COOPERATIVE EDUCATION

POFT 1382.84489

General Office Occupations and Clerical Services
Summer 2019 | 3 credit hours

INSTRUCTOR’S NAME: Angela Niño
OFFICE NUMBER: Del Rio 108
OFFICE HOURS: posted first week of classes
OFFICE TELEPHONE: 972-238-6382
E-MAIL ADDRESS: anino@dcccd.edu
CLASS DATES: May 20 – August 8
DROP DATE: July 19, 2019

THE INSTRUCTOR RESERVES THE RIGHT TO AMEND THIS SYLLABUS AS NECESSARY.

I. COURSE DESCRIPTION
Career-related activities encountered in the student’s area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer; the student combines classroom learning with work experience. Includes a lecture component.

II. PREREQUISITE
Instructor approval prior to enrollment.

III. COURSE FOCUS
Your work experience should:
A. Add a unique dimension to classroom instruction through on-the-job experience and training.
B. Test career aptitude and interest against practical job requirements before graduation.
C. Develop self-confidence, maturity, professional skills and an understanding of human relations.
D. Receive, in most cases, earnings to help defray the cost of education.
E. Gain a professional contact that may be used as a reference for after-graduation employment.

IV. COURSE COMPETENCIES
A. Improve interpersonal skills in class and on the job.
   1. Work as a team member to accomplish your employer's goals.
   2. Meet with members of your work group to identify problems that need to be addressed.

B. Implement and enhance critical thinking and decision-making skills.
   1. Students will formulate specific measurable learning objectives. Learning objectives should be time-lined, specific and measurable.
   2. Students will carefully evaluate alternative job objectives. Final job objectives will be selected based on their importance to the work place and the student's professional development.
3. Students will process and assimilate knowledge acquired in seminars. Students will apply this knowledge on the job to enhance the accomplishment of their professional and academic goals.

C. Understand the social, organizational and technological systems that operate in the "real world" of business.
   1. Student will discuss and analyze job objectives with supervisors and/or management personnel to determine the organizational and technological needs of the business.
   2. Students will determine how their job objectives relate to the goals of their employer.
   3. Students will work and communicate with clients, customers and management to successfully complete their learning objectives.
   4. Students will research and receive input from all available personnel and resources to complete their learning objectives.

D. Allocate resources efficiently and effectively.
   1. Students will use good time-management skills to complete their objectives as scheduled.
   2. Students will identify objectives which allow them to extend their knowledge and skills.
   3. Students should know the cost of materials, supplies, equipment, software and other business resources and utilize the business control systems which safeguard these resources.

E. Demonstrate competence in selecting and applying technology.
   1. Students will select appropriate computer software systems to expedite the accomplishment of their learning objectives.
   2. Students will demonstrate competence in applying computer technology to their learning objectives.

V. SCANS SKILLS
Evaluation of SCANS skills will be based on completion of the Cooperative Education Employer Survey.

Managing Resources—Manage materials, space, and staff.
Exhibiting Interpersonal Skills—Teach others, Lead work teams, Negotiate with others.
Applying Systems Knowledge—Understands systems, design/improve systems.
Demonstrating Basic Skills—Speaking.
Exhibiting Personal Qualities—Self-esteem, sociability, and integrity.

VI. HOLIDAYS (NO CLASS)
All campus buildings will be closed and no wireless access available on campus. eCampus will still be available.
- May 27 Memorial Day
- July 4 Independence Day

VII. EVALUATION
Final grade will be determined by several factors:
A. Setting and accomplishment of goals including the difficulty of the goals. 50%
   (If you have been on the job for six months or more, you should take care to select objectives related to new and/or expanded tasks.)
B. Capstone Project—PowerPoint Presentation 20%
C. Capstone Project—Written Report 20%
D. Submission of Cooperative Employer Survey and all forms on time. 10%
VIII. ATTENDANCE POLICIES
You have enrolled for three credits and it is mandatory that you work 240 hours during the semester. Students should work at least 19 hours per week from May 20 – August 8.

IX. CLASSROOM POLICY
Richland College policy states that food, drink (including water bottles), and smoking are not allowed in classrooms. All food and drinks will be confiscated in the classroom. Minor children should not be brought into classrooms, laboratories, or other facilities of the college. Please turn cell phones off when you are in the classroom and/or lab. Students/handlers utilizing a service animal while on campus are required to register with the Disability Services Office.

X. INSTITUTIONAL POLICIES
Institutional Policies relating to this course can be accessed from the following link
www.richlandcollege.edu/syllabipolicies

XI. COURSE OUTLINE
► Orientation/Get Acquainted
► Review syllabus and ELE Student Handbook.
► Discuss possible job-related objectives.
► Complete Training Station Agreement using the computer.
► Meet with employer to sign forms. (These forms must be reviewed and approved by instructor prior to meeting.)
► Discuss preparation of Final Project
► Meet with Supervisor; final signatures on forms.
► Turn in Final Project PowerPoint presentation and written report. August 8