

UNIVERSITY OF PUERTO RICO
COLLEGE OF BUSINESS ADMINISTRATION
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INCO 4998 - Co-operative education program experience (COOP)¹

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I. Title

Cooperative Education I Experience

II. Description

Advanced experience in the application of the theoretical knowledge and skills of the processes of commercial communication in English in a job where the first language is English, preferably full-time, can be paid and will be under academic supervision.

III. Objectives

The COOP student has the opportunity to develop the ability to work in a dynamic environment of interdisciplinary and interpersonal relations. Work full or part time with a COOP employer. The experience will contribute to help them mature, both academically and emotionally. Supervision by the professors will guide students in the interaction between classroom theory and its practical dimension and to re-evaluate their academic and professional goals.

IV. Objectives

At the end of the experience, the student will have developed the following skills and abilities:

1. Oral communication skills.
2. Written communication skills
3. Interpersonal communication skill.
4. Intercultural communication skills.
5. Ability to work in teams.
6. Skill in integrating classroom theory to business environment.
7. Skill in decision-making.
8. Logical and critical thinking.
10. Responsibility
11. Leadership.

¹ Revised 2015 by Aida Andino Pratts

The method will be holistic and will integrate 45 hrs. or more as agreed with the COOP institution.

V. Evaluation of the student

COOP student send a monthly work report keep their professor Coordinator informed of their experience (email message by internet). Both the professor Coordinator and the employer, surrender two evaluations of the student during his COOP. Given the individual nature of the COOP program, each experience will have specific objectives that will determine the points to be evaluated: therefore the teacher Coordinator along with the employer will decide measures of evaluation to be used. However, we suggest a series of skills and abilities that are common to all work and which should be evaluated. The first progress report will be halfway through the period and the second will be at the end. Professor Coordinator will communicate (by internet and/or telephone) with the Disney representative Irshaun Pinckney, Recruiter, Disney Campus Recruitment, to discuss any situation that may arise during the experience in the institution. At the end of the COOP experience the student will prepare a written report of his/her experience.

VI. The approximate value of evaluation components will be:

Corporate Communication grade	100%
Elective Course grade	100%
Monthly reports	100%
Final written report	100%
TOTAL	400%

VII. Grading system

Approved or not approved

VIII. Text book

Does not apply a text book in this course.

IX. Bibliography

Able, Richard, "Cooperative Education – A Study of Employment Cost Effectiveness", CO-OP Experience, Spring 2000.

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Campbell, Alan K., An Investment in Tomorrow: Federal Employment of Cooperative Education Students (folleto), National Commission for Cooperative Education, Boston, Massachusetts, 2004.

Cooperative Education: Experience the Advantage, National Commission for Cooperative Education, Boston, Massachusetts, 2001.

Cooperative Education Handbook, Northeastern University, Boston, Massachusetts, 2009.

Davis, Howard; Gouzardi, Judith and Herlong, Barbara, The Use of Cooperative Education to Recruit Students to your Corporation, Institution or Agency, ASES Engineering Bulletin, March 2012.

Guskin, Alan E., On Changing Fundamental Conceptions of the Undergraduate Experience: Experimental Learning and Theories of Intelligence (folleto), National Commission for Cooperative Education, Boston, Massachusetts, June 1, 2011.

McBride, Lloyd, Preparing for the Workplace: Labor looks at Cooperative Education (folleto) National Commission for Cooperative Education, Boston, Massachusetts, 2001.