

# Demonstrating Student Learning

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SOUTHWEST TEXAS JUNIOR COLLEGE (SWTJC)

COOPERATIVE EDUCATION

DOCUMENTS & OUTCOME ARTIFACTS



# Agreements Between SWTJC and Sponsor

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## CHILD DEVELOPMENT TRAINING STATION CONTRACT

*Southwest Texas Junior College*

*Child Development Experience*

The Southwest Texas Junior College Child Development program is composed of two basic components: (1) classroom instruction and (2) laboratory experiences. **Classroom Instruction** refers to time spent each week in a classroom setting with a course instructor. **Laboratory Experiences** refers to the hours spend each week observing and working directly with young children in appropriate field-sites. A **field-site** is an approved licensed early childhood program which meets certain guidelines and is willing to accept Southwest Texas Junior College Child Development students.

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When a public child care/educational facility is to be used, the following are required standards related to student participation in the center:

- The course instructor will cooperate with the center staff to insure program standards and competencies of the course are met.
  - Conference times will be arranged to allow the center director and the instructor to coordinate classroom and laboratory experiences and to evaluate student performance.
  - The students will be allowed to progress at their own rate of development, understanding, and skill.
  - The student may not substitute for center staff.
  - The center staff will schedule the SWTJC students for the laboratory.
  - The number of student trainees will be determined by the enrollment and the program requirements as well as the center needs.
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# Auto Tech Co-op Agreement

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## **ARTICLE II RESPONSIBILITIES OF THE PARTIES**

Automotive Technology Sponsor will:

1. Provide adequate facilities, equipment, and resources for appropriate learning experiences.
2. Provide learning experience and instruction in the following aspects of services when applicable:
  - a) Understanding the job in order to be productive
  - b) Organizing, planning, and maintaining workplace neatness
  - c) Understanding the value of attendance and punctuality
  - d) Safety

- e) Using of Meters and tools of the trade
- f) Engine Performance
- g) Electrical troubleshooting
- h) Diagnostic procedures
- i) Making sound decisions
- j) Accepting criticism
- k) Working well with others
- l) Promoting ambition to process and succeed

SWTJC-Auto Technology will:

- 1.) Maintain the authority and responsibility for educational purposes pertaining to the automotive technology programs for its students.
- 2.) Provide a well prepared entry level auto technology student who has been exposed to classroom and hands-on settings.
- 3.) Provide sponsor with student evaluation forms, maintain files and all other paperwork necessary for each student.
- 4.) Provide Workman's Compensation Insurance for students during the term of this agreement and any extensions thereof.

# Capstone Course Requirements

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## Portfolios

- Resume
- Letter of Interest/Application for Employment
- Recommendation Letters
- Education
- Work Experience
- Industry Certifications
- Awards and Recognitions

# Child Development Portfolio Assignment

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## **CDEC 2281-Co-op Course**

**Create a portfolio to highlight your strengths as a potential employee in a child care setting. This will be a 3-ring binder (2 inch, any color) with 6 tabbed dividers. E-portfolios are also allowed.**

### **Tab 1: Table of Contents**

### **Tab 2: Introduction**

- **Within this section, include a biographical sketch of yourself. This will be one to two paragraphs describing who you are and what you can bring to the field of Child Development.**
- **Include your personal Statement of Philosophy of Child Development.**

### **Tab 3: Resume/References**

- a. Professional Resume**
- b. Three Letters of Recommendation**

### **Tab 4: Educational Experience**

- a. Samples of learning experiences in education in the field of Child Development. Examples are as follows:**
  - 1. College transcripts**
  - 2. Certificates of completion for workshops/conferences**
  - 3. Photos of graduation/trainings/etc.**

### **Tab 5: Work Experience**

- a. Samples of work experience in the field of Child Development. Examples are as follows:**
  - 1. Lesson plans you have created and used**
  - 2. Photos of you working with children (with parental permission to take their photos)**
  - 3. Photos of bulletin boards you designed**
  - 4. Copies of memos, letters to parents, etc. that you have written**
  - 5. Schedules of field trips you planned**



## **Tab 6: Awards and Recognition**

**a. Include all awards and recognition you have received in the field of Child Development. Examples are as follows:**

- 1. Dean's or President's List letter/certificate**
- 2. Outstanding Teacher Award, Perfect Attendance, etc.**
- 3. Positive letters/notes from students/parents**

**\*\*\*Be sure to only include copies of documents. Do NOT include original documents for this assignment.**

**Automotive Technology  
Trainee Evaluation**

**NAME OF TRAINEE:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**SEMESTER:** \_\_\_\_\_

Note: Evaluate the automotive student/trainee by marking the factors listed below. If a factor does not apply, mark "N/A".

1.

| <b>JOB PERFORMANCE</b>    | <b>Marginal</b> | <b>Fair</b> | <b>Good</b> | <b>Excellent</b> | <b>Superior</b> |
|---------------------------|-----------------|-------------|-------------|------------------|-----------------|
| <b>A. Productive</b>      |                 |             |             |                  |                 |
| <b>B. Ability to Plan</b> |                 |             |             |                  |                 |
| <b>C. Neatness</b>        |                 |             |             |                  |                 |
| <b>D. Organized</b>       |                 |             |             |                  |                 |

2.

| <b>DEPENDABILITY</b>           | <b>Marginal</b> | <b>Fair</b> | <b>Good</b> | <b>Excellent</b> | <b>Superior</b> |
|--------------------------------|-----------------|-------------|-------------|------------------|-----------------|
| <b>A. Attendance</b>           |                 |             |             |                  |                 |
| <b>B. Punctuality</b>          |                 |             |             |                  |                 |
| <b>C. Follows instructions</b> |                 |             |             |                  |                 |

3.

| <b>SKILLS KNOWLEDGE</b>            | <b>Marginal</b> | <b>Fair</b> | <b>Good</b> | <b>Excellent</b> | <b>Superior</b> |
|------------------------------------|-----------------|-------------|-------------|------------------|-----------------|
| <b>A. Safety</b>                   |                 |             |             |                  |                 |
| <b>B. Brake System</b>             |                 |             |             |                  |                 |
| <b>C. Electrical</b>               |                 |             |             |                  |                 |
| <b>D. Engine Repair</b>            |                 |             |             |                  |                 |
| <b>E. Engine Performance</b>       |                 |             |             |                  |                 |
| <b>F. Heating/Air Conditioning</b> |                 |             |             |                  |                 |
| <b>G. Automatic Transmission</b>   |                 |             |             |                  |                 |
| <b>H. Manual Drive Training</b>    |                 |             |             |                  |                 |
| <b>I. Suspension/Steering</b>      |                 |             |             |                  |                 |

4.

| <u>JUDGEMENT SKILLS</u>                 | Marginal | Fair | Good | Excellent | Superior |
|---|----------|------|------|-----------|----------|
| A. Make sound decisions/Problem Solving |          |      |      |           |          |

5.

| <u>INITIATIVE</u>         | Marginal | Fair | Good | Excellent | Superior |
|---------------------------|----------|------|------|-----------|----------|
| A. Assume Responsibility  |          |      |      |           |          |
| B. Ambition to Succeed    |          |      |      |           |          |
| C. Intellectual Curiosity |          |      |      |           |          |

6.

| <u>COOPERATION</u>                  | Marginal | Fair | Good | Excellent | Superior |
|-------------------------------------|----------|------|------|-----------|----------|
| A. Promote Harmony                  |          |      |      |           |          |
| B. Accept Criticism                 |          |      |      |           |          |
| C. Ability to work well with others |          |      |      |           |          |

7. OVERALL RATING: MARGINAL ( ) FAIR ( ) GOOD ( ) EXCELLENT ( ) SUPERIOR ( )

8. COMMENTS BY SUPERVISOR:

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**Signature of Evaluator**

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**Date**

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**Print Name of Evaluator**

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**Job Title of Evaluator**

Notice: This is a confidential document. When completed, please return this document in a stamped self-addressed envelope that is attached for your convenience. Please call if you need any further information.

Division Chair: Luis Fernandez (830) 591-7304

Automotive Instructor/Coordinator: Carlos Ramos (830) 591-7205

SOUTHWEST TEXAS JR. COLLEGE  
CHILD DEVELOPMENT WORK EXPERIENCE  
STUDENT PERFORMANCE EVALUATION  
EMPLOYER OBSERVATION FORM

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STUDENT

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TRAINING CENTER

**INSTRUCTIONS:** Place the appropriate number in the space to the right of each characteristic which expresses your judgment of the student. The observation is worth a total of 50 points.

**SCALE:**

|   |                            |
|---|----------------------------|
| 5 | clearly outstanding        |
| 4 | exceeds expectations       |
| 3 | meets expectations         |
| 2 | needs improvement          |
| 1 | unsatisfactory performance |

1. Is well groomed \_\_\_\_\_
2. Uses personal hygiene \_\_\_\_\_
3. Uses proper speech \_\_\_\_\_
4. Displays manners/tact \_\_\_\_\_
5. Displays positive interactions with the children \_\_\_\_\_
6. Shows resourcefulness \_\_\_\_\_
7. Keeps work area neat/clean \_\_\_\_\_
8. Refrains from “visiting” with other caregivers while supervising children \_\_\_\_\_
9. In compliance with dress code \_\_\_\_\_
10. Displays teamwork skills \_\_\_\_\_

COMMENTS:

\_\_\_\_\_  
EMPLOYER SIGNATURE/DATE



# Contact Information

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Mark Underwood – VP Academic Affairs – 830-591-7286 – [meunderwood@swtjc.edu](mailto:meunderwood@swtjc.edu)

Luis Fernandez – Division Chair of Business, Industrial, and Technical Studies (BITS) – 830-591-7304 – [lmfernandez@swtjc.edu](mailto:lmfernandez@swtjc.edu)