

# CHAFFEY COLLEGE COOPERATIVE EDUCATION PROGRAM

## LEARNING AGREEMENT GUIDELINES

**PART I – EMPLOYMENT INFORMATION:** to be filled out by student.

**PART II – LEARNING OBJECTIVES:** Numbers 1 and 2 to be filled out by student and job supervisor. The instructor and student will complete number 3.

**PART III – END OF TERM PROJECT:** Completed by instructor and student.

**PART IV – SEMINARS:** Completed by instructor and student.

**PART V –** Completed by instructor and appointments set by office staff.

**SIGNATURES REQUIRED PRIOR TO LEARNING AGREEMENT DUE DATE**

### EXAMPLE 1

**Part II – LEARNING OBJECTIVES:** Please identify your learning objective below:

#### NEW SKILLS/KNOWLEDGE

1. What will be learned?

Broad overview and understanding of the operations of Community Services.

How will it be learned?

On the job experience, assisting with the following: brochures, preparation, flyers, news releases, staffing, scheduling, budgeting, mailing, and marketing.

How will it be measured?

Oral evaluation, examples of work, and student reporting.

#### COMMUNICATION/INTERPERSONAL

2. What will be learned?

Student will be able to describe the marketing plan for Community Services and will assist in developing flyers, releases of news, brochures, etc.

How will it be learned?

On the job experience under the supervisor.

How will it be measured?

Examples of work, description of activities of instructor and supervisor. Portfolio preparation of skills acquired and work completed.

**CAREER/PERSONAL**

3. What will be learned?  
Student will identify skills needed to operate as a professional in the field of Community Services.

How will it be learned?  
On the job experience, attendance at professional meetings, review of services offered by recreation, adult schools, use of newspaper for ideas. etc

How will it be measured?  
Oral evaluation to instructor regarding skills identified and analysis of the skills the student has and needs to develop.

**EXAMPLE 2**

**NEW SKILLS/KNOWLEDGE**

1. What will be learned?  
How to use 10 new approval codes on the computer.

How will it be learned?  
Direct interaction with supervisor and on-the-job experience.

How will it be measured?  
Demonstrate to supervisor and written evaluation.

**COMMUNICATION/INTERPERSONAL**

2. What will be learned?  
Student will be able to efficiently operate the converter and cashier areas.

How will it be learned?  
On the job experience with supervisor.

How will it be measured?  
Demonstrate to supervisor.

**CAREER/PERSONAL**

3. What will be learned?  
Explore career of a Physical Education teacher.

How will it be learned?  
Two informational interviews.

How will it be measured?  
Oral evaluation with instructor.