

ESSEX COUNTY COLLEGE <i>Career Resource Center</i> 303 University Avenue Newark, NJ 07103 Tel.: (973) 877-3350 Fax.: (973) 877-3179	STUDENT LEARNING AGREEMENT
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TO THE STUDENT: This learning agreement outlines responsibilities that you will be assuming in your cooperative education work assignment. It is intended to be flexible and individualized and establishes the framework for applying theoretical knowledge to practical work situations. You must meet the requirements and deadlines established in this document to earn course credit.

Please carefully complete the Student Learning Agreement as follows:

1. Sections I-III with your Career Officer’s signature, by _____ (within 2 weeks of your start date);
2. Section IV with your work supervisor’s signature by _____ (within 4 weeks of your start date);
3. Provide copies of the completed sections of the agreement to your Career Officer and work Supervisor. The original is to be filed with the Career Officer.

Section I – General Information and Job Description

Student Name: _____ E-mail: _____

Student Major: _____ SS# _____

Student Mail Address: _____

Home Phone: _____ Student Work Phone: _____

Student Cell Phone: _____ Employer: _____

Address: _____

Supervisor: _____ Title: _____ Phone: _____

Career Officer: _____ Phone: _____

Dates of Employment Period (approved by employer): From _____ To _____

Semester: Spring Summer Fall Year: 200__ Hours/Week: _____ Hourly Wage: \$_____

Cooperative Education: I II Credits: _____

Provide your job title and a thorough description of work responsibilities or attach a separate page:

STUDENT LEARNING AGREEMENT HOW TO DEVELOP YOUR LEARNING OBJECTIVES

The purpose of this section is to assist you in identifying **Learning Objectives** to be achieved during the course of your cooperative education assignment. The process is similar to developing a syllabus for a course except that the objectives are specific to your personal cooperative education experience.

As you list your objectives, it will be helpful to consider the following questions:

- How will this experience **relate** to your past or present studies?
- How will you be **different** as a result of the co-op experience?
- What **skills** will you develop? What skills do you already possess that will be reinforced or tested during this work experience?
- What new **knowledge** will be acquired (about your field of study, the structure of the agency/business for which you will be working, etc.)?

Learning Objectives should be written in two parts:

- a statement of your **Learning Expectations** (the knowledge or skill you want to learn) and
- your **Learning Outcomes** (how you will prove to your Faculty Advisor that you reached the Learning Expectations).

Learning Expectations—the three basic types:

- **Academic/Technical** – those related to your major;
- **Organizational** – those related to the cooperative employment opportunity; and
- **Personal** – those related to you general developmental needs, which will include a full range of skills such as interpersonal relations, communication skills, and personal growth.

Learning Outcomes—can be any of the following types:

- **Evaluation** – excerpts from your daily log or an evaluation by the employer or Faculty Sponsor;
- **Descriptive** – a written or oral descriptive; or
- **Creative** – a creative approach.

LEARNING OBJECTIVE EXAMPLE

Learning Expectations
(the knowledge or skills you want to learn)

Learning Outcomes
(how you will prove to your faculty sponsor that you reached the Learning Expectation)

Academic/Technical

a. Proficiency in care and handling of mammalian animals for serum samples

Organizational

b. To gain knowledge about the Federal regulations that govern utility companies.

Personal

c. Development of business writing skills.

Evaluative

a. My supervisor will evaluate my ability to provide viable serum samples without causing harm to animals.

Descriptive

b. Orally or in writing, I will be able to describe the various Federal regulations and how they impact utility companies.

Creative

c. I will prepare two samples (one at the beginning and one near the end of the semester on a topic assigned to me by my Faculty Advisor.

Students should provide 4-6 objectives on Section II or attach a separate sheet.

**STUDENT LEARNING AGREEMENT
SECTION II – LEARNING OBJECTIVES**

Read the attached guidelines on “How to Develop Your Learning Objectives” before completing this section. You should provide 4-6 objectives on this page or attach a separate sheet – if necessary.

Learning Expectations (the knowledge of skill you want to learn)	Learning Outcomes (how you will prove to your faculty sponsor that you reached the Learning Expectation)

SECTION III – PLAN FOR EVALUATION

TO THE STUDENT: To ensure that learning takes place from the cooperative education assignment, students are required to complete additional course requirements as assigned by the Career Officer. These assignments along with work performance and supervisor's evaluation are used to provide a grade for the co-op course.

Please complete the following section by indicating the type of assignments that were discussed with and agreed upon with your Faculty Advisor.

THE STUDENT IS REQUIRED TO COMPLETE THE FOLLOWING ASSIGNMENT(S) SPECIFIED BY A CHECK:

AN ADDITIONAL PAPER – The topic will be:

A REVIEW OF A BOOK OR ARTICLES FROM PROFESSIONAL JOURNALS.
The review will be:

INTERVIEW – a professional at co-op work site about specific career issue and document the discussion. The topic or issue is agreed upon is:

OTHER: _____

This Agreement is for a total of _____ credits in cooperative education for this semester. A new Agreement and registration will be required in cases where the co-op employment extends through a second registration period in accordance with the Student Learning Agreement.

Career Officer

Student's signature

Section IV – Revision of the Student Learning Agreement

TO THE EMPLOYER/SUPERVISOR: You are encouraged to provide meaningful assignments that will aid the student in meeting the learning objectives specified. Where the objectives are not appropriate, in your opinion, you may assist the student in identifying new objectives or revising those stated. Please review this Learning Agreement with the student, note modifications and any new objectives.

TO THE STUDENT: This review session with your supervisor must occur within 4 weeks of your start date. Prior to this session, copies of your Learning Agreement up through and including Section III must be sent to your Career Officer, a copy given to your supervisor and the originals filed with the *Career Resource Center*. Upon completion of Section IV, have copies made and sent to the same parties, even if no changes are indicated.

A. Modification or deletion of initially proposed objectives. Please specify:

B. New objectives identified as a result of the student/supervisor discussion. Please specify:

I have discussed the Learning Agreement with the Co-op student and provided appropriate recommendations. The attainment of the learning objectives is the student’s responsibility; however, where feasible, assignments and opportunities that may contribute to the achievement of the objectives will be provided.

Supervisor’s name (please print)

Supervisor’s signature & date

Student’s name (please print)

Student’s signature & date