

EMPLOYING ORGANIZATION PROJECT COOP 3010

You must schedule a conference with Mrs. Champion the first week of the semester to discuss completion of this project.

This project is designed for students who are enrolled in COOP 1010 and COOP 3010 during the same semester. It is a requirement and must be completed for credit to be earned in COOP 3010.

A notebook, portfolio, presentation binder or similar presentation media must be used for the materials that you will gather for this project. Your creativity and imagination will play a large part in the final product. You will need to incorporate as many charts, graphs, pictures, or even samples of products produced by your company to demonstrate your findings.

Formatting the Project. Each section of the project must be at least one full page in length. Using an Arial 14 pt, center the title of the section at the top of the page, in all caps and in bold. Use a Arial 12 pt font for the body of the document, with single-space paragraphs, with double-spacing between the paragraphs.

This Employing Organization Project is due by noon on **July 31, 2009** to satisfy your requirement for **COOP 3010**. You must either drop your COOP Project off at my office or mail it to me at Mrs. Sue Champion, Northwestern State University, College of Business, 101E Russell Hall, Natchitoches, LA 71497. DO NOT SEND IT BY CERTIFIED OR EXPRESS MAIL! If you are going to mail it, you must send it by **regular mail** so that I will receive it by noon on the due date.

The COOP Workbook is due by noon on **July 24, 2009** and the COOP Report is due by noon on **July 31, 2009** to satisfy your requirement for **COOP 1010**.

LEARNING ABOUT YOUR EMPLOYING ORGANIZATION AND ITS POLICIES

The following questions are designed to help you learn more about your employing company so that you may better understand its organization, policies and procedures. In seeking answers to these questions, you will not only be more knowledgeable of this company but will have an information base to help you set better employment goals and make better management decisions in the future.

Directions: Make a copy of this form to use as a rough draft for the purposes of quick recording your responses. Over the course of your employment during this semester, seek answers to the following questions: be observant; ask questions of your supervisor; and probe your fellow workers. Then, using the information collected, create an informational report that describes your findings. This will be a formal report or presentation report that you present to the instructor at the end of the semester.

YOUR COMPANY'S ORGANIZATION

1. What is the administrative organization of this company? Is it a corporation, a division of a larger company, or is it privately owned?
2. Diagram or list the management line of authority.
3. Does this company have operations at other locations? If so, in what cities and states?
4. How many employees work at the location where you are working in your cooperative program?

YOUR COMPANY'S PRODUCTS

1. What type of business is this, primarily: Does your employing company function mainly as a service company or as a production organization?
2. Name the major products or services of this company at this location.
3. How and where are products designed for production in this company?

POLICIES

1. What is your company's policy on absenteeism?
2. What will your supervisor or other manager do if you are late to work one time? More than one time?

3. Does your employer have a substance abuse program? If so, what is it?
4. If a regular employee gets a patent or invention as a result of work on his/her job, who has a right to the patent/invention?
5. Are hourly employees of this company required to be union members?

WORKING CONDITIONS

1. Is your work about as pleasant as possible, given the type of product or service performed?
2. How could the working conditions be made better?
3. Do any particular safety hazards exist in your work area? If so, what are they?
4. Do any hazardous materials exist in your work area? If so, what are they?

PAY AND BENEFITS

1. How is a beginning employee's rate of pay determined?
2. How are employees evaluated for pay advancements and who does the evaluating?
3. Under what circumstances is overtime pay given?
4. Is there additional pay for some work periods or shifts? If so, what are the differences in pay?
5. Does your company have a profit sharing plan? If so, what are the basic aspects of the plan?
6. What are the basics of this company's retirement plan.
7. Does your cooperative education employer have an educational assistance program for those employees who wish to further their education? If so, for what education programs will it pay and for which educational costs?

EQUIPMENT

1. Name three major brand names of equipment used in your company operations.
2. Concerning the equipment listed above, on what basis was this equipment selected, or what are its desirable aspects?
3. Does this company have a preventive maintenance program? If so, name some aspects of the PM program and describe the record keeping for the PM program.

QUALITY ASSURANCE

Describe at least three specific methods or procedures this company uses to assure quality of products or services.

MISCELLANEOUS QUESTIONS

1. On what topics or operations does this company provide training?
2. Name two ways in which your cooperating company attempts to conserve power, energy, or other resources.
3. Does your company have an occupational safety and health program? If so, name three things that are done to make the work place or work operations safer?)
4. In a sentence or two for each, tell what you should do in the event of the following tree types of emergencies:
 - (A) Fire-
 - (B) Tornado-
 - (C) Severe physical injury to another worker
5. Describe two areas of production where you believe changes in procedure, process method, or equipment arrangement would promote efficiency. Also, describe a possible method of eliminating each problem.