

BERGEN COMMUNITY COLLEGE CO-OP WORK EXPERIENCE

CRJ-283 Co-Op Work Experience [Security]

This course provides the student with practical, supervised experience in various areas of business and institutional security work. Through on-the-job experience, students acquire some of the practical expertise and knowledge needed to pursue a career in this field. Students are supervised by a faculty member, and job placement assistance is available through the Cooperative Education Office. 1 lecture, 3 credits plus 180 minimum hours work experience distributed over the semester. Lecture [1.00], Cooperative [12.00].

Credits 3

Prerequisites CRJ-125

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 completing Cooperative Education hours in a position directly related to their field of study. The course is designed to cover topics that will support students in their career development and promote student success in the workplace.

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

The course is designed so that reflection, new learning, and critical thinking will supplement the co-op field experience. At the completion of the course, students will develop new skills and knowledge. Students will complete handouts, weekly readings, assignments/ discussions and have the opportunity to raise questions and share ideas which will enhance the learning experience.

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 the student would like to attain after graduation
- Demonstrate an 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.

MEANS OF ASSESSMENT

A formal competency-based evaluation of your performance by your on-site supervisor and a record of your co-op 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, report on completion of individual learning objectives, and quizzes.

STUDY MATERIALS

Required departmental forms and instructor handouts

COURSE REQUIREMENTS

Cooperative Experience

All students must have an approved Cooperative Education site for the semester and must complete the required number of hours for their individual course. Students are responsible for verifying the required Cooperative Education hours needed for the course with the course professor.

Learning Objectives

All students will formulate and complete three (3) measurable learning objectives which are approved by the instructor and the student's on site supervisor. The objectives will serve as a learning contract for the course.

Resume

Students will complete a chronological resume which includes the student's current co-op position.

Professional Interview

All students will conduct a remote interview with a professional in their field of study.

Forms

In addition to successfully completing all weekly assignments, discussions and quizzes on the class Moodle page, the following forms **must** be submitted to obtain credit for the course:

Information Cards, Learning Objectives, Time Log and Employer Evaluation.

All forms listed above must be submitted prior to receiving final grade for the course and signed by your Cooperative Education on-site supervisor. Time Logs must reflect all hours required for the co-op class as stated in the Bergen Community College Catalog. The course Professor will contact your site supervisor throughout the semester by phone. An on - site visit may be conducted by the course Professor.

Students must successfully complete all weekly assignments, discussions and quizzes in the on-line Moodle classroom and complete all required hours for their co-op class as stated in the Bergen Community College Catalog or academic department.

STUDENT EVALUATION:

Your grade will be based on the following criteria below:

Weekly Written Assignments- 15%
Weekly Discussions- 20%
Quizzes - 15%
Employer Evaluation -20%
Time Log - 25%
Professor/On-Site Supervisor meeting - 5%

GRADES:

100% - 90%	= A
89% - 85%	= B+
84% - 80%	= B
79% - 75%	= C+
74% - 70%	= C
69% 60%	= D
Below 60%	= F

Weekly Schedule

Our schedule is listed below. All assignments are due by the dates listed below and students are required to participate in weekly discussions.

Topic 1	Getting Started with the On-Line Course	
Topic 2	Course Review	
Topic 3	Goal Setting/Learning Objectives	
Topic 4	Legal Issues in the Workplace	
Topic 5	Work Environment	
Topic 6	Values in the Workplace	
Topic 7	Job Search Skills	
Topic 8	Resume Writing	
Topic 9	Employment Letter Writing	
Topic 10	Networking Skills	
Topic 11	Informational Interview	
Topic 12	Interviewing Skills	
Topic 13	Business Etiquette	
Topic 14	Semester Review	
Topic 15	Evaluations and Time Log Due	

Schedule and Syllabus Subject to Change