

## Department of Art and Design / Cooperative Education Program

### PROGRAM GUIDELINES FOR THE EMPLOYER

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**Thank you** for agreeing to serve as an employer and mentor to make the Cooperative Education Program a valuable professional learning experience for our students. Here is some important information about the process.

#### **FACULTY ADVISOR**

**Sky Bergman**, Department Chair, is the Co-op Faculty Advisor for the Art and Design department. She will be responsible for the supervision, evaluation, and grading of students while on Co-op work assignment. Based on participation levels, she may choose to assign the student to another faculty member. If you have any questions about the process, please contact her at (805) 756-1148 or [sbergman@calpoly.edu](mailto:sbergman@calpoly.edu). Her fax number is (805) 756-6321.

#### **COURSE CRITERIA**

The Department of Art and Design offers Co-op credit to junior and senior-level students participating in the Cooperative Education Program. For each quarter of participation, students approved for program participation receive six (6) units of academic credit for part-time work (Art 494) and 12 units for full-time employment (Art 495). Courses are offered for credit/no credit. Credits earned in a Co-op may be used as elective credits towards graduation. Participating in Co-op offers students the following benefits:

- Securing professional level work experience prior to graduation.
- Networking with professionals in the field.
- Integrating course studies with the world of work.
- Affirming career objectives and major.
- Making better decisions regarding career.
- Increasing employment prospects after graduation.

**COURSE REQUIREMENTS AND EMPLOYER DOCUMENTATION:** Students will be required to ensure that the following materials are submitted as a part of their Co-op participation.

**Student/Employer Contract:** Before Co-op work assignment begins, the Student/Employer Contract should be completed and detail the student/employer goals for the work assignment. Goals should be specific, measurable, and tied directly to the student's on-going tasks, functions and responsibilities.

**Co-op Employer Mid-Term Evaluation Form:** At the end of the 5<sup>th</sup> week of the work assignment, the employer will FAX a short (one-page) report on the student's progress. The student should provide the form to you. You may also download it from our website at <http://artdesign.libart.calpoly.edu/documents.php>.

If all is going well, that is all that you need to note. However, if there are problems, please indicate the areas of needed improvement, such as: work attendance, tardiness, not getting the work done on time, or poor work. Although the student is working on a credit/no credit grading system, it is not our intent to award credit for 6-12 units for poor quality work. The co-op advisor will also meet with the student during this time to make sure that all is on track.

**Employer Letter of Evaluation:** At the end of the work assignment, a letter must be completed by the employer on company letterhead and mailed (or faxed) to the Co-op Faculty Advisor at the Art and Design office. The goals on the Student/Employer Contract will be used as a basis for the employer evaluation. Employers are encouraged to review this evaluation with the student and provide feedback on various aspects of the student's performance. This employer recommendation will play a critical role in the determination of credit/no credit.

**Written Report:** Students will be required to keep a weekly log of activities and submit a final report describing how they met the goals in the Student/Employer Contract. This is a self-evaluation of performance and will play a role in the determination of credit/no credit.

**Debriefing:** The student will be required to meet with the Faculty Advisor at the end of the work assignment. The student will discuss various aspects of the work assignment including work performance/activities, supervision, work environment and other factors, which contributed to the student's work assignment. Students are encouraged to bring samples of completed work for review.