

**Bergen Community College**  
Division of Business and Social Sciences  
Department of Criminal Justice

Course Syllabus

**CRJ 283-[###]: Co-Op Work  
Experience (Security)**

Semester and year:  
Section Number:  
Meeting Times:  
Locations:

Instructor:  
Office Location:  
Phone:  
Departmental Secretary:  
[optional] Office Hours:  
Email Address:

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.

- Credits: 3 (Lecture + plus 180 minimum hours work experience distributed over the semester)
- Pre-requisites: None
- Co-requisites: None

**Student Learning Outcomes:** As a result of meeting the requirements in this course, students will be able to:

- List Student Learning Outcomes and an appropriate assessment for each:

<b>Student Learning Outcome:</b>	<b>Means of Assessment (<i>customize as necessary</i>):</b>
Integrate classroom theory with workplace experience	Objective tests, essay questions, oral reports, class discussions, and writing assignments
Develop a professional resume that will be used in a job search	Objective tests, essay questions, oral reports, class discussions, and writing assignments

Identify a position that the student would like to attain after graduation	Objective tests, essay questions, oral reports, class discussions, and writing assignments
Demonstrate an understanding of career choice by interviewing a professional in the student's career field and presenting findings to the class	Objective tests, essay questions, oral reports, class discussions, and writing assignments
Complete three job related learning objectives established by student, supervisor and faculty coordinator.	Objective tests, essay questions, oral reports, class discussions, and writing assignments

### **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 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.

### **Course Texts and/or Other Study Materials:**

Required departmental forms and instructor handouts

### **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.

### **Grading Policy:**

The final grade in the course will be determined by a student's overall mastery of the subject matter as evidenced on exams, out-of-class writing assignments and class participation.

**BCC Attendance Policy:**

All students are expected to attend 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.

**Attendance Policy in This Course**

Students are expected to attend every scheduled class and to arrive punctually. Attendance will be taken at each class session. It is expected that class will be conducted in such a manner that students will benefit from both the lectures and class discussions. Each student is held responsible for all material presented. While there is no automatic penalty for being absent from class, attendance is generally reflected in the student's overall performance. Those who arrive late or leave early disrupt class. If you find that it is absolutely necessary for you to leave the class early, please consult with the instructor before the beginning of the class, and take a seat close to the door so as not to disturb others when you leave. Make-u

**Other College, Divisional, and/or Departmental Policy Statements****Student and Faculty Support Services****Accessibility Statement**

Bergen Community College is committed to ensuring the full participation of all students in its programs. If you have a documented disability (or think you may have a disability) and, as a result, need a reasonable accommodation to participate in this class, complete course requirements, or benefit from the College's programs or services, contact the Office of Special Services (OSS) as soon as possible at 201-612-5270 or [www.bergen.edu/oss](http://www.bergen.edu/oss). To receive any academic accommodation, you must be appropriately registered with OSS. The OSS works with students confidentially and does not disclose any disability-related information without their permission. The OSS serves as a clearinghouse on disability issues and works in partnership with faculty and all other student service offices.

**Student Support Services**

Bergen Community College provides exemplary support to its students and offers a broad variety of opportunities and services. A comprehensive array of student support services including advising, tutoring, academic coaching, and more are available online at <https://bergen.edu/currentstudents/>.



## Sidney Silverman Library Online Resources:

[Guides BY SUBJECT - LibGuides at Bergen Community College](#)

General Search and Databases: [Library | Bergen Community College](#)

### Course Outline and Calendar

The Course Outline and Calendar must include all of the following elements;

- A daily or (at least) weekly schedule of topics to be covered.
- Dates for exams, quizzes, or other means of assessment.
- Due dates for major assignments-e.g., due dates for the paper(s), due dates for the project(s) etc.
- Any required special events-e.g., a lecture by a visiting speaker, a dramatic performance etc.
- A note to students stating that the course outline and calendar is tentative and subject to change, depending upon the progress of the class.

### Sample Format for Course Outline and Calendar

**Note to Students:** The following Course Outline and Calendar is tentative and subject to change, depending upon the progress of the class.

Module or Week #	Topic	Assignments
0	Getting started with an online course	• Course Syllabus
1	Course Review	•
2	Goal Setting / Learning Objectives	•
3	Legal Issues in the Workplace	•
4	Work Environment	•

5	Values in the Workplace	•
6	Job Search Skills	•
7	<b>Resume Writing</b>	
8	Employment Letter Writing	•
9	Networking Skills	•
10	Informational Interview	•
11	Interviewing Skills	•
12	Business Etiquette	•
13	Semester Review	•
<b>14</b>	<b>Evaluations and Time Log Due</b>	