

University of Hawaii
HONOLULU COMMUNITY COLLEGE
 874 Dillingham Boulevard, Honolulu HI 96817
COOPERATIVE EDUCATION PROGRAM

AEC 139 FIELD SHADOW EXPERIENCE INFORMATIONAL SHEET

DESCRIPTION

Students individually shadow an architect, engineer, or other industry professional for two hours per week (7 times) at times arranged. Three group meetings with all instructors for orientation and to share experiences. Placement tailored to student needs and interests.

OVERALL OBJECTIVE

The overall objective of the course is for students to observe as many aspects of a firm or company as possible and to get a feel for a real-world working environment.

ELEMENTS OF THE PROGRAM

- All seven shadows must be completed for the student to receive credit in the course.
- Each shadow must be a full continuous two hours in length.
- One shadow per week is the usual maximum.
- Each student must prepare at least six slides for presentation at each group meeting (total 12 slides). One slide should be of the sponsor, another of the interior of the office production area, and others of such things as meetings, job site visits, etc.
- Companions are not permitted at shadows.
- Proper attire is required of the student (no tank top, message T-shirt, sandals, hat).
- Each shadow must be validated by the sponsor. Validation slips will be furnished. (The sponsor will be asked to complete a simple evaluation after the last shadow, but the evaluation will not involve rating or grading the student.)

THE STUDENT'S SCHEDULE			
Week	Dates	Shadow #	Orientation Meeting: contact sponsor, arrange shadow times
1	Oct 16-22	1	
2	Oct 23-29	2	
3	Oct 30-Nov 05	3	
4	Nov 06-12	4	Mid-term group meeting of students and instructors
5	Nov 13-19	5	
6	Nov 20-26	6	
7	Nov 27- Dec 03	7	
8	Dec 04-10	End of term group meeting of students and instructors; sponsor feedback	

PARTIAL LIST OF APPROPRIATE ACTIVITIES

- Observation of office staff supervision.
- Attendance at meetings with clients, consultants, contractors, etc.
- Attendance at job site inspections, photographing, measuring, etc.
- Observation of drawing/design work in progress.
- Attendance at personnel interviews.
- Observation of problem-solving activities.

HCC CONTACTS FOR QUESTIONS, MORE INFORMATION, ETC.		
Mike Jennings, AEC Instructor	845-9408	mike@hcc.hawaii.edu
Doug Madden, AEC Instructor	845-9409	doug@hcc.hawaii.edu
Diane Caulfield, Cooperative Education Coordinator	845-9413	dianecau@hcc.hawaii.edu
COURSE WEB PAGE:		http://honolulu.hawaii.edu/aec/aec-139.htm

GENERAL POLICIES

- Attendance at project development and presentation activities.
- Attendance at any training activities.
- Students are not permitted to solicit sponsors for employment.
- Students are expected to report to the job site on time and when scheduled, and to display good work habits: positive attitude, willingness to learn, respect for others at the job site, etc.
- Students are not to be primarily or mostly involved in production activities. The emphasis should be on a range of activities, and the focus should be on the activities of the sponsor. Drawing and other task-like activities should have more experiential value than simple production value.
- Honolulu Community College prohibits discrimination on the basis of race, sex, sexual orientation, age, religion, national origin, ancestry, physical or mental disability, and marital status. For more information, contact the Campus EEO/AA Coordinator at 847-9843.

AEC 139 STUDENT AGREEMENT

STUDENT NAME:	STUDENT TELEPHONE:	STUDENT EMAIL:
CO-OP COORDINATOR: Diane Caulfield	CO-OP COORDINATOR'S TELEPHONE: 845-9413	CO-OP COORDINATOR'S EMAIL: dianecau@hcc.hawaii.edu
COMPANY NAME:	ADDRESS/CITY/STATE/ZIP:	
SUPERVISOR NAME:	SUPERVISOR TELEPHONE:	SUPERVISOR'S E-MAIL:

THE STUDENT AGREES TO:

- Maintain regular attendance at school and work, and notify the school and employer prior to any absence;
- Complete assignments, show honesty, punctuality, a cooperative attitude, proper grooming/dress, and willingness to learn;
- Consult the Co-op coordinator and work supervisor about any problems; and,
- Conform to the rules and regulations of the worksite, and maintain confidentiality.
- Indemnify, defend and hold harmless the University of Hawaii and the State of Hawaii, and their officers, employees, agents, or any person acting on their behalf from and against any claim or demand for loss, liability or damage connected with the performance of this agreement, or made by reason of the non-performance of any of the terms, covenants and conditions herein, or any Federal, state municipal or county rules; and,
- Authorize the Co-op coordinator to release information about my academic records to the Co-op Employer for purposes of obtaining or maintaining employment. These records include grades, grade point average, courses attempted, courses completed, academic status (probation, suspension, Dean's list, honor's graduate) and any other information contained in my academic history. This authorization is valid for 5 years from the date signed.

STUDENT LEARNING OUTCOMES upon completion of this class the student will:

- Gain on-the-job experience by completing at least seven shadows. Each shadow must be a full continuous two hours in length and one shadow per week is the usual maximum.
- Share the experience with the class by preparing and presenting at least six slides at each group meeting (total 12 slides). One slide should be of the sponsor, another of the interior of the office production area, and others of such things as meetings, job site visits, etc.

BRIEF DESCRIPTION OF ACTIVITIES:

Please describe briefly the duties and performance objectives as assigned to this student during the co-op period.

Student's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Cooperative Education Coordinator's Signature: _____ Date: _____