

COURSE INFORMATION—SYLLABUS



Cooperative Education Field Experience

Course Number: Three letter course prefix will depend upon content area or program of study chosen by the student (e.g., CIS, AJS, EDU, etc.) from the semester schedule listing. A three digit suffix will follow (i.e., 224, 294) the letter designation depending on the desired course. Examples of cooperative education classes include: BUS 224, EDU 224, and CIS 294, among others, with the related title of *Field Experience in* (the particular discipline; e.g., *Field Experience in Business*, etc.) as the course title.

Course Description: A supervised work experience involving the combined efforts of educators and employers to accomplish career objectives in a designated content area. Regular workplace participation throughout a semester and weekly contact with assigned faculty advisor required. Variable credit (1-6 units) is available by arrangement with the office of Cooperative Education. The class may be repeated for a total of 6 credits, with no more than 6 units taken in a given semester. If Field Experiences beyond the six (6) credits total are taken, they will be listed on the student's transcript but not calculated as part of the student's total G.P.A.

PLEASE NOTE: *First-time cooperative education students must complete an orientation session prior to beginning coursework related to work in the field.*

Course Prerequisites: Permission and approval of Cooperative Education Program Coordinator. Student must meet the minimum standards of prior coursework as designated by the academic department corresponding to the desired field experience (varies by department—see Cooperative Education office.)

Instructor:

Orientation session: Will be conducted with the student by the Cooperative Education Coordinator prior to the start of the student's fieldwork at the designated workplace.

Field Experience: Cooperative Education Coordinator will assign student a faculty advisor from department related to field experience content area.

Course Contact Hours:

Orientation session: Offered in small group sessions at beginning of semester by prior arrangement; approximately 1 hour. Provisions can be made for distance students on an individual basis.

Field Experience: Depends on number of units enrolled. As a general rule, seventy-five (75) clock hours of field work equals 1 credit.

Textbook: None; assignment notebook will be provided at orientation session.

Tuition: Cooperative Education units are ½ the price of normal tuition rates.

- Course Content:**
- I. Orientation session**
 - A. Class procedures and assignments
 - B. Overview of effective work practices
 - II. Field Experience**
 - A. Job Description/Organizational Analysis
 - B. Hourly Log
 - C. Learning or Project Objectives
 - D. Learning or Project Evaluation (rated by work supervisor)
 - E. Work Performance Evaluation (rated by work supervisor)
 - III. Final Report/Project Summary**

Course Calendar/Schedule of Assignments: Will be provided on *Assignment Due Dates* sheet included in notebook provided at orientation session.

Course Outcomes:

Upon completion of this course, the student will be able to:

(Orientation Outcomes:)

A. Recognize and identify the sequence of events and assignments required for satisfactory completion of their impending field experience.

- Assessment: Student will attend a cooperative education orientation seminar prior to commencing field experience.

B. Recognize the purpose of cooperative education as an integration of classroom theory and the practical application of skills, and will have increased knowledge of acceptable work habits and practices.

- Assessment: Student will attend a cooperative education orientation seminar prior to commencing field experience.

(Field Experience Outcomes:)

A. Gain a realistic understanding of the organization in which they work and demonstrate knowledge of competencies and expectations as related to work position.

- Assessment: Student will complete Job Description/Organizational Analysis and turn in to faculty advisor.

B. Identify, plan and execute targeted task(s) or project(s) that will enhance learning and practice of job-related skills.

- **Assessment:** Student will prepare Learning (or project) objectives in conjunction with work supervisor and with approval from faculty advisor; Learning Objectives written plan will be submitted to faculty advisor.

C. Develop technical writing and critical thinking skills by communicating accomplishments on the job and analyzing strengths and challenges as related to work performance and knowledge of job field.

- **Assessment:** Student will produce a final report summarizing learning objectives (or project) and resulting outcomes. Report will conclude with a self-analysis of adequacy of job skills, areas of strength and challenges, and their preparedness for the workplace or future career.

GRADING STANDARDS: Grades for this class are determined as follows:

ACTIVITY	PERCENT OF TOTAL GRADE	EVALUATION ISSUED BY:
Orientation	0% but must be completed upon course enrollment	Cooperative Education Coordinator
Contact with Faculty Advisor by assigned due dates	15%	Faculty Advisor
Completion of Learning Objectives or Project	(Depending on units enrolled) 40% of grade--average	Work Supervisor
Evaluation of Work Performance (Work Habits)	30% of grade	Work Supervisor
Final Report	15% of grade	Faculty Advisor

Students will be issued a letter grade at the conclusion of the semester enrolled. Orientation is pass/fail but students must complete this at the beginning of the semester prior to continuing with the field work component of class. A copy of the *Grading Standards* form will be provided in assignment notebook.

Incomplete Grades and Withdrawals: Incomplete grades are issued only in the event of unusual and unplanned circumstances that cause a student to fail to complete the course requirements. Please do not ask for an Incomplete grade for less serious reasons. Students are responsible for officially dropping the course with the Registrar's office and are required to notify the Cooperative Education office.

POLICY STATEMENTS

Academic Honesty: Students are expected to complete their own assignments, tasks, and projects. Students must adhere to all time requirements regarding field work; falsification of time logs or grading documents will result in no credit for the class and referral to appropriate College authorities.

Attendance: Completion of an orientation session upon enrollment is mandatory for all first-time cooperative education students. Re-enrolling students are not required to complete additional orientation sessions, but can chose to do so if desired. Thereafter, students are

expected to maintain workplace scheduling agreements made in accordance with their work supervisor for the semester unless prior arrangements are made with the Cooperative Education office. Students must complete all fieldwork hourly requirements corresponding to number of units enrolled, initiate weekly contact with co-op faculty advisors, and complete assignments as listed on *Assignments Due Date* schedule.

ADA Policy for Special Needs Students: Students wishing to request an accommodation due to a disability should contact the Special Needs office of the Student Development Center or call (520)515-5337 (Sierra Vista) or (520) 417-4023 (Douglas).