

Co-op/Applied Learning Syllabus

SUMMER 2009

RESPONSIBILITY OF THE STUDENT

To participate in the Cooperative Education and Applied Learning Programs, prior to your first co-op assignment, you must successfully complete the Co-op Orientation on Blackboard. You must also demonstrate above average academic performance, maintain that level of achievement after placement with an employer, and meet all other requirements of the program. You, your employer, your co-op faculty coordinator, and the co-op director will sign an agreement.

ACADEMIC/JOB PERFORMANCE:

1. Maintain a minimum grade point average of 2.0. A higher grade point average is highly encouraged.
2. Remain dedicated to the completion of the co-op program and degree program.
3. Satisfactorily perform the work assignment for each work period.
4. Adhere to all policies of the employing firm.
5. **Report to work promptly, and in the event of illness or emergency notify the employer and coordinator promptly.**
6. Direct your energies to the completion of work assignments.
7. Continue to pursue academic requirements toward a degree.
8. Not apply for unemployment benefits with the State Office of Human Resources, due to the fact that you are leaving voluntarily and without cause attributable to the employer.
9. Adhere to all policies of the Cooperative Education Program.
10. **Do not quit your job prior to the end of the semester. You must work the entire semester to earn Co-op credit.**

The employer will advise students of the policies governing working conditions, hours of work, and other matters concerning employment. **It is expected that the student will conform explicitly to these rules and regulations.** Failure to do so will subject the student to the disciplinary and corrective procedures of the employer and reflected in the evaluation record completed each work period by the employer. The evaluation record is used in determining a grade for co-op. It is emphasized that personal appearance and attendance are extremely important factors.

Course requirements:

Students are expected to check **Blackboard** for due dates, instructions, assignments, and course documents. It is important that you make sure that you are enrolled in the proper Blackboard course **each** semester that you are registered for co-op/applied learning credit. Please note that additional assignments may be required by your coordinator.

If you do not complete all of your assignments, you may not receive credit at the end of the semester.

Assignments	Due Dates
Resume	Must be completed prior to registration
Online Orientation	Must be completed prior to registration
Performance Skills Assessment	Due July 24, 2009
Timesheet	Due July 30, 2009

Blackboard Instructions

1. To enter the Blackboard site, go to: <http://learn.eku.edu> .
2. **Click on Login** to log into Blackboard. You need an ECU email account in order to log in. If you do not have an ECU email account, go to www.eku.edu/email/ to get one now.
3. Once you are in Blackboard, **click on the Course tab** on the top left hand corner of the page.
4. In the **“Course Search” search box** (located on the left side of the page), **type in “coop interactive”**. This will search for all Co-op related links.
5. **Look for “CO-OP Interactive Learning – Summer 09”**. **Click on “Enroll”**. (Located on the right side of the course selection). Click on submit.

Orientation Instructions

Each Co-op/Applied Learning student must complete the Online Orientation prior to registration and an appointment with a career counselor. Co-op Online Orientation consists of five (5) parts. These 5 parts are under the **Orientation Prep** tab. You need to read each of the five parts prior to starting the Quizzes. After you review each section, go to the **Orientation Quiz** tab.

You must complete the following three sections:

1. Self – Assessment
2. Co-op Quiz
3. Case Studies

If your Orientation score is below 87%, **contact the Co-op Office to discuss the areas missed.** You must do this in order to receive credit for this assignment.

PlacePro Information

The Co-op/Applied Learning program requires students to enter **demographic/resume** information into a database called PlacePro. Please note that you **cannot** use your ECU email account information to access this database. You **must** contact our office to obtain a username/password. For instructions on how to access PlacePro, please click on the **Course Documents** tab in Blackboard.

- **Login** _____
- **Password** _____
- **Access Code** **EKUS**

If you have questions or concerns, please visit our website, www.coop.eku.edu, or call the Co-op Office staff at 859-622-1296.