

## AA 10.CO-OP TRAINING PROGRAM POLICY

<b>Title:</b>	Co-op Training Program Policy
<b>Policy Number:</b>	AA 10/ 02.2016
<b>Effective Date:</b>	February 22, 2016
<b>Issuing Authority:</b>	University Academic Board

### RATIONALE

The Co-op program serves a bridge between the intensely learning university experience and the practical, results-oriented, highly competitive professional world. The program is designed to give the student an opportunity to test and apply knowledge, skills and competences acquired in the classrooms and labs and to develop a clear perspective about the expectations of the real world and a sharper focus on career choices. It offers an opportunity for employers and educators to collaborate in mentoring prospective workforce to becoming productive and responsible citizens. The hope is that the student after completing the Co-op experience will develop a clear purpose, become more engaged during the last year of studies, and form a pragmatic perspective about their role in a changing world.

While the Co-op work experience mutually benefits the student, the university and the employer, it will help the student in:

- Clarifying career goals;
- Understanding of the workplace demands and constraints;
- Pursuing continuous learning and self-improvement undertakings;
- Cultivating self-reliance and self-confidence;
- Refining time management, interpersonal and communication skills;
- Building contacts with potential employers;
- Acquiring marketable skills that improve employability prospects;
- Experiencing practical aspects of the field of study.

### DEFINITIONS AND ABBREVIATIONS

**Trainee:** A student who is undertaking the Co-op training.

**Co-op Coordinator:** A staff member in the Co-op office dedicated to coordinate all Co-op administrative functions.

**Co-op Academic Advisor:** A full-time faculty member assigned to mentor the trainee during the Co-op training.

**Co-op Work Supervisor:** The person appointed by the employer to supervise and mentor the trainee during the training period.

**Employer:** The company/institution in which the training experience takes place.

**Community Outreach Coordinator:** University faculty member assigned to facilitate coop opportunities in collaboration with the Co-op coordinator.

### GENERAL POLICY

1. The logistical aspects of the Co-op program shall be managed by the Co-op Coordinator associated with in the Public Relations and Alumni Office (PRAO).
2. Training opportunities shall be approved and thereafter managed by the Co-op Coordinator in collaboration with the academic units and Community Outreach Coordinator.
3. A trainee must meet the eligibility criteria set forth in this policy to participate in the Co-op program.
4. A student may arrange for a training opportunity on his/her own or, alternatively, the Co-op coordinator shall assist the student in finding a suitable training venue.
5. A student may opt to complete the Co-op training at a reputable institution abroad, subject to pertinent approvals.

6. Each trainee shall be assigned a Co-op academic advisor to follow up on the trainee's work progress throughout the Co-op period and assess the overall training experience afterward.
7. A student must commit to the completing the training at the company mutually agreed to.
8. Students may register for one course during the Co-op period if it is the only course needed to graduate and the timing is approved in writing by the employer.
9. The Co-op coordinator completes the Co-op training offers in consultation with the employers and college deans and communicated to the student, the Co-op work supervisor and the college taking into consideration employer's needs, student's interest and eligibility, and date of student's application.
10. The trainee shall work for the employer a period equivalent to eight weeks, 8 hours per day, on mutually agreeable tasks related to the trainee's field of study.
11. Trainees must conform to the employer's work rules and standards and must execute his/her tasks professionally and ethically.
12. The student shall directly report and coordinate with the Co-op work supervisor on all tasks and activities.
13. The Co-op work supervisor cannot be a direct relative to the trainee;
14. The Trainee shall keep a daily record of tasks performed and lessons learned;
15. The trainee and the Co-op work supervisor shall submit the training assessment forms to the Co-op academic advisor one week after the training is completed.
16. The trainee shall submit to the Co-op academic advisor the daily tasks log, a report, a poster and a power point presentation immediately after the completion of the Co-op work.
17. The trainee must prepare and deliver a presentation about the training experience when requested.
18. Students are NOT allowed to withdraw the Co-op course without prior approval of the Co-op academic advisor and the Co-op coordinator.
19. Failing to comply with the Co-op rules and employer's work standards will result in a failing grade.
20. The Co-op office and the Co-op academic advisor are always available to support the student in attaining a rewarding Co-op experience.
21. The Chairperson of the academic department is responsible for implementing the provisions in this policy related to the academic advisor and student responsibilities.

### ELIGIBILITY CRITERIA

A Bachelor student is eligible to sign up for the Co-op program if the following eligibility criteria is met:

1. Completing ENGL 217 and the requisite number of credits with a GPA of at least 70;
2. Enrolling at the university during the training period.
3. Completing all college pre-training course requirements as stipulated in the table below.

Specific prerequisites to take up the Co-op experience are summarized in the table below		
College of	Credits	Prerequisite
Engineering	1	<ul style="list-style-type: none"> <li>• Passes ENGL 217</li> <li>• Completes at least 100 credits</li> <li>• Has a CGPA of 70 or higher</li> </ul>
Business Administration	3	<ul style="list-style-type: none"> <li>• Passes ENGL 217</li> <li>• Completes at least 85 credits</li> <li>• Has a CGPA of 70 or higher</li> </ul>
Information Systems and Science	1	<ul style="list-style-type: none"> <li>• Passes ENGL 217</li> <li>• Completes at least 85 credits</li> <li>• Has a CGPA of 70 or higher</li> </ul>
Arts	3	<ul style="list-style-type: none"> <li>• Passes ENGL 217</li> <li>• Completes at least 80 credits</li> <li>• Has a CGPA of 70 or higher</li> </ul>

### DURATION

The Co-op program runs for a minimum of eight weeks, 8 hours per day and is normally completed during the summer term of the third year of studies. Students engage in a practical training experience mentored by professionals in the area related to their field of interest.

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## IN PREPARATION

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In preparation for the Co-op training, students are required to attend two seminars, a CV Writing seminar and Interviewing Skills seminar. The CV Writing seminar helps students hone their CV writing skills. The seminar is coordinated with RHU English Language Center. Each student is required to have his/her CV reviewed by the Co-op coordinator before it is submitted to the prospective employers.

Students are also required to attend an interviewing skills seminar that provides them with information on how to prepare for an interview, what to expect, and how to make a good impression.

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## SELF-ARRANGED TRAINING VENUE

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A student may through personal communications secure a training venue and agree with the prospective employer on the conditions of employment. In this case the student in early spring must provide the Co-op coordinator conditions of employment and contact information of the employer and work supervisor for approval. The Co-op coordinator communicates with the prospective employer in accordance with the established Co-op procedures. Applicable rules: the organization is reputable and not owned by the student's parents; and the student may not be supervised by a member of the family or assigned to a department in which a member of the family works. Required Information for Co-op requests outside the offerings of the Co-op office: Organization name, company profile (website), Job description / training plan, supervisor name, contact person and contact details.

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## PROCEDURES

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1. The Co-op coordinator creates a co-op Moodle course for eligible students in each college and specify the community outreach coordinator, the co-op coordinator, and the academic advisors are instructors.
2. The Co-op coordinator prepares a database of prospective employers and posts job opportunities, brief description of job requirements and application deadlines on bulletin boards and communicates them to students via email;
3. The Co-op Coordinator prepares a list of eligible students with the help of the Registrar's Office (RO) and college deans;
4. Student may suggest an employer that is not in the posted list so long he/she gets a tentative approval from the employer and submits the [Training Opportunity Form](#) (Coop-2) to the Co-op Coordinator for approval. The form should be accompanied with a confirmation letter from the employer with the name and contact information of the work supervisor.
5. A trainee seeking to pursue a training opportunity abroad must complete the [Training Abroad Application Form](#) (Coop-12) and submits it to the Co-op coordinator for further consideration.
6. The Co-op coordinator communicates with prospective employers and provide them with necessary information about the potential trainees' profiles;
7. The Co-op Coordinator invites eligible students to attend the Co-op orientation seminar in early spring to explain co-op policies and procedures;
8. Each eligible student completes the [Co-op Application Form](#) (Coop-3) indicating three preferred Co-op venues ranked in order of priority and submits a CV (hard and soft copy) within the assigned deadlines;
9. The Co-op Coordinator in consultation with the community outreach coordinator and academic units shall attempt to match students' aspirations and field of study with employer's needs within two weeks of the submitted applications. In case may multiple trainees compete for a specific training opportunity, students who apply first and meet the eligibility criteria shall be given the priority.
10. The Co-op coordinator completes the [Co-op Training Offer Form](#) (Coop-4) for each trainee and copies are dispatched to the pertinent academic unit and work supervisor.
11. The Co-op assignments and all related information are posted on the Co-op Moodle course page;
12. Each academic unit informs the students of the Co-op assignment via email, social media and bulletin boards. The student must be aware that the employer may contact him/her for an interview before committing to the assignment;
13. The academic advisor bears the responsibility to: make at least one field visit and completes the visit assessment form; continuously follow up with the trainee and the work supervisor during the training

period; collects the trainee's performance assessment forms from the trainee and the work supervisor; guides the student in preparing the training report, poster and presentation and assess the submitted material; and submits a final report to the Co-op Coordinator.

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### CO-OP COORDINATOR RESPONSIBILITY

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The Co-op Coordinator plans, coordinates and manages the logistical aspects of the co-op program. Specific responsibilities include:

1. Establishing a Co-op course page on Moodle and a Twitter account for students to constantly communicate their concerns;
2. Soliciting training opportunities for students and maintaining a database of prospective employers
3. Dispatching the profiles of co-op eligible students' to prospective employers;
4. Communicating to the students the available training opportunities and related work experience;
5. Sorting out the co-op applications and matching the trainee's field of study with employer's needs;
6. Holding orientation workshops to the trainees to explain their responsibilities and discuss the training policy, procedures, timeline, communication methods, and related forms;
7. Coordinate with the ELC to help students develop an effective CV and improve their report writing skills;
8. Communicating to the Co-op work supervisor the training policy, procedures, timeline, and related forms;
9. Preparing co-op reports and statistics;

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### COMMUNITY OUTREACH COORDINATOR RESPONSIBILITY

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The role of the Community Outreach Coordinator is to:

1. Communicate with potential employers to line up training opportunities for students and relay the information to the Co-op coordinator;
2. Arrange to involve RHU in the IAESTE program;
3. Organize a Co-op fair in which the trainees exhibit their Co-op experience;
4. Form panels to evaluate trainee's exhibits and recommending three students from each college to compete for the best Co-op experience award and select the three winning posters;
5. Conduct a students' survey on the best exhibited Co-op work;
6. Organize students' presentation forum to choose the award winning Co-op experience.

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### ACADEMIC ADVISOR RESPONSIBILITY

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The role of the academic advisor is to:

1. Stay in close contact with the work supervisor and the trainee to offer support, assess the training experience and to help resolve outstanding issues as they arise.
2. Monitor the student during the training period and carry out at least one field visit to the training site to meet the work supervisor and the trainee and assess the training experience and trainee's performance and complete the [Academic Advisor Visit Report Form](#) (Coop- 5);
3. Provide the trainee with guidance and support on technical issues whenever appropriate;
4. Step in to mitigate Co-op related issues as they arise;
5. Keep the trainee informed of important deadlines;
6. Receive and archive weekly reports from the trainee;
7. Help the trainee develop quality report and poster, and make an effective presentation;
8. Grade the final trainee's report;
9. Maintain regular contact with the work supervisor and collect the [trainees performance assessment form](#) (Coop-8);
10. Fill out the [Co-op Closure Form](#) (Coop-9);
11. Submit a brief report reflecting the overall trainee's experience and providing insights on how the Co-op program could be improved.

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### TRAINEE'S RESPONSIBILITIES

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The role of the trainee is to:

1. Maintain contact with the Co-op office to inquire about the status of the application before training

- begins and update the office on the work conditions during the training period;
2. Attend the orientation workshop and get familiar with the Co-op rules and regulations;
  3. Set training goals in collaboration with the work supervisor and academic advisor and drive to achieve them;
  4. Perform all tasks in accordance with the highest ethical and professional expectations;
  5. Complete all necessary documents by the established deadlines;
  6. Comply with the employer's work rules, policies and standards;
  7. Closely coordinate with the work supervisor to execute tasks as planned;
  8. Discuss concerns and work-related enquiries with the academic advisor;
  9. Complete and submit the Trainee's Assessment of Training Form;
  10. Submit a formal report, daily log of tasks, a poster and a presentation within one week after completing the training period using appropriate forms;
  11. Participate in the Co-op poster exhibition;
  12. Complete the entire training period agreed to.

### ASSESSMENT

Based on the employer's evaluation, academic advisors assessment, and the submitted formal report, daily log of tasks, poster and presentation, the Co-op academic advisor (or jury) will assign the student a Pass with Honors "PH", Pass "P", or Fail "F" grade. "PH" is reserved to a trainee who receives outstanding performance evaluation by the work supervisor and the Co-op academic advisor. A grade of "F" is given to a trainee who receives unsatisfactory evaluation by the work supervisor and the Co-op academic advisor. In this case the trainee must repeat the whole Co-op experience.

### TIMELINE

Activity	Who?	When?
Prepare the list of eligible students	Co-op office in collaboration with the Registrar's Office and college deans	Second week of January
Conduct orientation workshops to eligible students	Co-op Coordinator	End of January
Announce available training opportunities and expected work conditions	Co-op Coordinator	January - April
Submit students' profiles to employers as requested	Co-op Coordinator	Per employers' requests
Submit the Training Application Form to the co-op office(Coop-3)	Eligible students	By end of April
Evaluate training requests, assign employers and academic advisors (Coop-4)	Co-op office in consultation with the employers, college deans and community outreach coordinator	On a rolling basis; completed by end of April
Set training goals and tasks to be accomplished	Trainee, work supervisor and academic advisor	Early May
Conduct at least one field visit (Coop-5)	Academic advisor to meet with the trainee and the work supervisor	By the end of the second week of the training period
Maintain a log of accomplished tasks (Coop-6)	Trainee in coordination with work supervisor	During the training period
Submit the daily log of tasks, co-op report, poster and presentation to the academic advisor	Trainee	At the end of the co-op period
Complete the Trainee's Assessment of	Trainee	At the end of the

Employer form (Coop-7)		co-op period
Complete the Trainee Performance Assessment Form (Coop-8)	Work supervisor	At the end of the co-op period
Co-op closure (Coop-9)	Co-op coordinator, academic advisor	At the end of the co-op period
the co-op exhibition and students survey (Coop-10)	Co-op office, community outreach coordinator, trainees	First week of September
Co-op award completion (Coop-11)	Co-op office, faculty juries and trainees	First week of September

#### RELATED FORMS

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1. Letter to the Prospective Training Institution Form (Coop-1)
2. Training Opportunities Form (Coop-2)
3. Training Application Form (Coop-3)
4. Training Offer Form (Coop-4)
5. Academic Advisor Visit Report form (Coop-5)
6. Training Log Form (Coop-6)
7. Trainee's Assessment of Employer Form (Coop-7)
8. Trainee Performance Assessment Form (Coop-8)
9. Training Close Form (Coop-9)
10. Student survey form (Coop-10)
11. Best Co-op training judging form (Coop-11)
12. Training Abroad Form (Coop-12)

#### REVIEW AND APPROVALS

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**Approved by RHU Administrative Board on October 22, 2024**

## REPORT FORMAT

A report on the Co-op experience should be submitted (electronically with a hard copy) within one month of the completion of the training. The report must be original and produced using a word processor, spreadsheet, or any other software package. All Figures should be drawn using a computer-based graphics package, e.g. AutoCAD, with proper numbers and captions. Tables must also be numbered and properly titled. The report must include all essential activities as indicated below.

### 1. Report Cover Page

The cover page should include: Title, Trainee's name, College, Department and Major, training venue, Date of submission

### 2. Table of Contents

This section should include the contents of the report: Section number and pages.

### 3. Report Summary

This section should include a brief summary of the overall experience and the major activities accomplished.

### 4. Tasks Accomplished

This section should include as many sections as deemed relevant to the work done. The following are examples of sections that may be included.

#### 4.1 Task 1

##### 4.1.1 Objectives

This section should state clearly the objectives of task 1.

##### 4.1.2 Duration

Time spent on the task.

##### 4.1.3 Description

This section should briefly summarize the task.

##### 4.1.4 Outcome

This section discusses the outcome of the task as it relates to benefiting the employer at solving a problem and to the enhancements of the trainee's skills, attitude, or outlook.

#### 4.2 Task 2

This section should state clearly the objectives of task 2.

##### 4.2.1 Objectives

This section should state clearly the objectives of the task.  
etc.

### 5. Conclusions and Recommendations

In this section, provide your concluding thoughts on the experience, tasks accomplished and

recommendations to the employer to improve the systems, services, or operations you worked on and to the University to improve the Co-op experience in the future.

## **6. Reference**

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List the books, websites, magazine articles, catalogues, etc. that were used to obtain information cited in the report.

## **7. Appendices**

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This section should include reference materials such as specifications, detailed drawings, photos, etc.



## PRESENTATION TIPS

**(This is a copy of an ASME publication)**

The ideas you implemented in your project will enjoy acceptance by the public first from their quality and second by how well you present them. Uphold the standard of excellence of your project by preparing an interesting and informative presentation. You, the team, control the reaction of the audience. Maintain favorable reaction by following the suggestions outlined below.

### PREPARE A SUCCESSFUL PRESENTATION

Here are some pointers to help you prepare a concise and interesting presentation:

#### DO NOT Read Your Report!

The written word is for the eye, not the ear. Your audience wants to hear you talk, not listen to you read.

#### Make Notes

Use index cards. Use one card for each item. When you have followed the advice given below, organize your cards and number them clearly according to the order in which you will use them.

#### Secure the Attention of Your Audience

1. Make a statement of the purpose of your presentation. Confine it to one simple, declarative sentence. Example: "I want to tell you about a new design for a solar tracker which has resulted in considerable improvement in solar tracking."
2. State a compelling thing about your project. Make it sharp and short. Use a question if possible. Example: "Is it possible to generate enough solar energy to drive a personal transporter?" This will be your opening sentence. Join it to your statement of purpose with a connecting sentence or phrase. Example: "We have made an investigation and \_\_\_\_\_."

#### Divide Your Project into Main "showcase" Ideas

1. State each showcase idea in a short sentence on its own index card.
2. Arrange them in the most logical order for your listeners to grasp.
3. Add to each a series of key words or phrases to remind you of what you need to tell your audience about each idea.

#### Use Connective Sentences and Phrases

The ear cannot check back nor jump ahead as can the eye. Therefore, you must remind your audience of what it has just heard and prepare it for what it is about to hear whenever you go from one idea to another. Example: "Now that you have a clear idea of what the benefits of solar energy, it is time to look into the advantages of for personal transporter."

#### Summarize

1. State your subordinate conclusions. Confine them to one sentence if possible, or to a small series of very short sentences. Example: "I think you will agree, then, that poor sealing is a result of self-induced growth of tiny initial leaks. In addition, you will agree that high-pressure steam sealing depends upon..."

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

2. State your main conclusion. Confine it to one simple sentence. Example: "And I believe you will conclude with me, that better sealing can be obtained through the use of this new design for valve seals."

### Time Your Talk

Rehearse your speech. Learn to handle your index cards naturally. If you are using slides, allow no more than one minute for any one slide. If you exceed your allotted time limit, cut down on your explanations. Continue to condense until you are within the limit. This will assure adequate time at the session for discussion.

### THINGS TO REMEMBER

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- Learn from effective speakers by watching videos (e.g., Steve Jobs on U-Tube)
- Talk To Your Audience.
- Use Short, Simple Sentences.
- Speak Clearly and With Vitality.
- Repeat the essential concepts and ideas constantly
- Speak into the Microphone at All Times.
- Deliver your speech as if you are telling a story.