, etc...), be sure to describe and define what the items are (taking care to explain any special symbols or jargon) and how they were accomplished. Some questions you should seek to answer about each sample are:
   - What have I learned as a result of this activity?
   - What new knowledge or skills have I gained?
• How has it changed my beliefs, behavior and/or values?
• Did it have an impact upon anyone else? If so, how?
• What must I do now, or in the future, to continue learning in this area?

3. Reflective Commentaries - when your verification takes the form of a reflective commentary, you should seek to answer the same questions as in #2 directly above.

Final Reflective Paper Guidance

This paper is to be included in your portfolio as an assessment and reflection of the Co-op which should include the following:

1. Introduction
   • Discuss how you obtained your Co-op.
   • Why you decided to accept their offer over any other offers you had?

2. Employer/Organization
   • List the name of the employer/organization, the type of business (purpose), location (full address, phone/fax numbers, website address), and the Co-op site supervisor.
   • Mission of Organization
     o Include the organization’s mission statement. The mission statement provides the reason for the organization’s existence. Discuss whether you feel it is an accurate reflection of the organization.
     o Beyond the mission statement, what are the goals of your organization? To find out answers to these questions, not only will you have to talk to people in the organization, you may also have to read their website, public relation materials, annual reports, etc.
   • Organizational Hierarchy/Management Structure
     o Provide a structure of the organization’s hierarchy. Describe the management structure, both formal and informal, of the organization or provide a copy the company organizational chart.
     o How does your area fit into the total organization?
   • Personnel Policies/Code of Conduct
     o Describe the organization’s personnel policies or code of conduct, and discuss the strengths and weaknesses of these. If the organization does not have a written code of conduct, discuss any unwritten (or understood) codes of conduct.
   • Communication Methods and Effectiveness
     o Describe the communication characteristics of the organization, citing examples of effective and ineffective communication you observed. Discuss any changes you feel would benefit the current structure.

3. Co-op Project Information
   • Provide the specific title of your position as a Co-op.
   • Goals (Organizational and Personal) of the Co-op
     o Discuss what goals you established at the onset of the, as well as the goals that were established for you by the organization. Give examples of how these goals were achieved.
     o Attach your performance evaluation as appropriate.
   • Tasks/assignments
     o Discuss the specific tasks/assignments you were given throughout the course of the Co-op.
     o What special training have you received?
   • Negotiation of Tasks
     o Discuss how, if at all, you were able to negotiate some of the tasks given to you.

4. Evaluation of Experience
   • Summary of Accomplishments
     o Describe your accomplishments in the Co-op. Include in your discussion how you feel your accomplishments contribute to the organization. Attach your performance evaluation as appropriate.
   • Career Implications
     o Discuss the career implications of your Co-op experience, detailing the connection between your formal education in your major and the Co-op.
How has your experience prepared you to be “the engineer of 2020”? Give examples of strong analytical skills, creativity, ingenuity, professionalism and leadership during your experience.

What did you discover about your fit in this type of career or organization?

As a result of the work experience, do you still plan to pursue the same career goals? Why or why not?

Evaluation

Discuss what professional, academic, and personal impact the Co-op had on you, explaining what you learned about yourself and any insights you gained.

How did you meet your Objectives?

What changes did you see in yourself or the organization as a result of your experience?

How valuable was the experience? What were the payoffs for you?

How does your co-op relate to what you want do after graduation?

Did the Co-op meet your expectations and would you recommend your Co-op site to future students?

What recommendations would you make to improve the experience?

Note: Avoid discussing or criticizing fellow employees. Also avoid revealing any proprietary information the company wants to keep confidential. If you are working on a sensitive project, discuss it with your supervisor.

Training or Professional Development Opportunities

This can be either formal or informal sessions; training is considered a learning opportunity and should be documented as part of your performance evaluation.

Additional Academic Affairs Information

Student Conduct: Academic Integrity/Plagiarism. ASU policy states “The highest standards of academic integrity are expected of all students. The failure of any student to meet these standards may result in suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of the individual academic unit.” For more information see http://provost.asu.edu/academicintegrity.

Harassment: ASU policy prohibits harassment on the basis of race, sex, gender identity, age, religion, national origin, disability, sexual orientation, Vietnam era veteran status and other protected veteran status. If you feel you are being harassed for these reasons, contact your employer and notify Student Life:

Downtown campus: 522 N. Central Ave., Post Office Room 247, 480-496-4111

Polytechnic campus: Administration Building suite 102, 480-727-1060

Tempe campus: Student Services Building room 263, 480-965-6547

West campus: UCB 301, 602-543-8152

Electronic Communication: Acceptable use of university computers, internet and electronic communications can be found in the Student Code of Conduct (http://www.asu.edu/aad/manuals/usui/usui104-01.html) and in the University’s Computer, Internet, and Electronic Communications Policy http://www.asu.edu/aad/manuals/acd/acd125.html.
**Accommodations:** Disability Accommodations for Students. Students who feel they may need disability accommodation(s) should obtain the necessary information from their employer and register with the Disability Resource Center on campus (http://www.asu.edu/studentaffairs/ed/drc/).

It is the student’s responsibility to make the first contact with the employer.

**Religious Accommodations for Students:** Students who need to be absent from work due to the observance of a religious holiday or participate in required religious functions must notify the employer as far in advance of the holiday/obligation as possible. Students will need to identify the specific holiday or obligatory function to the employer. Students will not be penalized for missing work due to religious obligations/holiday observance, but must make arrangements for making up assignments within a reasonable time as determined by the employer.

**Military Personnel Statement:** A student who is a member of the National Guard, Reserve, or other U.S. Armed Forces branch and is unable to work because of military activation may request complete or partial administrative unrestricted withdrawals or incompletes depending on the timing of the activation. For information, please see [http://www.asu.edu/aad/manuals/usui/usui201-18.html](http://www.asu.edu/aad/manuals/usui/usui201-18.html).