

Bergen Community College
Division of Business, Arts & Social Sciences
Department of Visual and Performing Arts

Course Syllabus

Co-Op Work Experience (Stage Technology)
THR 294

Date of Most Recent Syllabus Revision: February 20, 2021
Course Typically Offered: Fall Spring Every Semester Other
Syllabus last reviewed by: BCC General Education Committee _____
Curriculum Committee _____

Basic Information About Course and Instructor

Semester and Year: _____
Course and Sections Number: Co-Op Work Experience (Stage Technology) THR 294
Meeting Times and Location(s): _____
Instructor
Office Location: _____
Phone: _____
Departmental Secretary: _____
Office Hours: _____
Email Address: _____

Official Catalog Course Description

This is a field work course in preproduction, production, and/or shop work arranged on an individual basis by the student. The student must attend periodic seminars and/or prepare reports on other projects as required by the Theatre Arts faculty. Job placement assistance is available through the Theatre Arts Faculty. 240 hours of work experience is distributed over the semester.

Lecture [1.00], Cooperative [16.00]

4 credits

Prerequisites: THR 131, THR 217, and Permission of the Academic Department Chair.

Co-requisites: None

Cross Listed Courses: None

Student Learning Objectives:

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

1. Integrate classroom theory with workplace experience.
2. Be evaluated with a formal competency-based evaluation instrument that measures worksite performance.
3. Develop a professional resume that will be used in a job search.
4. Identify a position that they would like to attain after graduation.
5. Demonstrate a thorough understanding of career choice by interviewing a professional in the student's career field and presenting findings to the class.

Means of Assessment

A formal evaluation of your work performance by your supervisor and a **detailed** record of your work are required. **Additional forms of assessment utilized in this course include** writing assignments, (including job description, resume, cover letter, journals, and individual objectives), class discussions, student participation in seminar workshops

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.

Student 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 of the Course

- 1 - The use of learning technologies in the course, as well as excellent internet connection, is necessary to help you succeed in this course and in the industry.
- 2 - The Cooperative Education Work Experience is designed to provide the student with hands-on experience in a work environment. It is an opportunity for a student to bridge classroom theory with on-the-job experience under professional guidance in a college approved work environment. On site evaluations are done by a faculty member and employer.
- 3 - 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 concise report of how each objective was met is due at the end of the semester.
- 4 - The total minimum required hours of externship work to pass the course is 240 hours total for the semester. Please note that as per Bergen Community College policy, supervisors and/or establishment proprietors cannot be related to the student due to concerns for potential conflict of interest.

Course Texts and/or Other Study Materials

Required departmental forms and instructor handouts.

Course Requirements

Work Experience All students must have an approved internship/apprenticeship 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/supervisor 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.

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

Grading Policy

The grading system used for this course will combine the following

Discussion Questions	10%
Weekly Journals	30%
Resume	10%
Professional Interview Report	10%
Employer Evaluation of Co-Op Student	30%
Learning Objective Report	10%
	<hr/>
	100%

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.

Bergen Community College Academic Policies:

Bergen Community College is committed to academic integrity – the honest, fair and continuing pursuit of knowledge, free from fraud or deception. Please review the college catalogue or student handbook for further information on this topic.

Bergen Community College has adopted an internal grievance procedure to provide for prompt and equitable resolution of complaints alleging any action prohibited by federal regulation implementing Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990. (ADA). Please review the college catalogue for further information on this topic.

Bergen Community College is committed to providing its students and employees with an academic and work environment free from sexual harassment or discrimination. Please review the policy prohibiting sexual harassment in the college catalog.

Please review the statement on acceptable use of BCC technology in the college catalog.

Academic Support Services:

Bergen Community College provides many valuable services for students.

The Henry and Edith Cerullo Learning Assistance Center (CLAC)

- Tutoring Center (L-125)
- Writing Center (L-125)
- Math & Science Walk-In Center (L-131)
- English Language Resources Center (C-212)
- Testing & Tutoring at the Meadowlands Campus (LYN-202)

The twice award-winning Cerullo Learning Assistance Center offers the following free tutorial services to currently enrolled Bergen Community College students.

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|---------------------------------|----------------------------------------|
| • One-on-One Appointments | • Study Groups |
| • Drop-in Assistance | • Permanent Appointments |
| • Writing Walk-In | • Online Tutoring: <i>Smarthinking</i> |
| • Reading Comprehension | • Workshops |
| • Supplemental Instruction (SI) | • Intercultural Conversation Partner |
| • In-Class/In-Lab Tutoring | |

Along with helping you with specific subjects, the CLAC also can help you improve your academic self-confidence!

You can visit the CLAC in **Room L-125 in the Pitkin Education Center**, or call **201-879-7489**.

The BCC Library:

Bergen Community College has an excellent library with outstanding staff. In addition to the physical materials (books, magazines, videos, etc.) available in the library students with a current ID number can access a broad range of electronic databases by going to the library website at: <http://www.bergen.edu/library>

Accommodation for Students with Special Needs:

Students who require accommodations in accordance with the Americans with Disabilities Act (ADA) can request these services from the Office of Specialized Services. To learn more about how to apply for services, please visit <http://www.bergen.edu/oss>.

Include A Course Outline and Calendar

Week	Dates	Topic/Activity	Events/Assignments Due
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			