

**LIBS 4910: Cooperative Education**  
**Course Outline and Learning Agreement**  
**(3-4 Units per term)**

**Course Description:** This course provides an opportunity for Liberal Studies majors to acquire experience as research or instruction assistants in an elementary school setting or community project volunteers, in paid or unpaid positions under the supervision of a Liberal Studies coordinator. This is a project course for involvement of students in instructionally related activities. Options are unlimited and must be approved by the Department Coordinator. Course may be repeated for a total of 8 units. Prerequisite: sophomore standing and consent of the instructor. **Class will meet only ONCE to return paperwork, clarify criteria, answer questions and review the written assignment on Wednesday, September 4, 2013 from 9-10 am. in DBH-342.**

**Instructor:** Christy Gonzales: email: [cgonzales@csustan.edu](mailto:cgonzales@csustan.edu)  
 LIBS Department office phone: 667-3749; fax: 664-6610

**Enrollment:** Special Registration Form required. (See Sonya in the LIBS Department in DBH 300)

**Course objectives:** Upon consultation with Christy Gonzales each student will determine personal learning goals for the supervised activity no later than the third week of the term (**September 11, 2013**). Goals are detailed on the Learning Agreement and must relate to pre-professional elementary teaching and at least one of The California Teaching Performance Expectations (TPEs). The TPEs describe the set of knowledge, skills, and abilities beginning teachers should have and be able to demonstrate. Teaching Performance Expectations describe teaching tasks in six broad domains:

- Making Subject Matter Comprehensible to Students
- Assessing Student Learning
- Engaging and Supporting Students in Learning
- Planning Instruction and Designing Learning Experiences for Students
- Creating and Maintaining Effective Environments for Student Learning
- Developing as a Professional Educator

**Required Hours:** LIBS 4910 requires varying amounts of time depending upon the number of units earned. Students average 6 to 8 hours per week for the semester with a total of 10-12 hours per week with a total of **145 hours for 3 units** of credit; and/or 12-16 hours per week for a semester with a total of **192 hours for 4 units** of credit.

**The Learning Agreement:**

Students will submit **2 copies** of the attached Learning Agreement by email, fax, or hard copy no later than the **third week (September 11, 2013)**. One copy will be returned to you. It is the student's responsibility to retrieve a copy from the LIBS Department in DBH-300. Your activity must include the specific number of required hours outlined above. Please **provide a detailed day and time grid sheet or time sheet when submitting your hours**. Grades are assigned after submission of the final written report and written verification of total hours by your supervisor. This verification must be **on site letterhead or** on the on-site supervisor's letterhead with a signature from the supervisor.

**The Final Written Report**

The final paper for this project is **due at noon on Wednesday December 4, 2013**, must include **all** of the following:

- A description of the activities completed for the project;
- Discussion and assessment of learning objectives, including a Teaching Performance Expectation;
- Identification of personal strengths and/or weaknesses discovered in completion of this project;
- Materials developed as part of the activity, if applicable;
- Paper is properly APA formatted (cover page, double space, margins, title, etc.)
- A signed statement from the on-site supervisor **on site letterhead** confirming that the activity was completed as agreed, with **verification of total hours** devoted to the activity.
- **A detailed day and time grid sheet, schedule or time sheet to verify your hours**
- All materials should be stapled together with the grading sheet (see below) when submitted for grading.

**Grading:** Grading Option 2: Grades are assigned upon successful completion of the final written report and signed verification of hours from the on-site supervisor of the project who signed the course Learning Agreement. See attached grading sheet on the next page.

Name \_\_\_\_\_ Date \_\_\_\_\_

**Attach this document to your final report. Be sure to include your name and the date of submission at the top.**

### **LIBS 4910 Final Grade Summary**

- Required hours completed: (145 hours) or (192 hours) \_\_\_\_\_/50  
**With submitted schedule/grid sheet**
- Submitted Learning Agreement with signatures (2 copies) \_\_\_\_\_/50
- Signed statement from supervisor (on site letterhead) \_\_\_\_\_/50
- Final Written Report (points and criteria are listed below) \_\_\_\_\_/100

#### **1. Did the writer organize and develop their ideas completely? (30 points possible)**

- \_\_\_\_\_ Introductions include a clear thesis and preview of structure.  
 \_\_\_\_\_ Body of the paper had clearly developed main ideas.  
 \_\_\_\_\_ Conclusion reinforces the thesis, summarizes and generalizes.

#### **2. Is the depth of analysis adequate? (50 points possible)**

- \_\_\_\_\_ Paper includes a description of activities (and materials if applicable) completed for the project.  
 \_\_\_\_\_ Paper includes discussion & analysis of the proposed learning objectives (including TPE)  
 \_\_\_\_\_ Paper identifies personal strengths and weaknesses after completing this project.

#### **3. Does the writer provide a clear writing style? (20 points possible)**

- \_\_\_\_\_ Paper includes complete and correct sentences.  
 \_\_\_\_\_ Correct spelling.  
 \_\_\_\_\_ Correct use of punctuation  
 \_\_\_\_\_ Correct use of APA formatting (double space, margins, cover page, etc.)  
 \_\_\_\_\_ Assignment is turned in on time.

**LIBS 4910 Course total \_\_\_\_\_/250**

**LIBS 4910 Course Grade:** \_\_\_\_\_ (Grades are assigned upon successful completion of the final written report and signed verification of hours from the on-site supervisor of the project who signed the course Learning Agreement).

#### **Notes**

#### **Grading:**

250-238 = A

237-226 = B

225-214 = C

213-202 = D

201 or ↓ = F

**LIBS 4910: Cooperative Education**  
**Learning Agreement** (page 1)  
(Two copies due to instructor by **Wednesday September 11, 2013**)

**Student Information:** (Please print legibly.)

Date \_\_\_\_\_

Name \_\_\_\_\_ SID \_\_\_\_\_

Mailing address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Email address \_\_\_\_\_

**Site Information:** (Please print legibly.)

Supervisor name \_\_\_\_\_ Title \_\_\_\_\_

School/Organization \_\_\_\_\_ School District \_\_\_\_\_

School Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Supervisor contact phone \_\_\_\_\_

Supervisor Email address \_\_\_\_\_

**Describe the scope of your planned activity in DETAIL:**

**LIBS 4910: Cooperative Education  
Learning Agreement (page 2)**

**List personal learning goals for this activity:** (Explain what you plan to **learn** from this experience, **not** what you plan to **do**.)

**What are the implications of this activity for teaching and learning? Explain the California Teaching Performance Expectation(s) to be addressed when you are discussing the implications.**

**Explain and then attach one of the 2 attached (samples) Specific Schedule/Time and day Grids of when you begin your service, the days and total hours committed to the activity and when you will end your service. Or you can make your own grid:**

# LIBS 4910: Cooperative Education Learning Agreement (page 3)

Student: \_\_\_\_\_

I commit to conduct this activity as proposed and agree to submit required paperwork no later than noon on Wednesday December 4, 2013.

Number of units requested \_\_\_\_\_ Total hours committed to project \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name (Please print) \_\_\_\_\_

Supervisor:

I agree to assist and monitor the progress of the student named above in completion of the Cooperative Education activity detailed in this agreement. I will submit verification of completed hours on school/program letterhead by the date required.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Name (Please print) \_\_\_\_\_

Supervisor's Email address \_\_\_\_\_

University Instructor: \_\_\_\_\_

I APPROVE the proposed Cooperative Education activity.

I DO NOT approve the proposed Cooperative Education activity. For the reasons stated below

Number of units \_\_\_\_\_ Hours required \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date approved \_\_\_\_\_

Comments:

## LIBS 4910 Service Log

**PLEASE PRINT**

Student Name: \_\_\_\_\_ Semester: \_\_\_\_\_

Liberal Studies Course:  LIBS 4910      CSU, Stanislaus Instructor: \_\_\_\_\_

School Observed: \_\_\_\_\_ Grade(s) Observed: \_\_\_\_\_

Teacher Observed: \_\_\_\_\_

On the following lines, **record each visit** to the school, including **date, time, description, and teacher initials**. This completed log must accompany the Tutoring/Observation Analysis Report. Include additional pages, if necessary.

Date	Time/hrs.	Teacher's Signature
<b>Total Hrs.</b>		<b>Teacher Signature:</b>

## Scheduled Hours for LIBS 4910 Activities and Observing

**Student Name:****Semester:** Spring 2013**Class:** Liberal studies 4910**Professor:** Christy Gonzales**Supervisor:****Teacher:****School:****Dates:** August 28<sup>th</sup> thru December 4<sup>th</sup>

A total of 183.5 hours

Month & Dates →	October 15 <sup>th</sup> -19th	October 22 <sup>nd</sup> -26th	October 29 <sup>th</sup> -November 2nd	November 5 <sup>th</sup> -9th	November 12 <sup>th</sup> -16th	November 19-20	November 26 <sup>th</sup> -30th	December 3 <sup>rd</sup> -7th	Cumulative Hours
Monday	9am-11:30(2.5hrs)	9am-11:30(2.5hrs)	9am-11:30(2.5hrs)	9am-11:30(2.5hrs)	9am-11:30(2.5hrs)	9am-11:30(2.5hrs)	9am-11:30(2.5hrs)	9am-11:30(2.5hrs)	20 hours
Tuesday	9am-4pm(7hrs)	9am-4pm(7hrs)	9am-4pm(7hrs)	9am-4pm(7hrs)	9am-4pm(7hrs)	9am-4pm(7hrs)	9am-4pm(7hrs)	9am-4pm(7hrs)	76 hours
Wednesday	8:15am-11:30(3.25hrs)	8:15am-11:30(3.25hrs)	8:15-11:45(3.5hrs)	8:15-11:45(3.5hrs)	8:15-11:45(3.5hrs)	8:15-11:45(3.5hrs)	8:15-11:45(3.5hrs)	8:15-11:45(3.5hrs)	103.5 hours
Thursday	10:15-2:30(4.25hrs)	9am-4pm(7hrs)	8:15-11:45(3.5hrs)	8:15-11:45(3.5hrs)	8:15-11:45(3.5hrs)	8:15-11:45(3.5hrs)	8:15-11:45(3.5hrs)	8:15-11:45(3.5hrs)	135.75 hours
Friday	9:30-4pm(6.5hrs)	8:15am-11:30(3.25hrs) 12:30-2:30(2hrs)	10am-4pm(6hrs)	10am-4pm(6hrs)	10am-4pm(6hrs)	10am-4pm(6hrs)	10am-4pm(6hrs)	10am-4pm(6hrs)	183.5 hours
Saturday	0	0	0	0	0	0	0	0	0
Totals	23.5	25	22.5	22.5	22.5	22.5	22.5	22.5	183.5 hours

All of the data in the above grid are sample dates. Feel free to delete and input your own days and times or make your own grid.

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