

College of Micronesia – FSM
P.O. Box 159
Kolonia, Pohnpei

Course Outline Cover Page

Co-operative Education Program

Course Title

VEE 250

Department and Number

Course Description:

This co-operative education and work experience will provide the student with supervised on-the-job training that will test the application of classroom learning in a “real life” skill demonstration. The individual students training plan will relate to the student’s educational objectives.

Prepared by: Brent Villiers

State: National Campus

	Contact Hours per Week	Duration	Total Hours	Semester Credits
Lecture	-	-	-	-
Lab				
OJT	10-20	3 – 6 weeks	60	2
Total Semester Credits				2

Purpose of Course

Degree Requirement _____

Advanced Certificate _____ XX _____

Certificate _____

Remedial _____

Other (Workshop) _____

Prerequisite Course(s): Instructors Permission

Signature, Chairman, Curriculum Committee

Date Approved by Committee

Signature, President, COM-FSM

Date Approved by the President

General Objective:

This course aims to motivate the student towards the goal and applications of classroom instruction and will contribute to the ultimate career goal of the occupational student.

Learning Outcomes:

Upon successful completion of this course the student will be able to:

1. Demonstrate positive job-related traits such as punctuality, self-motivation, self-control in difficult situations, enthusiasm for work and a polite and cheerful manner.
2. Demonstrate technical knowledge of his/her trade and apply the same to the directed work experience.
3. Recall experiences requiring human relations as a demonstration of proper application of appropriate attitudes and as validation of communication skills.
4. Successfully complete given tasks as appropriate to his/her trade.

Evaluation:

The training plan skills will be the basis of evaluation. The Department Chair or their representative, employer and the student will each evaluate the experience upon observation and completion of the attached forms. This will take place midway and at the completion of each work experience. This will provide an opportunity for dialogue between all concerned parties pertaining to the competencies and challenge levels. In addition the Department Chair or their representative visits the training site weekly to monitor activities. Grades will be awarded upon the achievement level on the plan.

Course Activities:

The student will be placed on a job site in a “training station” for a hands on experience following the training plan that was developed and finalized by the Department Chair or their representative, the student and the employer. Lecture sessions may take place in addition to the co-op activities so as to allow an integrated experience between classroom and job.

Miscellaneous:

Student Qualification

- Satisfactory classroom attendance and completion of the Certificate of Achievement program and reliable transportation

Arrangement of Training Stations

- Select appropriate employers
- Articulate the college's goals and objectives in relation to the employer's needs and objectives
- Implement training agreement
- Develop and implement training plan

Visitations

- Monitor student progress on task or work plan
- Counsel with supervisor and student regarding student progress, problems etc
- Ensure the student is following the training plan and receiving relevant work experience

SAMPLE

**College of Micronesia – FSM
Work Experience & Training
Training Plan Description**

Name:	Employer:
Vocational Program:	Address:
Instructor:	Tel/Fax numbers:
Campus:	Evaluator:
Evaluation Dates:	Title:

To earn 2 credits in VEE250will complete a minimum of 60 hours work experience at Telecom-FSM under supervision. will also complete work experience requirements (as listed) before the college awards a letter grade and credit(s).

Upon completion of the work experience at Telecom-FSM.....will be able to perform the following with minimal supervision.

- Report to the job on time and appropriately dressed. If it is necessary to miss a work assignment, he/she will notify the employer and the Department Chair or their representative/ or site supervisor as soon as it is known that he/she is not able to work.
- Accept responsibility on the job and follow instructions. If instructions are not clear, he/she will ask questions until he/she can carry out the assigned task.
- Perform assigned duties without continuous supervision and directions.
- Establish rapport with persons he/she comes in contact with as part of their job.
- Work at a constant speed. He/she will do other jobs when time permits. He/she will try to anticipate the needs of the workstation.
- Exhibit an enthusiastic attitude towards learning and supervision.
- Learn and observe all safety regulations.
- Use and answer the telephone in a proper business manner.
- Perform such duties as assigned by the supervisor in charge.
- Make sure the work area is maintained in a clean and neat manner at the end of the work schedule.

Training to be provided

See attached Training Plan and proposed work assignment.

Work Experience Requirements.

The student must successfully accomplish the following:

1. Completes the Work Experience assignment(s). (25%)
2. Employer completes Evaluation (75%)

College of Micronesia – FSM
Work Experience & Training Program
Internship-Non paid
Training Agreement

Name:	Employer: Site:
Mailing Address:	Supervisor:
DOB:	Title:
Grade:	Mailing Address:
Major:	Phone/Fax:

AGREEMENT

1. The student-learner agrees to abide by the employer's rules and regulations relating to safety practices, employee conduct, attendance, hours of work, and other matters within the scope of the normal employment contract. The student-learner further agrees to abide by the rules and regulations of the College of Micronesia – FSM.
2. The employer agrees to: (a) provide a minimum of 15 hours per week unpaid work experience to the student-learner's vocational training program; (b) provide close and direct supervision by a qualified and experienced person to the student-learner whenever he/she is involved in hazardous work; (c) assign the student-learner to hazardous work only when such work is essential to the training of the student-learner and only for a short period of time; (d) provide adequate safety instructions to the student-learner concerning the work and equipment with which the student-learner will be engaged.
3. The Department Chair or their representative will consult with and assist the employer in all matters relating to the training of the student-learner and evaluation of his/her learning performance, and will periodically visit the place of employment to observe and evaluate the training situation.
4. All parties ensure that the following criteria *are met if* for unpaid work experience:
 - a. The training, even though it includes actual operation of the facilities of the employer; is similar to that which would be given in the student-learner's vocational program.
 - b. The training is for the benefit of the trainees or students;
 - c. The trainees or students do not displace regular employees, but work under their close observation;
 - d. The employers that provide the training derive no immediate advantage from the activities of the trainees or students, and on occasion operation may actually be impeded;
 - e. The trainees or students are not necessarily entitled to a job at the conclusion of the training period; and,

- f. The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent on training.
5. This agreement may be terminated by any of the parties signing it with the understanding that College of Micronesia-FSM is to be notified at the time of, or prior to such termination.

STUDENT-LEARNER	DATE
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AUTHORIZED SIGNATURE (EMPLOYER)	DATE
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AUTHORIZED SIGNATURE (COM-FSM)	DATE
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NOTE: If a student-learner's termination is imminent, please call the Department Chair as soon as possible.

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