

BERGEN COMMUNITY COLLEGE CO-OP WORK EXPERIENCE GENERAL SYLLABUS

COURSE TITLE: COOPERATIVE EDUCATION WORK EXPERIENCE SEMINAR

BASIC INFORMATION ABOUT COURSE AND INSTRUCTOR

Semester and Year

Meeting Times and Location

Instructor:

Office:

Telephone:

Office Hours:

Email Address:

COURSE DESCRIPTION:

Cooperative Education provides students with hands-on experience in a work environment. The workplace is the primary learning laboratory where students apply classroom theory under professional guidance. Faculty members do on-site evaluations.

The seminar is designed so that reflection, new learning, and critical thinking will supplement the work experience and students will develop new skills and knowledge. It includes handouts, lectures, and discussions providing opportunities to raise questions and share ideas which enhance the learning experience.

Cooperative Education Courses and Prerequisites – See attached list

STUDENT LEARNING OBJECTIVES

As a result of meeting the learning objectives of this course you will be able to:

- Integrate classroom theory with workplace experience
- Develop a professional resume that will be used in a job search
- Identify a position that he/she would like to attain after graduation
- Demonstrate a thorough understanding of career choice by interviewing a professional in the student's career field and presenting findings to the class
- Complete three job related learning objectives established by student, supervisor and faculty coordinator (see attached form)

MEANS OF ASSESSMENT

A formal competency based evaluation of your work performance by your supervisor and a record of your work hours are required. The additional means of assessment types utilized in this course are writing assignments, (including a job description, resume, cover letter, and journals) class discussions, student presentations in class, report on completion of individual learning objectives, and a final exam.

COURSE CONTENT

Cooperative education is an academic course that integrates classroom learning with practical work experience directly related to a student's program and career goals. Students will spend a semester working in a position directly related to their field of study. The weekly seminar is designed to cover topics that will support students in their career development and promote student success in the workplace.

SPECIAL FEATURES

All students must have an approved internship/job for the semester and must complete the required number of hours for their individual course.

STUDY MATERIALS

Required departmental forms and instructor handouts

COURSE REQUIREMENTS

Work Experience All students must have an approved internship/job for the semester and must complete the required number of hours for their individual course.

Learning Objectives All students will formulate and pursue three (3) measurable learning objectives which are approved by the instructor and the student's employer and which serve as a learning contract for the course. A report of how each objective was met is a Journal assignment and is due near the end of the semester.

Resume - A completely researched chronological resume which includes the student's current co-op position.

Oral Presentation A five to ten minute presentation based on an interview with a professional in a position a student might aspire to upon completion of their education.

Forms The following forms must be submitted to obtain credit for the course: Student Information Sheet, Learning Objectives, Time Sheet and Employer Evaluation.

GRADING POLICY

Describe grading policy for the course, weights given to various requirements including performance evaluation, written assignments, oral presentations, class participation, exams, etc. Include a statement on the role and weight of class participation and include a policy statement on late work, etc.

ATTENDANCE POLICY

BCC Attendance Policy

All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes.

Instructors should add a statement on the attendance policy for the course. That policy should be consistent with the College's attendance policy.

OTHER COLLEGE, DIVISIONAL, & DEPARTMENTAL POLICY STATEMENTS

(Optional but recommended)

Examples: Code of Student Conduct, Statement on plagiarism and/or academic dishonesty, ADA statement, Sexual Harassment statement, Statement on acceptable use of BCC technology, etc.

STUDENT AND FACULTY SUPPORT SERVICES (optional but recommended)

Examples: Office of Specialized Services (OSS), Cerullo Learning Assistance Center

INCLUDE A COURSE OUTLINE AND CALENDAR

Week	Dates	Topic/Activity	Events/Assignments Due
1		Course Introduction	
2		Goal Setting/Learning Objectives	
3		Legal Issues in the Workplace	
4		Workplace Environment	
5		Values in the Workplace	
6		Job Search Strategies I	
7		Job search strategies II	
8		Resume Writing	
9		Employment Letter Writing	
10		Networking/Communication skills	
11		Informational Interviewing	
12		Business Etiquette	
13		Interviewing Skills I	
14		Interviewing Skills II	
15		Evaluations and Time Sheets	

Note to Students: This Course Outline and Calendar is tentative and subject to change, depending on the progress of the class.