Course Description: This course provides an opportunity for Liberal Studies students to acquire experience as research or instruction assistants 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. May be repeated for a total of 8 units. Prerequisite: sophomore standing and consent of the instructor.

Activities approved in past semesters: Students have directed their efforts in numerous projects such as: program facilitators, youth counseling program volunteers, Stanislaus County Arts Commission volunteers, elementary classroom intervention volunteers, youth group leaders, PTA organization volunteers, church and club activities volunteers, and non-profit organization volunteers.

Instructor: Kathy Shipley: email: KShipley@csustan.edu
LIBS Department office phone: 667-3749; fax: 664-6610

Enrollment: Special Registration Form required. (See LIBS department)

Course objectives: Upon consultation with Kathy Shipley each student will determine personal learning goals for the supervised activity. Goals must relate to pre-professional elementary teaching.

Grading: Grading Option 2: Grades are assigned upon successful completion of a written report submitted to the instructor along with a signed verification from the on-site supervisor of hours devoted to the project consistent with the course Learning Agreement.

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 96 hours for 2 units of credit; 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:
Complete all parts of the attached Learning Agreement and submit 2 copies to the instructor by email, fax, or hard copy no later than the fourth week of classes. One copy will be returned to you. Your activity must include the number of required hours outlined above. Grades are assigned after the final written report and written verification of total hours by your supervisor.

The Final Written Report
The final paper for this project, due no later than noon on December 11, 2009, must include all of the following:

1. A description of the activities completed for the project;
2. Discussion and assessment of learning objectives;
3. Discussion of future adjustments based upon reflection on learning goals;
4. Identification of personal strengths and/or weaknesses discovered in completion of this project;
5. Materials developed as part of the activity, if applicable;
6. 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.
LIBS 4910: Cooperative Education
Learning Agreement (page 1)

(Deadline by noon September 28, 2009)

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____________________

Address________________________________________________________________________

City/State/Zip____________________________________________________________________

Supervisor contact phone________________________________________________________

Supervisor Email address________________________________________________________

Coop Ed Activity:  (Describe the scope of your planned activity)

What:

Where:

When:

Purpose:
Coop Ed Learning Objectives

List your 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? (Reflection on specific aspects of learning helps provide insights to teaching.)

Schedule of hours committed to the activity: (Days and hours)

Student:

I commit to conduct this activity as proposed and agree to submit required paperwork no later than noon December 11, 2009.

Number of units requested _________ Number of hours committed ____________

Student’s Signature ___________________________ Date ____________________

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) ____________________________

University Instructor:

I approve the proposed Cooperative Education activity.

Number of units ____________ Hours required __________________

Instructor’s Signature ___________________________ Date approved ____________