



**LaGuardia Community College, City University of New York
Library Media Resource Center
Institutional Archives**

**Cooperative Education Collection
1971-2014**

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Summary

- Title:** Cooperative Education Collection
- Dates:** 1971-2014, bulk 1971-2003 and 2009-2014
- Extent:** 7 linear ft
- Creator:** LaGuardia Community College (New York, N.Y.)
- Language:** English
- Abstract:** This collection contains information about the development and implementation of Laguardia Community College’s Cooperative Education Program
- Source:** Various sources
- Access:** Collection is open for research. Staff may restrict access at its discretion on the basis of physical condition.
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- Preferred Citation:** Item, date (if known), box, folder, Cooperative Education Collection, Institutional Archives, LaGuardia Community College, City University of New York

Controlled Access Terms

Education, Cooperative – New York, N.Y.
School-to-work Transition—New York, N.Y.
College placement services

Historical Note

The Division of Cooperative Education is one of the oldest divisions within LaGuardia Community College. Established in 1971, its purpose is to provide students with the opportunity to gain valuable work experience, within their particular academic specialty. The overall mission of the cooperative education program is threefold. First, to allow students to explore different career opportunities. Second, to provide a forum where classroom learning can be applied directly to actual work situations. Third, to afford students the chance to strengthen their interpersonal and work-related technical skills.

LaGuardia's cooperative education program is one of the oldest in the United States, and the first of its kind in the New York City metropolitan area. As a result, LaGuardia Community College has become a recognized leader in the field of cooperative education. The program was created after many months of research by the staff of the Division, as well as faculty. The Division started with one overall strategy: to gain the cooperation of businesses throughout the New York City region, so that both students and sponsoring companies would benefit from the program. Students would provide a needed service to an employer, and in return receive valuable work experience, and a salary for their efforts. Today, that strategy still holds true.

To convince potential employers of the value of hiring LaGuardia students, the staff of the Division of Cooperative Education visited companies, and met directly with personnel administrators and department managers. Their pitch was simple; hiring a LaGuardia student would be a cost benefit to them. This appeal to a company's bottom line persuaded many employers to sign on with the Co-op program.

The Co-op program consists of a three courses. The first course, "Gateway to the Workplace" is designed to facilitate the transition from academic to professional life. Topics related to the student's field are discussed and reinforced through classroom exercises. The remaining two courses are the actual internships. Full-time students are required to take a specified number of internships, depending on their major field of study. Internships for part-time students are required in certain fields of study, such as the allied health professions and education.

What makes LaGuardia's Cooperative Education Program unique is that it seeks to blend theory, with practical work experience. This link between the classroom and work place makes the total experience more meaningful to the students. Through its T.A.R. (Teaching, Application, Reinforcement) curricular strategy, introductory courses teach certain concepts appropriate to the students particular field. Workbooks assist students to apply new concepts during the course of their first internship, and these concepts are discussed and reinforced in the internship seminar.

This strategy seems to have worked, because the Cooperative Education Program is a big drawing card for students who select LaGuardia to begin their college career. Today, thousands of students are placed with hundreds of private and public organizations. Many of these students stay with their Co-op sponsors after graduation, or find similar employment with other companies.

Scope and Content Note

The Division of Cooperative Education Collection consists of various types of documents dating back to the early 1970's. These materials trace the contribution of this division to the college, and provides a unique look into the workings of one of the oldest cooperative education programs in the United States. Educators, researchers and students with an interest in both community college education and cooperative education, will find this collection very useful.

The collection is divided into the following series: Ceremonies/Events, Committees, Correspondence, Miscellaneous, Procedures, Programs, Publications and Reports. The materials date from approximately 1971 to the present. The majority of the materials that make up this collection are reports and program documents. All materials are stored in ten archival containers. Documents are placed in file folders and arranged chronologically by date. Each folder is numbered and identified by document type (correspondence, program, report, etc.) and by document title.

Researchers may find the series on "Programs" and "Reports" of particular interest. The "Programs" series is divided into two sub-series: "Student Workbooks", and "General Programs". Those who are interested program development will find this series useful. The "Reports" series is also divided into two sub-series: "Graduate Reports", and "General Studies & Reports". Researchers with an interest in student demographics and statistics will find this series of interest. Many of the reports contain data on such topics as attendance patterns, ESL graduates, graduate surveys, job placement, salaries, transfer rates, and other important statistical information.

Arrangement Note

Cooperative Education Collection is comprised of nine series

Series I: Ceremonies/Events – 1981 & 1994

Series II: Committees -1975

Series III: Correspondence – 1991 to Present

Series IV: Divisional Documents- 1984-1999 and Undated

Series V: Procedures- 1980's and Undated

Series VI: Programs- 1970's-1990's, And Undated

Subseries A: Student Workbooks

Subseries B: General Programs

Series VII: Publications- 1970's-1990's

Series VIII: Reports – 1970's-1990's

Subseries A: Graduate Reports

Subseries B: General Studies & Reports

Series Descriptions and Container List

Series I: Ceremonies/Events

<u>Box</u>	<u>Folder</u>	<u>Contents</u>	<u>Date</u>
1	1	Cooperative Education Employer Recognition Awards Program	Nov-18-1981
1	2	An Invitation To Our Open House Placement Office	Oct-1994
1	3	Memorandum dated from John Wolovich to Department Chairs regarding the 25 th Anniversary Lecture "Diversity in the Workplace".	Apr-24-1997

Series II: Committees

<u>Box</u>	<u>Folder</u>	<u>Contents</u>	<u>Date</u>
2	1	Various memorandum on Committee agenda and meeting schedules	1975
2	2	President's Task Force on Positioning Co-op for the Future- Kenneth Schlesinger	2001
2	3	Cooperative Education Task Force	2001-2002
2	4	Cooperative Education Task Force	2002
2	5	President's Task Force on Cooperative Education - Coop Restructuring	2002-2004

Series III: Correspondence

<u>Box</u>	<u>Folder</u>	<u>Contents</u>	<u>Date</u>
3	1	Survey Prepared by Student Council to evaluate Coop. Ed. Program	n.d.
3	1a	Cooperative Education Placemen	1971-1978
3	1b	Memo in reference to meeting & Coop. Seminar	1977
3	1c	AWRT Career Day Conference	1981
3	1d	Summary of 6/16/81 Meeting	1981
3	1e	Correspondence from Dean Heineman-Coop.Ed. To Mr.A. Kirwan Vice Consul of Ireland	1982
3	1f	Memorandum on 3 rd Annual Job Fair	1991
3	2	Memorandum from faculty of Div. Of Co-Op ed. to the College Community regarding curricular & budgetary decisions and their impact on LaGuardia.	1995

<u>Box</u>	<u>Folder</u>	<u>Contents</u>	<u>Date</u>
3	3	Memorandum dated from Manny Ayala to all faculty regarding the Pre-Employment Workshop series.	1995, 96, 97
3	4	Memorandum from Cathy Farrell regarding new Program Director in Co-op.	Dec-6-2000
3	5	Survey of Coop Internship Employers	1999-2000
3	6	Memorandum dated from Paul Levine and James Cantwell regarding Time Management Workshop	Jan-3-2001
3	6a	College Transfer Fair	Oct-17- 2001
3	7	Memo on "Internships and Beyond" Panel	2001
3	7a	Letters and memos	2002
3	8	Coop's Simulated Interview Program	2002
3	9	Spring Job fair	2002
3	9a	Cheryl Powell	2002
3	9b	Redesign of Coop. President's Task Force	2002
3	10	Job Fair	2000's
3	11	Experimental Education in Disciplines	2003
3	12	Library/Coop. Ed. Open House	2004
3	13	LaGuardia Immigrant Market Research & Paid Internship	2005
3	14	United Nations Associations on Campus	2006
3	15	Proposed English Program from Coop Ed.	2006
3	16	Coop Ed. Programs	2000's
3	17	Women's Leadership Program Interns	2007
3	18	Taxi Program Article (Andrew Vollo)	2009
3	19	Liberal Arts Curriculum Change	2010-11
3	20	Congratulations to our CUNY Caucus Scholars	2011

Series IV: Divisional Documents

<u>Box</u>	<u>Folder</u>	<u>Contents</u>	<u>Date</u>
4	1	Organizational charts for the Division of Cooperative Education	n.d.
4	2	Divisional goals for 1984-85	1984-85
4	3	Divisional budget charts & graphs	1988, n.d.
4	4	Coop Ed Calendar	1992-93

Series V: Procedures

<u>Box</u>	<u>Folder</u>	<u>Contents</u>	<u>Date</u>
5	1	Teacher Evaluation Form - Undated	

5	2	Student Evaluation Forms - Undated
5	3	Employer Evaluation of Student Intern Forms - Undated
5	4	Coop Ed Grading Standards: Final Draft May 8, 1978
5	4a	Cooperative Ed. In the U.S. - 1981
5	5	Instructor's guidelines for Cooperative Education Preparation – 1981
5	6	Divisional Policy & Procedure Manual - 1985
5	7	Cooperative Education Survey - 2002
5	8	Coop Ed Internship Program - 2004

Series VI: Programs

Subseries A: Student Workbooks

<u>Box</u>	<u>Folder</u>	<u>Contents</u>	<u>Date</u>
6	1	Student Workbook for Cooperative Education	1981
6	2	Student Workbook for Cooperative Education	1984
6	3	Student Workbook for Cooperative Education	1986
6	3a	Planning your Career	1986
6	4	Student Workbook for Cooperative Education	1992
6	4a	Videos found in the Library for Business and An Outline for the Workplace	1996, n.d.

Subseries B: General Programs

<u>Box</u>	<u>Folder</u>	<u>Contents</u>	<u>Date</u>
7	1	Internship Opportunities Catalogue Data Processing	n.d.
7	2	Internship opportunities Catalogue – Liberal Arts & Sciences, Accounting, Managerial Studies	n.d.
7	3	Internship Opportunities Catalogue	n.d.
7	4	A Model Program for Preparation of Bilingual Education Associates	n.d.
7	5	Cooperative Education Student Handbook	n.d.
7	6	Various Program Descriptions	n.d.
7	6a	Classroom in NY an Education Partnership with Business	n.d.
7	7	Making the System Work for You - A Guide to Cooperative Education	Oct.-1972
7	8	Cooperative Education for the Extended Day Student	1974
7	9	Individual Freedom & Work Experience	Mar 1977
7	10	Internship List	1977-78

7	11	Internship Opportunities Catalog	1978-79
7	12	College & Career Fair for Adults	Apr-1979
7	13	Internship Opportunities Catalog	1981
7	14	Child development Course Proposal	1983
7	15	Cooperative Education at LaGuardia Student Handbook	Jan. 1985
7	16	Internship Opportunities Catalog	1985-86
7	17	Internship Opportunities Catalog	1986-87
7	18	Cooperative Education Student Handbook	Fall 1987
7	19	Internship Lists for Various Programs	1990
7	20	Simulated Interview Program	1990
7	21	Cooperative Education Student Handbook	1990
7	22	Partnerships for Community Service	Dec-2-1994
7	23	Beyond CUNY	May-1995
7	24	Simulated Group Interview Schedule	Fall 1995
7	24a	Using the Net as a Career	1998
7	25	A Work in Progress: Work & Self-Definition	Jun-1-1998
7	26	Stress Workshop	June-4-1998
7	27	Information Forum and Dress for Success Fashion Show	2002
7	28	Job Fair	2002
7	29	Advisement Fair	2003
7	30	NCC Coop Hall of Fame-George Mazzella	2006
7	31	Cooperative Ed Male Empowerment	2009?

Series VII: Publications

<u>Box</u>	<u>Folder</u>	<u>Contents</u>	<u>Date</u>
8	1	A Model for Integration of Co-Op Education and the Classroom in Data Processing	n.d.
8	2	On Relating Work Experience to Learning	n.d.
8	3	Cooperative Education: A Learning Strategy for Inner City Youth	n.d.
8	3a	"A New College A New Partnership"	n.d.
8	4	Making the System Work for You	1971
8	4a	An Assessment and Description of the Initiation of Innovation Curriculum of Cooperative Education at LaGuardia C.C	1972
8	4b	Scoop Cooperative Ed. Newsletter	1972,1975
8	4c	Coop. Prep. Manual	1974
8	4d	The Journal of Cooperative Ed.	1976, 1977

8	4e	Work and Society Instructional Outline for the Liberal Arts Internship Seminar	1978 1978
8	4f	Placement Summary	1981-82
8	5	Where all Cooperative Education is Cooperative	May 1972
8	6	Scoop (Div. Of Coop. Ed. Newsletter)	Sep-1975
8	7	Your Own Business	Apr 5, 1976
8	8	ACCESS (Div. of Coop Ed. Newsletter)	1977
8	9	Various News Clippings about LCC Coop Ed.	1970-79
8	10	The Management Forum (Coop Ed. Newsletter)	May 1981
8	10a	Secretarial Science-A Study of LaGuardia CC Internship Process	1983
8	11	Nursing: A Cooperative Education Program	1986
8	12	Div. Of Coop Ed. Program Information Packet	1988
8	13	Fundamentals of Career Advancement	1989
8	13a	Report on Developments in the Division of Coop Ed	1979-84
8	14	Job Placement Office Information Booklet	1990
8	15	The Staffing Marketplace	1993
8	16	The Job Seeker	1993-94
8	16a	Coop. Ed. publications	1994
8	16b	Gateway to the Workplace -by Susan M. Sanchirco	1997
8	17	International Insights (Div. of Coop Ed. Newsletter)	1998
8	17a	In Their Own Words	1996
8	17b	The Scoop Newsletter	1998
8	18	Instructor's Guide to the Advanced T.A.R. Student Workbook Beyond the Typewriter	n.d.
8	19	A Guide to Prepare you for Job Readiness	2000
8	20	Making The Most of Your Internship Experience	2003-05

Series VIII: Reports

Subseries A: Graduate Reports

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
9	1	Graduating Class - 1973
9	2	Report on Graduate Placement - Class of 1974
9	3	Report on Graduate Placement - Class of 1975
9	4	Report on Graduate Placement - Class of 1976
9	5	Report on Graduate Placement - Class of 1976
9	6	"A Follow-Up Study of LaGuardia Community College's 1973-77 Graduates"
9	7	"A Preliminary Analysis of the Results of: A Follow-Up Study of LaGuardia Community College's 1973-75 Graduates" - Nov. 1, 1978

9	8	Report on Graduate Placement - Class of 1978
9	9	Report on Graduate Placement - Class of 1980
9	10	"A Follow-Up Study of LaGuardia Community College's 1973-79 Graduates"
9	11	Report on Graduate Placement - Class of 1981
9	12	Report on Graduate Placement - Class of 1982
9	13	Report on Graduate Placement - Class of 1983
9	14	Report on Graduate Placement - Class of 1986
9	15	Report on Graduate Placement - Class of 1988
9	16	1989 Graduate Report
9	17	1990 Graduate Report
9	18	1991 Graduate Report
9	19	1992 Graduate Report
9	20	1993 Graduate Report
9	21	1994 Graduate Report
9	22	1995 Graduate Report
9	23	1998 Graduate Report
9	24	1999 Graduate Report

Subseries B: General Studies & Reports

<u>Box</u>	<u>Folder</u>	<u>Contents</u>	<u>Date</u>
10	1	"Cooperative Education in the United States of America: An Approach for Combining Productive Work & Education"	n.d.
10	1a	Seminar - Individual Freedom and Work Experience	n.d.
10	1b	Employer Assessments of Coop. Ed. Program	n.d.
10	2	Facts about LaGuardia Community College	Undated
10	3	"Overview of Cooperative Education at LaGuardia"	Undated
10	3a	Background on Cooperative Education Position papers	1970s
10	4	"Facts about LaGuardia Community College's Cooperative Education Program"	1972
10	4a	Internship List	1977-78
10	5	"Employer Assessment of a Cooperative Education Program"	1978
10	6	"An Evaluation of LaGuardia Community College's Career Educational Approach to the Integration of its Various Program Components"	Nov. 1978
10	7	"A Survey & Analysis of Student & Graduate Usage of the LaGuardia Community College Placement Office"	1980

10	7a	Evaluation report of Coop Ed.	1980
10	8	“Summary of Coop Prep Course Evaluations”	Spring 1981
10	9	College Placement Office	1982
10	10	“Non-Graduate Placement for 1982 Fall Quarter”	March 1983
10	11	“An Analysis of Employer Evaluations of Student Interns: A Report Summary”	Feb. 1990
10	12	“The Career Access Program Preliminary Analysis Winter 1990 Sample”	1990
10	13	“An Analysis of Employer Evaluations of Student Interns”	1992
10	14	“The Effects of Early Cooperative Education for at Risk Students on Academic Achievement & Student Retention: A Comprehensive Analysis”	July 1992
10	15	AWISCO Corp. Customer Satisfaction Survey	July 1993
10	16	Division of Cooperative Education Self Assessment	1996
10	17	In Their Own Words	2001
10	18	Mission of Coop	2001
10	19	Guidelines for Internship Supervisors	2002-2003
10	20	Image and Market Study	2003
10	21	Coop. Ed. - Periodic Program Review	2010