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**Co-op Work Experience**  
**MGMT 310, 410, 590, 591, 592**  
**Fall 2024**

### Course Overview

Students gain major-related work experience and reinforcement of their academic program. Work assignments facilitated and approved by the co-op office. Mandatory participation in seminars and completion of a report.

### Learning Outcomes

Upon successful completion of this course, the student will be able to discuss the application of the knowledge learned in their classes to assignments and issues in a business setting. Emphasis will be on the understanding, integration and analysis of the experience with the outcomes of the core and concentration courses in the Martin Tuchman School of Management.

### Course Methodology

The objectives will be achieved through the development and monitoring of objectives for the student's learning in the assignment.

### EVALUATION

Student progress will be measured using a variety of methods: journals, portfolio, evaluation of co-op, employer assessment and dialog with the faculty member overseeing the placement. Deliverables and due dates below:

DELIVERABLE	WEIGHT	TARGET DUE
Job description and objectives	5%	9-Sep (or due 1 week after start date)
Organization analysis paper	9%	16-Sep (or due 2 weeks after start date)
Meeting with Faculty Advisor	12%	7-Oct (sched mtg 9/17 – 10/7)
Meeting with employer (supervisor)	12%	1-Nov (sched mtg 10/8 - 11/01)
Work Report	30%	9-Dec
Final Presentation	12%	11-Dec
Employer assessment	20%	per CDS
	100%	

### Job description and objectives

Submit a copy of your job description and the objectives you plan on achieving during the co-op work experience. You should also include the company name, contact information for your supervisor (name, phone number and email address).

### Organization analysis paper

You will develop a paper that provides an analysis of the organization as it relates to key business concepts. The grading rubric is included at the end of the syllabus. The paper should at a minimum include the following include sub-headings in your report for readability and to ensure completion):

Introduction  
Mission statement  
Goals and objectives  
Business philosophy  
Type of marketing orientation  
Target market

## SWOT

Market structure  
Type of business  
Style of leadership of manager  
Accounting structure

### Meeting with CO-OP Faculty Advisor

The objectives of the co-op will be established by the student, faculty, and employer. The student will keep a journal of their co-op work experience. This can be a daily or weekly journal. The student should keep a portfolio of work to show evidence of completing the objectives. The student will meet with the faculty member at least once during the semester. This meeting can be face to face, by phone, or webex.

During this meeting:

- Review objectives, commitment to co-op and discuss the first month of the co-op, discuss what you like and dislike so far, assess your progress, share journal/portfolio
- Discuss at least three key things you have learned in the co-op, discuss what you like and dislike so far, assess your progress, share journal/portfolio

The grades for these meetings will be based on meeting the assigned dates, active participation in the meetings, bringing the required materials, evidence of preparation for the meeting, positive attitude, and professional etiquette.

### Meeting with Employer

A virtual meeting will take by webex, phone, or other means. It is the student's responsibility to ensure that contact between the supervisor and faculty co-op advisor takes place.

### Work Report

Submission of one copy of the work report to the faculty co-op advisor and one copy to Career Development Services no later than the due date specified above. Please see the detail description, outline, and rubric below.

### Final Presentation

Using power-point and audio/video, the student will develop and record a professional grade 10 to 12-minute presentation on your co-op experience. This presentation should summarize what you included in your work report including Project Overview as well as Description and Evaluation of the Work Experience. This video will be evaluated by your faculty advisor and could also be viewed by Career Development Services et al.

### Employer Assessment

Toward the end of the co-op, MTSM sends a formal evaluation questionnaire to the employer. The grade for the employer assessment is based on the supervisor's evaluation of the student during the co-op.

## Requirements for the Degree Credit Co-op Work Report

### OVERVIEW

One copy of the co-op work report must be submitted to the departmental faculty co-op advisor and one copy must be submitted to Career Development Services through Handshake to receive full degree credit for a co-op experience. Reports are due no later than the due date specified above.

The report helps the faculty co-op advisors and career counselors follow and evaluate the experience of the student, and is graded by the faculty co-op advisor from the student's major department. The report may also be circulated to the Dean, Department Chair, and appropriate faculty for general information. A copy of Section II of the report may then be placed in the co-op library to provide job information for other students.

The co-op work report contains the sections described in this document. All sections of the report must be completed regardless of the student's major. It is designed to give the student experience in writing both professional and general reports and to encourage the student to reflect on his or her experience, thereby gaining additional educational benefits. The

faculty co-op advisor will evaluate the report to determine relevance to the major, level of responsibility, effectiveness of learning opportunities, organization, content, the ability to express facts and concepts, and communication skills (including grammar, etc.). These skills contribute significantly to a student's progress at the university and to an employee's progress in any organization.

### GENERAL GUIDELINES

- A. **WORD doc, Double-space** (except where otherwise noted). **12-font; normal margins**. Pages should be numbered consecutively, and each section should have a title (further instructions below). All illustrations should be captioned.

Your professional report should be a minimum of 12 pages, excluding appendices, illustrations, charts, or computer printouts. The report is expected to be the student's own work with references to sources used to prepare the report, if appropriate.

- B. Each work report should contain the following items in the same order as listed on the following page.

1. **TITLE PAGE** (one page)

An unnumbered title page including the following information:

- a. CO-OP WORK REPORT
- b. Report Title
- c. Author's Name
- d. Major
- e. Employer (name of company)
- f. Supervisor's Name
- g. Supervisor's Phone Number
- h. Faculty Co-op Advisor Name
- i. Date Submitted
- j. In partial fulfillment of requirements for:  
Co-op Course Number (i.e., MGMT 310-873)

2. **Table of Contents** (with page numbers)

3. **ABSTRACT** (one page)

The abstract should be **single-spaced** and provide a concise summary of the main points of the report so that the reader will know what is of major importance. The abstract should be 250 words or less. Include the following information: title of report; author's name and major; employer's name and city and state location; text of abstract. The text should include a one-sentence statement of the project's specific objectives, unless given in the title; brief statement of methods, if pertinent; summary of results obtained; statement of the conclusions; acknowledgement of any financial support; and dates of co-op assignment.

#### Sample Abstract

THE EFFECT OF SULFUR DIOXIDE ON PROTEIN CONCENTRATION IN HUMAN EYES. John Jones, ENV ENG; Environmental Protection Agency, Trenton, NJ.

A major portion of the author's cooperative education assignment at EPA was utilized researching the harmful effects of air pollutants on human health, repeatedly seen during air pollution episodes. The physiological effects on the eyes are commonly experienced as excessive tearing, dry eye, and eye irritation.

Because tears are secretory discharge, it is likely that a change in the composition of the tears may be the result of the changes in the condition of eye tissues. Sulfur dioxide, one of the primary pollutants and a constituent of smog, has been chosen for this study. Tear samples from female New Zealand white rabbits were collected from the inner medial puncta of the eye with the use of ten microliter capillary pipettes. Tear protein concentration was determined

using fluorescence spectrophotometry. We have found that a period of adaptation for the test animals to the environmental chamber is essential. Certain environmental factors allow a steady range of protein concentration to be established so that any significant deviations can be observed from the exposure to sulfur dioxide. The rabbits were exposed to high levels of sulfur dioxide (18-24) with essentially no change noted at low concentrations (3-6 ppm). Research supported in part by NIH Grant 5-S06-R08101-09. Dates of Co-op Assignment: January - July 2010

4. BRIEF DESCRIPTION OF ORGANIZATION

- a. Provide a brief description of the organization, kind of business or service, products, history, functions and responsibilities of various departments, how the author's department fits into the organization, physical facilities, and facts about the employer (affiliates, locations, number of employees, etc.).

5. PROJECT OVERVIEW (8 to 10 page minimum)

a. TASK ANALYSIS

Give your job title, brief intro, and outline the tasks in which you were involved for the co-op work period. The following is a sample listing of tasks:

Title: Assistant Account Analyst

- Prepared corporate, partnership, and individual income tax returns.
- Conducted individual income tax interviews.
- Prepared payroll tax and sales tax reports.
- Math-checked income tax returns.
- Used the in-house computer for various accounting functions.
- Researched and developed a system for evaluating the needs of a small business to determine the feasibility of acquiring an automated accounting system.
- Performed month-end and quarter-end write-ups for clients.
- Performed year-end account analyses for financial and tax clients.
- Tested and implemented an accounting software package for a personal computer.
- Researched various income tax problems.

b. PROFESSIONAL PROJECT DESCRIPTION AND ANALYSIS

1. General Guidelines

Provide a detailed description of the projects in which you participated. A wide range of subject matter is permissible, provided there is a connection with the work experience. Research and reading are encouraged.

Sample topic concepts are:

- The design, development, manufacture, or testing of equipment or products with which the student was associated while on the job.
- A detailed history of the development of a professional process or design with which the student was associated.
- The effect on the environment of government policies, logging techniques, soil conservation methods, or animal populations.
- An in-depth analysis and evaluation of management strategies, accounting practices, or buying procedures in a firm.
- A comparison/contrast of several writing styles, art styles, drafting techniques, recreational activities, teaching styles and techniques.

2. The project(s) section should include, as applicable:

a. Introduction

- Purpose of project and the nature of the problem being investigated.
- Scope of the project and limitations.

- Historical background regarding: (a) the investigation, and (b) the subject matter.
  - Technical background regarding: (a) theory, and (b) explanation of unusual concepts, apparatus, procedures, etc.
  - Acknowledgements of assistance of persons or organizations not cited elsewhere.
- b. Results
- c. Description of Project  
Complete description of the project (s). Include an essay section, logically organized:
- Use headings and subheadings, where appropriate.
  - Develop ideas logically.
  - Use a paragraph for each new idea.
  - Use a new section for each new major idea.
  - Make clear transitions from one idea to the next.
  - Show clear relationships between each section and the overall subject.
  - Arrange illustrative data for maximum clarity, when included
- d. Conclusions
- e. Recommendations

## 6. DESCRIPTION AND EVALUATION OF THE WORK EXPERIENCE (2 to 4 page minimum)

The purpose of this section is to put the co-op experience into perspective and provide other NJIT students with an in-depth picture of co-op employment opportunities. The items below are general guidelines and may be used as an outline for this section of your report. Not all are necessarily applicable in each case. This section is intended to be open-ended to provide maximum freedom of expression.

- a. Job satisfaction. Was the work satisfying? Did it meet your expectations? How did it change as the work progressed? Explain.
- b. Relevance of work experience. Were your work assignments related to your field of study? How? Did the work experience help you find a special area of interest within your academic field? Did it eliminate an area of interest? How did it impact your educational goals?
- c. Which concepts and skills learned in the classroom at NJIT did you find useful in your co-op experience?
- d. Responsibility. What kind of responsibility did you have while on your assignment? Did you work as a of a team? Did you feel part of the total team effort? What was our contribution to solving the problem given to the team? Give examples.
- e. Describe any reference material you had to read, learn, and interpret in your work assignment.
- f. Briefly describe the use of technology in a project in which you were involved. Did you acquire any new computer tools/software during your assignment? If so, what were they?
- g. Give an example of an oral or written presentation you made on the job and what communication tools you used.
- h. Living arrangements. If you lived away from home, where did you live (apartment, residence hall, etc.)? Was it satisfactory? What was the approximate total of monthly living expenses? Did your employer provide help in finding housing and/or defraying expenses?
- i. Social and cultural opportunities. How did you spend your free time? What opportunities did you have to meet others in your age group?
- j. Co-op contrast/comparison. How was this co-op experience similar to or different from your first co-op experience? Include similarities/differences in type of employer, kind of work, level of responsibility, employer's expectations, work environment, and any other relevant factors.

## 5. APPENDIX

Include visual materials, such as photographs, drawings, graphs, charts, computer printouts, or brochures that further enhance an understanding of the job or project (s). Sequence the items in the Appendix in the order they are referred to in the text.

## 6. BIBLIOGRAPHY

The bibliography identifies all reference material that contributed to the report.

## REPORT EVALUATION

The department faculty co-op advisor will evaluate the report for quality of content, format, organization, the ability to express facts and concepts, communication skills (including grammar, spelling, etc.).

**Final course grades will be based on the following scale (there will be NO curve):**

### **Undergraduate Grading Scale**

<b>A</b>	<b>B+</b>	<b>B</b>	<b>C+</b>	<b>C</b>	<b>D</b>	<b>F</b>
90%	87%	80%	77%	70%	60%	<60%

**Graduate grading is S/U**

### **Expected Learning Outcomes**

For undergraduate students:

Learning Goal 1 – Develop an Understanding of Business Concepts and Problem Solving	Learning Outcome 1.1. You will demonstrate knowledge of business. Learning Outcome 1.2. You will demonstrate an ability to analyze concepts, to apply these concepts to solve business problems and use quantitative methodologies as tools to solve business problems.
Learning Goal 2 - Develop Effective Communication and Information Literacy Skills	Learning Outcome 2.1. Oral communication - You will demonstrate the ability to deliver effective presentations enhanced by technology. Learning Outcome 2.2. Written Communication- You will demonstrate the ability to write clear and concise reports.

For graduate students:

Learning Goal 1 – Develop Effective Communication	Learning Outcome 1.1. Oral Communication - Our students will demonstrate the ability to deliver effective presentations enhanced by technology.  Learning Outcome 1.2. Written Communication- Our students will demonstrate the ability to write clear and concise reports.
Learning Goal 4 – Develop an Area of Specialization	Learning Outcome 4.1 .Our students will demonstrate the ability to integrate specialized knowledge with business principles

### **Email Etiquette**

This is a business course and the expectation is that you will conform to appropriate business letter writing practice in all of your email to me. The following are the basics.

- Put the course name (e.g. MGMT310, 410, etc.) in the subject line
- Identify the subject of the e-mail with a brief but descriptive summary of the topic: include a proper salutation (e.g. Dr. Guilbault), and then provide clear details.

- Proofread your e-mail for proper sentence structure, capitalization, spelling and punctuation.
- Conclude the e-mail message with a proper closing (e.g. Regards, Sincerely) and your full name.

(Note: Do not e-mail requests for additional grade points unless there is an error in the grading. Please note that any grade discrepancies must be addressed within 2 weeks of the assignment due date. Grades are not ‘given out’ by the professor; they are ‘earned’ by the student. So, make sure that you ‘earn’ a grade that you can live with.)

### **Late Assignments**

Late assignments will not be accepted for grading.

### **Academic Integrity**

Learning is both an individual and a cooperative experience. Asking for and giving help freely in appropriate settings helps you learn. However, you should present only YOUR work as your own. University rules and standards define and prohibit “academic misconduct” by all members of the academic community including students. You are asked and expected to be familiar with these standards and abide by them. A link to the NJIT academic integrity policy can be found at:

<http://www.njit.edu/academics/integrity.php>

### **Final Comments**

**I reserve the right to change any aspect of this syllabus or the course schedule at any time**, as the need arises. Students registered for this course assume full responsibility for reading and understanding the course policies as stated above.

### **Rubrics**

General guideline rubrics for:

- Co-op Work Experience Organization Analysis Assignment Grading Rubric
- Co-op Work Experience Work Report Assignment Grading Rubric

follow below.

Co-op Work Experience Organization Analysis Assignment Grading Rubric

	Unsatisfactory	Satisfactory	Good	Excellent
<b>Length of Assignment (.25 point)</b>	Paper is less than 300 words	Paper is between 300-399 words	Paper is between 400-499 words	Paper is at least 500 words
	0	.05	.15	.25
<b>Spelling and Grammar (1 point)</b>	Paper has more than 15 spelling and grammar errors	Paper has between 10 and 15 spelling and grammar errors	Paper has between five and 10 spelling and grammar errors	Paper has less than five spelling or grammar errors
	0	.5	.75	1
<b>APA Format (.25 point)</b>	Paper follows no APA guidelines	Paper follows few APA formatting guidelines (i.e. has a title page but no citations, not double-spaced, incorrect font, and/or no page numbers)	Paper follows most APA guidelines (i.e. has a title page but no header or citations. The reference page is there but not in APA format)	Paper follows APA guidelines with title page, headers, reference page, and proper citations
	0	.05	.15	.25
<b>Sentence Mechanics, Readability Style and Organization (.5 points)</b>	Sentences are not well constructed and have little variation. Sentences are often incomplete, unclear, or vague. Transitions are not used. Ideas are introduced without introduction and do not maintain the flow of the paper or support the thesis of the paper. Paper has no introduction, thesis statement, or conclusion. Supporting details are not easily identifiable.	Sentences are inconsistently strong with little variation. Sentences are also sometimes incomplete, unclear, or vague. Paragraph transitions are used sporadically and do not necessarily maintain the flow of the paper or support the thesis of the paper. Paper is missing three of the following components: introduction, thesis statement, supporting details, conclusion	Sentences are well constructed but inconsistently strong with little variation. Sentences for the most part are complete, clear, and concise. Paragraph transitions are present, but do not necessarily maintain the flow of the paper. Transitions support the thesis of the paper. Paper is missing one or two of the following components: introduction, thesis statement, supporting details, conclusion.	Sentences are well constructed with consistently strong, varied sentences. Sentences are also complete, clear, and concise. Paragraph transitions are present and logical and maintain the flow throughout the paper. Transitions support the thesis of the paper and build from ideas. Paper includes an introduction, thesis statement, supporting details, and a conclusion.
	0	.2	.35	.5
<b>Content (8 points)</b>	Paper does not describe the organization's mission statement, goals and objectives, business philosophy, type of marketing orientation, target market, SWOT, market structure, type of business, style of leadership of manager, and accounting structure	Paper superficially describes the organization's mission statement, goals and objectives, business philosophy, type of marketing orientation, target market, SWOT, market structure, type of business, style of leadership of manager, and accounting structure	Paper satisfactorily describes the organization's mission statement, goals and objectives, business philosophy, type of marketing orientation, target market, SWOT, market structure, type of business, style of leadership of manager, and accounting structure	Paper effectively and comprehensively describes the organization's mission statement, goals and objectives, business philosophy, type of marketing orientation, target market, SWOT, market structure, type of business, style of leadership of manager, and accounting structure  The response is thorough, insightful, clear and well developed
	0-6.2	5.6 – 6.3	6.4 – 7.1	7.2-8



### Co-op Work Experience Work Report Assignment Grading Rubric

	Unsatisfactory	Satisfactory	Good	Excellent
<b>Length of Assignment (.25 points)</b>	Paper is less than 6 words	Paper is between 6-8 pages	Paper is between 9 – 11 pages	Paper is at least 12 pages
	0	.05	.15	.25
<b>Spelling and Grammar (2 points)</b>	Paper has more than 15 spelling and grammar errors	Paper has between 10 and 15 spelling and grammar errors	Paper has between five and 10 spelling and grammar errors	Paper has less than five spelling or grammar errors
	0	.5	1	2
<b>APA Format (.75 points)</b>	Paper follows no APA guidelines	Paper follows few APA formatting guidelines (i.e. has a title page but no citations, not double-spaced, incorrect font, and/or no page numbers)	Paper follows most APA guidelines (i.e. has a title page but no header or citations. The reference page is there but not in APA format)	Paper follows APA guidelines with title page, headers, reference page, and proper citations
	0	.25	.5	.75
<b>Content (27 points)</b>	Paper does not adequately cover the requirements included in the assignment description.	Paper superficially covers the requirements included in the assignment description.	Paper satisfactorily covers the requirements included in the assignment description.	Paper effectively and comprehensively covers the requirements included in the assignment description.
	0-8	9-14	15- 20	21-26