Weber State University

Dr. Eric Amsel
Supervisor of Psychology 4890
Office: SS372A

Department of Psychology

1202 University Circle
Ogden, UT 84403-1202
Phone: (801) 626-6658

CREDIT IS GRANTED FOR LEARNING WHILE WORKING ON A JOB

Dear Psychology Student:

As ONE of the requirements for this course, you are expected to submit evidence and documentation to demonstrate what you have learned by completing each of the following assignments:

Using the enclosed forms, complete each of the following assignments in the time specified and turn it in to me. Feel free to add any additional comments to your responses. Your grade will depend on your accuracy, completeness and on-time completion of the reports. Assignments may be left in my box in the Psychology office or given to my secretary in SS 370.

1. The Contract and Job Description are to be completed after your first day or two on the job for that semester and turned in to me within the first week of the semester.

2. Student Learning Objectives. This is the most important assignment. It is to be completed during the first week, signed by your job supervisor, and turned in to me by Monday of the second week of the semester.

E. Four, 4-week mini-reports are to be submitted to me. Each mini-report covers about a four week time period (see schedule on next page). Reports are to be completed and turned in as instructed on the report form (Monday of 5th, 9th, and 13th weeks, and by Friday of the 15th week).

4. After completing the identification information on the top of the **WSU Competency Level Assessment and Grade Sheet,** have your job supervisor complete the evaluation and assign an overall letter grade (A to E). This sheet **must** be received at my office **prior to the last day of class** if a grade is to be awarded. If the grade sheet or any other assignment is not received by the last day of class, no grade will be awarded.

5. Complete the **course and job cite evaluation** and submit it by the last day of class for that semester, along with your grade sheet.

Legal responsibility for your work is that of your employer. Your job supervisor is expected to assist you with training, consultation, supervision and evaluation. You may also arrange a consultation with me if the need should arise. Call me at (801) 626-6658 anytime or stop by my office to arrange an appointment.

Co-op Work Contract and Approval
for
Psychology 4890

I, _____ do hereby enter into this contract with full knowledge of its
(Print your name)
provisions as herein stated on this date _____.

1. I will complete all of the learning and reporting assignments and submit them for credit, **on time**, in accordance with the schedule provided herein. I understand that failure to do so will result in a 10% decrease in my grade.

I will complete at least _____ hours of work weekly at:

My Employer is:_____

My Employer's address:_____

Failure to spend the time for which I have contracted will result in a decrease in my grade proportional to the time missed.

2. I will be supervised by a full-time employee of the agency or organization where I am employed. The employer will take complete legal responsibility for my work and any other at work activities.

3. I will submit the grade sheet, completed and signed by my agency or organizational supervisor **prior to the last day of class work** as indicated in the class schedule (**this does not include test week**). Failure to do so will result in an automatic "C" grade. I understand that no exceptions to this rule or excuses of any type can be accepted without prior approval, and that I may have another person deliver the grade sheet or have my supervisor send it in the mail, even so, I will still be responsible for its delivery **by the last day of instruction** for that semester.

4. I understand that I may request an appointment with Dr. Amsel to discuss my work assignment or any problems or concerns I may have about the work situation by calling (801) 626-7132 or by meeting Dr. Amsel in his office during office hours. My departmental supervisor will assume legal responsibility for the academic or earned credit aspect of this program, but not for the student's work on the job.

Date:_____ Students Signature:_____

Date:_____ Job Supervisor's Signature:_____

Approval Date:_____ Dept. Supervisor's Signature:_____

Job Description

Due by Friday of the first week

Student's name:_____

Student's title or position:_____

Student's address:_____

Home Phone #:_____

Name of business or organization:_____

Business phone #:_____Business address:_____

Supervisor's name and title:_____

Briefly describe in the space below your job description. Include observations of work, environment, employer expectations, the attitudes of other employees toward you. Describe the work station, duties and any other impressions that you feel to be relevant.
Note: If you have a job description already written, just attach it to this form.

Submit to Dr. Eric Amsel, Psychology Department, 1202 University Circle, Weber State University, Ogden, UT 84403-1202 or deliver to me in person.

Complete during the first day or two on the job for that semester and submit to me by Friday of the first week.

Student's Learning Objectives
Due on Monday of second week

Name:_____ Date_____

Employer:_____

Instructions: In each of the achievement areas listed below, please write a learning objective which you can accomplish this semester. In order to receive credit for your work experience, you must demonstrate that you have learned specific things while working on the job. You must indicate how you will learn the skills, knowledge, or behavior and what you will do to learn them.

MY MAJOR LEARNING OBJECTIVES FOR _____SEMESTER, 20___

1. Career Orientation Objectives - Identify how you plan on gaining new insights into different aspects of this job, or describe something specific that you want to learn while working on this job that concerns your career development.
What will you learn?

What will you do to learn this? (Example: read book, articles or papers, in-service training, policy and procedure manuals, instructions, workshops, etc.)

2. Skill Acquisition Objective - Identify a specific skill or knowledge that applies to your job, which you wish to learn through independent study or on-the-job training. What skills will you learn? (List specific skills, i.e., interviewing, monitoring, instruction, plan writing, supervising, reporting, managing, etc.)

Name:_____Employer:_____

How do you expect to learn this: (Example: read books, articles or papers, in-service training, policy and procedure manuals, instructions, workshops, etc.) **Include bibliography and other documentation in your mini-reports.**

3. Skills Application Objective - Identify some skill or knowledge that you want to acquire or improve upon, or become more proficient in **USING** during this semester. This should be a skill or process that you want to try out and evaluate during the semester. The emphasis is on application, feedback and modification of your behavior.

What skills do you want to attempt to apply? (List specific skills)

What do you expect to do to try out the skills?

4. Human Relations Objective - Identify something you want to do to improve your ability to work with supervisors, fellow workers, clients, or others you associate with at your job. You would be learning a relationship skill like team building or development of a support system.

What do you expect to learn?

5. Performance Improvement - Identify some aspect of the job or your performance that you tried to improve. Go to your immediate supervisor and ask for suggestions, permission and support in this creative project.
What do you expect to learn?

How do you expect to learn this?

AGREEMENT

As the employer's representative, I, the undersigned did agree with the validity of the learning objectives listed above.

_____
Job Supervisor's Signature

As the student/employee, I agreed with the validity of the learning objectives and will report my progress in their accomplishment as described in this learning packet.

_____
Student's Signature

_____
Department of Psychology WSU Coordinator's Signature

FOUR WEEK MINI REPORT

Reporting Period from _____ To _____

(Turn in on Monday of the 5th, 9th, & 13th weeks and by Friday of 15th week.)

Name _____ Actual hrs. worked this time period. _____

Employer _____

1. What new responsibilities or duties did you have on the job during this reporting period?

2. What new information or knowledge did you learn on the job? Describe it briefly. _____

3. What new skills or methods did you **use** to help in performing your job better?

4. What have you learned in **classes, readings, or other instruction** to support your learning objectives, and that you have applied on the job. **Cite bibliography or other source documentation.**

5. What difficulty occurred or what mistakes did you make on the job? What did you do to correct it? _____

6. What would you do differently next time to avoid this occurrence.

7. What interesting or challenging relationship did you have this week with a fellow worker, customer, or sponsor? Explain. _____

8. Additional comments: (Use the back for additional space.)

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8. Additional comments: (Use the back for additional space.)

Weber State University

Department of Psychology

Dr. Eric Amsel, Chair
Supervisor of Psychology 4890
Office: Social Science 372A

1202 University Circle
Ogden, UT 84408-1202
Phone: (801) 626-6658

POST COMPLETION DOCUMENTATION ASSIGNMENTS

CREDIT IS GRANTED FOR LEARNING WHILE WORKING ON A JOB

Dear Psychology Student:

As ONE of the requirements for this course, you are expected to submit evidence and documentation to demonstrate **what you have learned** by completing each of the following assignments.

Using the enclosed forms, **complete each of the following assignments** and return it to your professor. Feel free to add any additional comments to your responses. **Your grade will depend on your accuracy and completeness of the reports. Assignments must be submitted to Dr. Eric Amsel at the Psychology Department office.**

1. The Job Description is to be completed, and you may staple a copy of the employer's job description to the Job Description form. If the employer does not have a job description, you must write one.

2. Student Learning Objectives. This is the most important assignment. You must state what you expected to learn during your work experience, have it signed by your job supervisor, and return it to your professor.

3. As a testament to your learning, four, 4-week mini-reports are to be submitted to your WSU supervisor. Each mini report covers about a four week time period. You should use documents such as schedules, time cards, reports, records, supervisory consultations, etc. to reconstruct your learning experience. The learning experiences reported should be consistent with your learning objectives as stated in assignment two.

4. After completing the identification information on the top of the **WSU Competency Level Assessment and Grade Sheet,** you must have your job supervisor complete the evaluation and assign an overall letter grade (A to E). Return this form to your professor.

5. Complete the **course and job site evaluation** and submit it to your professor.

GRADE SHEET

Learning and Performance COMPETENCY ASSESSMENT ---

(This is not a confidential report and may be discussed with the student)

Student:_____Address_____
Phone:_____Address:_____ Major:_____
Firm Name _____
Supervisor _____Telephone_____

INSTRUCTIONS: Please make the appropriate response in each of the following areas in relation to your evaluation of this student's learning objectives, competencies, and level of achievement of the learning objectives.

1. CAREER ORIENTATION: The student's understanding of work role and general perception of abilities and potential in this role were: ___A. Very Good ___B. Generally Good ___C. Needs Improvement (Please indicate areas of outstanding performance or those needing improvement.)

2. SKILLS ACQUISITION: The student's development of skills and procedures needed to complete learning objectives: ____A. Better than most ____ B. About the same as others____ C. Slower than most others. (Please indicate areas of outstanding performance or those needing improvement)

3. SKILLS APPLICATION: The student's ability to apply skills and knowledge acquired in school or on other jobs to his present position was: __A. Better than most others __B. About the same others __C. Slower than most others. (Please indicate areas of outstanding performance or those needing improvement)

4. HUMAN RELATIONS: The student's ability to accept suggestions, understand company policy, and relates to others on the job was: __A. outstanding ___B. Generally good __C. Needs Improvement (Please indicate areas of outstanding performance or those needing improvement)

5. PERFORMANCE IMPROVEMENT: Performance improvements made as a result of the learning objectives. __A. outstanding __B. Generally good __C. Needs Improvement (Please indicate areas of outstanding performance or those needing improvement)

Please turn the page over.

PERSONAL CHARACTERISTICS: Please evaluate the student's performance in relation to each of the following:

ITEM	EVALUATION				
	Superior	Excellent	Average	Needs Improvement	UN-satisfactory
1. General appearance	_____	_____	_____	_____	_____
2. Punctuality	_____	_____	_____	_____	_____
3. Creativity	_____	_____	_____	_____	_____
4. Enthusiasm	_____	_____	_____	_____	_____
5. Adaptability	_____	_____	_____	_____	_____
6. Initiative	_____	_____	_____	_____	_____
7. Dependability	_____	_____	_____	_____	_____
8. Cooperation	_____	_____	_____	_____	_____
9. Directions	_____	_____	_____	_____	_____
10. Production	_____	_____	_____	_____	_____

7. Please list any areas where you feel this student/employee has shown outstanding ability.

8. Please list any specific areas in which you feel this student/employee could improve her/his performance.

9. **The student's overall level of achievement of the learning objectives was**: (Circle one of the following.)

Exceptional. Above average. Achieved only what was expected. Achieved less than what was expected. Failed to achieve the objectives.

10. Did the student seem interested in what s/he could do for the company rather than overly concerned as to what the company can do for him/her?
Yes_____No_____ Comments if any:

11. **Final grade:** (Circle one) **Student's performance and learning was:** **A = Easily Exceptional.**

A- = Far better than most. **B+ = Better than most.** **B = Above average with areas of exceptional learning.**

B- = Slightly better than average. **C+ = Satisfactory with a few outstanding areas.**

C = Satisfactory, needs some improvements. **C- = Not satisfactory and needs improvement.** **D = Unsatisfactory.**
E = Failed to learn.

Date:_____ **Signature** _____
Job Supervisor

POST COMPLETION DOCUMENTATION FORM
Cooperative Education Evaluation

Please write a complete response to each enquiry about your learning experience.

1. What things did you like most about this learning experience (course)?

2. What experiences helped you learn the most?

3. What did the work supervisor do that facilitated your learning experience?

4. What would you do next time to increase the value of this work experience?

5. What suggestions do you have for changing the Coop. Ed. experience? (5 points Extra Credit)

Please use the other side for more space

POST COMPLETION DOCUMENTATION ASSIGNMENTS

Name:_____ Date:_____

Employer:_____

STUDENT'S LEARNING OBJECTIVES

Instructions: In each of the achievement areas listed below, please write a learning objective which you thought you could accomplish during your employment. In order to receive credit for your work experience, you must demonstrate that you have learned specific things while working on the job. You must indicate how you expected to learn the skills, knowledge, or behavior and what you expected to do to learn them.

MY MAJOR LEARNING OBJECTIVES FOR _____ SEMESTER, 20____

1. Career Orientation Objectives - Identify how you planned to gain new insights into different aspects of this job, or describe something specific that concerns your career development that you wanted to learn while working on this job.
   What did you expect to learn?

   How did you expect to learn this? (example: read book, articles or papers, inservice training, policy and procedure manuals, instructions, workshops, etc.)

2. Skills Acquisition Objective - Identify a specific skill or knowledge that applies to your job which you wanted to learn through experience, independent study or on-the-job training.
   What skills did you expect to learn? (list specific skills, i.e., interviewing, monitoring, instruction, plan writing, supervising, reporting, managing, etc.)

What did you expect to do to learn this? (example: read book, articles or papers, in-service training, policy and procedure manuals, instructions, workshops, etc.) Include bibliography and other documentation in your mini-reports.

3. Skills Application Objective - Identify some skill or knowledge that you wanted to acquire or improve upon or become more proficient in **using** during this semester. This should be a skill or process that you wanted to tryout and evaluate during the semester. The emphasis is on application, feedback and revision of your behavior. What skills did you want to attempt to apply? (List specific skills)

   What did you expect to do to try out the skills?

4. Human Relations Objective - Identify something you wanted to do to improve your ability to work with supervisors, fellow workers, clients or others you associate with at your job. You would be learning a relationship skill like team building or development of a support system.
   What did you expect to learn?

   How did you expect to learn this?