

PROGRAM GUIDELINES (For the Student)

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. 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). Co-op work experience is offered each quarter (fall/winter/spring/summer).

Students will be required to register/enroll and pay fees for the Co-op course during the quarter of the Co-op. Courses will be offered for credit/no credit. Credits earned in a Co-op may be used as elective credits towards graduation (maximum 12 units). Retroactive credit will only be granted under extreme conditions with prior authorization.

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

TO ENROLL and REGISTER: Before the Co-op work assignment begins, students who receive and accept an offer of employment through the Co-op program will need to:

- Complete and submit the **Student Agreement Form** (available at the Art and Design Department office).
- Complete and submit the **Student/Employer Contract** (online at <http://artdesign.libart.calpoly.edu/> under the Documents tab.) The contract details the student/employer goals for the work assignment. Goals should be specific, measurable, and tied directly to the student's on-going task functions and responsibilities.
- Submit the forms above (Agreement and Contract) to the Art and Design department office.
- Meet with the Co-op Advisor **before the end of the second week of the quarter**. Plan to do this during the Co-op Advisor's office hours or see the office assistant to schedule an alternate meeting.
- Obtain a permission number from the faculty advisor (or office) to use for registration.

MID-TERM ASSIGNMENT:

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

In addition, you will be responsible for keeping a weekly log of your work activities. (This can be done in a journal or on the computer.) **The log will be turned in at the mid-term phase (end of 5th week), followed by a meeting with the Co-op Advisor.** A log should be kept for the remainder of the assignment and submitted again at the end of the quarter.

Please document the following:

1. What were your work activities during the week?
2. Was this new for you...either the design process or technically? (Describe)
3. Respond to the nature of the workplace. This might not be part of every week, but should be a regular evaluation. What is the environment? ...fellow workers, management, clients?
4. How has this work experience correlated with your coursework (this or previous quarters)?
5. What is this experience teaching you that goes beyond your coursework?

CONCLUSION:

▪ **Employer Letter of Evaluation**

The goals on the Student/Employer Contract will be used as a basis for the employer evaluation. This letter must be completed by the employer on company letterhead and mailed or faxed to the Faculty Advisor by the end of the work assignment. 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 + Final Log of Work Activities**

Students will be required to submit a one-page document 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. The second half of the activities log is also required at this time.

▪ **Debriefing**

The student will be required to meet with the Co-op Advisor at the end of the work assignment (Wednesday of the last week of classes through Wednesday of finals week). 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.

CAREER COUNSELOR

Charlotte Rinaldi-Zuniga is the Career Counselor for the College of Liberal Arts to assist students with career counseling, resumes/cover letters, interview skills, employment strategies, company research and other pre-employment activities to prepare the student for Co-op participation. (Building 124, Room 107, (805) 756-5978, crinaldi@calpoly.edu)