

Ferris State University
College of Education & Human Services
School of Education

EDUC 391 Cooperative Work Experience
(Variable credit, 4-8 semester hours)
Information Sheet

The cooperative work experience is a paid, supervised work experience in business or industry in the student's career/technical teaching specialty. The student will be required to create a portfolio containing work-related documents. During the semester you are enrolled for EDU 391, the FSU Faculty Student Supervisor will visit your work experience site and discuss your progress.

Work Experience Guidelines:

The work experience should allow the student to:

1. Acquire and/or update skills/competencies
2. Apply and critique (analyze) theoretical concepts/ideas

Cooperative Work Experience Approval Process:

1. Complete the Cooperative Work Experience Application. Meet with the Vocational Authorization Officer to turn in application and discuss and insure proposed work experience is in line with state requirements.
2. Return completed and signed Employer/Student Agreement to the Vocational Authorization Officer for approval of experience goals.
3. Upon approval of the Employer/Student Agreement by the Vocational Authorization Officer, the student will contact the FSU Faculty Student Supervisor, register for EDUC 391 and begin work.

Work Experience Evaluation:

The final grade for EDUC 391 will be based on the following:

- a. achievement of learning objectives
- b. quality of work logs and journal
- c. evaluations by employer supervisor, or designee.
- d. evaluation by FSU Faculty Student Supervisor
- e. over-all quality of portfolio materials.

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EDUC 391
Cooperative Work Experience Application

Date: _____

Name: _____ Social Security #: _____

Address: _____
Street City State Zip

Phone Number: (_____) _____ E-Mail Address: _____

Major: _____ Minor: _____

Semester Requesting internship: Fall _____ Winter _____ Summer _____
Year Year Year

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Present Employer: \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
If Any Company/Agency Name

Employer Address: \_\_\_\_\_  
Street City State Zip

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

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List potential Work Experience site(s), including business addresses, phone numbers and e-mail:


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# **EDUC 391**

## **Cooperative Work Experience Packet**

**This packet contains the forms you  
will need for your internship:**

- 1. Cooperative Work Experience Information Sheet**
- 2. Cooperative Work Experience Application**
- 3. Employer/Student Agreement**
- 4. Sample Work Log**
- 5. Work Experience Evaluation**

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