



# Maui Community College

University of Hawai'i System



## JOB DESCRIPTION AND LEARNING / PERFORMANCE OBJECTIVES FORM 3

2007 – 2008 \_\_\_\_\_ (semester)

Student \_\_\_\_\_ Major \_\_\_\_\_ # of Co-op Credits \_\_\_\_\_  
 Position \_\_\_\_\_ Total Hours Per Week \_\_\_\_\_ Rate of Pay \_\_\_\_\_  
 Employer / Field Site \_\_\_\_\_ Phone \_\_\_\_\_  
 Name of Supervisor \_\_\_\_\_ Phone (if different) \_\_\_\_\_  
 Address \_\_\_\_\_

### PART I: DESCRIPTION OF POSITION – DUTIES & RESPONSIBILITIES

Primary Duties:

Additional Duties:

Minimum Qualifications for Position:

- a. Education / Training:
- b. Work Experience:
- c. Special Skills:
- d. Other (e.g., licenses, etc.)

Desirable Qualifications for Position:

### PART II: LEARNING / PERFORMANCE OBJECTIVES

Learning / performance objectives are intended to assist the student to be successful and to maximize learning through the field experience. Objectives developed collaboratively with the field supervisor and Co-op instructor generally are most effective. Completion of the objectives and the employer's / field supervisor's evaluation of the student's work performance are major components of the Co-op grading criteria. All students will complete standard learning objectives 1 and 2. Students will establish and complete an additional learning objective depending on the credits registered for as well as the level of competence and skills required to complete them. Each objective must be measurable or demonstrable, including specific details about how each will be attained and the timeframe in which each will be completed.

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Maui Community College does not discriminate on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court records, sexual orientation, or status as a covered veteran.

**STANDARD LEARNING OBJECTIVE 1: (for all Level I and Level II/III students)**

By the end of the field experience, I will perform assigned duties and will fulfill expectations at the standard designated by my employer / field supervisor. Appropriate and necessary training will be provided.

The employer / field supervisor will evaluate the level of my completion and performance (based on established criteria) twice during the field experience: mid-term and final (Form 5). I will complete the student self-evaluation twice during the field experience: mid-term and final (Form 6).

**STANDARD LEARNING OBJECTIVE 2: (for all Level I students)**

By the end of the field experience, I will be able to explain the following: the principal business my field site is engaged in; the legal status of the business; who the owner(s) is / are; and the organizational structure of the company and the department I work in. This explanation will be included in my Career Portfolio Commentary and Analysis section. Supporting documentation will be required.

Satisfactory completion of this objective will be evaluated by the employer / field site supervisor and Cooperative Education instructor.

**LEARNING OBJECTIVE 3: (for Level I students if applicable). Include a targeted completion date and the name of person evaluating the completion of the Learning Objective.**

**For Level II or III Co-op Students: Please check with your primary instructor to design Learning Objectives #2 and #3, if applicable.**

**Certification:** We agree that this is an accurate representation of the student's job description and learning / performance objectives as verified by the signatures below:

Student \_\_\_\_\_ Date \_\_\_\_\_

Employer / Field Supervisor \_\_\_\_\_ Date \_\_\_\_\_

MCC Cooperative Education Instructor \_\_\_\_\_ Date \_\_\_\_\_

**Due 10 working days after commencing the field experience.**