COURSE OUTLINE OF RECORD

Number: COOP G101  TITLE: Cooperative Work Experience

ORIGINATOR: Instructor Placeholder AAA  EFF TERM: Summer 2011
FORMERLY KNOWN AS:

CROSS LISTED COURSE:

SEMESTER UNITS: 1.0  TOP NO: 4930.12
HRS LEC: 0.0  HRS LAB: 0.0  HRS OTHER: 60.0
CONTACT HRS TOTAL: 60.0
STUDY NON-CONTACT HRS RECOMMENDED: 0.0

CATALOG DESCRIPTION:
Designed to offer students the opportunity to earn credit for learning experiences identified in their job. Employment must relate to the student’s educational or career goals. The learning value will be identified through the use of job related objectives.

JUSTIFICATION FOR COURSE:

PREREQUISITES:
- Student must have: (1) Consent of Program Coordinator or designee. (2) Working in a job directly related to college major or career goal. (3) Must be initially enrolled in a minimum of seven (7) units including Work Experience.

COREQUISITES:

ADVISORIES:

MATERIAL FEE: Yes [ ] No [X] Amount: $0.00

CREDIT STATUS: Noncredit [ ] Credit - Degree Applicable [X]  Credit - Not Degree Applicable [ ]

GRADING POLICY: Pass/No Pass [ ] Standard Letter [X]  Not Graded [ ]  Satisfactory Progress [ ]

OPEN ENTRY/OPEN EXIT: Yes [ ] No [X]

TRANSFER STATUS: CSU Transferable[X]  UC/CSU Transferable[ ]  Not Transferable[ ]

BASIC SKILLS STATUS: Yes [ ] No [X]  LEVELS BELOW TRANSFER: Not Applicable

CALIFORNIA CLASSIFICATION CODES: Y - Not Applicable

NON CREDIT COURSE CATEGORY: Y - Not applicable, Credit Course

OCCUPATIONAL (SAM) CODE: D

REPEATABLE ACCORDING TO STATE GUIDELINES: No [X]  Yes [ ]  NUMBER REPEATS:

REQUIRED FOR DEGREE OR CERTIFICATE: No [X] Yes [ ]

GE AND TRANSFER REQUIREMENTS MET:

COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:

COURSE OBJECTIVES:
1. Apply theory to practice in a job related to his/her educational or career goal.
2. Identify and accomplish individualized performance objectives.
3. Utilize performance objectives to increase personal employability.
4. Analyze job skills with theory base from class.
5. Apply the Management By Objective system in the work setting and in CWE.
6. Evaluate his/her career goals in relationship to his/her educational goals.
7. Assess and revise his/her educational plans with respect to his/her individual plan.
8. Gain insight regarding norms of professional deportment.
9. Acquire professional skills through performance objectives agreed upon by student, supervisor and facilitator.
10. Benefit the host organization through work completed.
11. Gain insights regarding future professional job search.

**COURSE CONTENT:**

**LECTURE CONTENT:**

A. TOPICS

I. Registration – Student meets with CWE Representative to ensure they meet CWE requirements:

   a. Completes Application
   b. Overview of Program Guidelines
   c. Review CWE letter for Job Supervisor

II. Orientation - Student attends a one hour orientation in person and receives “Student Responsibilities Handbook”:

   1. Discuss Program Guidelines
   2. Discuss Program Benefits
   3. Outline Student Responsibilities
   4. Sequence of events and deadlines for the semester.
   b. Discuss and begin to prepare job performance learning objectives.
   c. Discuss importance and process of job site visits.
   d. Review evaluation process.
   e. Emphasize importance of hourly CWE requirements and timecards.

III. Instructor Meeting - Student schedules 1 hour appointment(s) with assigned Instructor:

   a. Brings the following completed information -
      1. Work & School Schedule
      2. Identification of job site location
      3. Interview/application form
      4. Rough Draft of Job Performance Learning Objectives (1-2 Objectives based on substance of objectives)
   b. The Student will obtain Job Supervisor’s input on objectives prior to this meeting.
   c. Student and Instructor discuss Student’s educational and career goals and their relationship to tasks within the work site.
   d. Student and Instructor discuss application of these goals to CWE and learning objectives.
   e. The Student, with assistance from the Instructor, finalizes the objectives into the MBO required format and transfers them onto the multi-copies agreement form. The Instructor validates the learning value of the identified objectives.

IV. Site Visitation – On-site visitation with Employer/Supervisor and student:

   a. Employer Orientation
      1. CWE Program.
   2. Benefits to student and to employer.
   b. Review of Student’s Job Performance Learning Objectives
      1. Employer input and validation of educational value.
      2. Student input.
      3. Instructor’s input.
   4. Current status/modification made if needed on objectives.
   5. Documentation and sign-off of learning objectives by student, supervisor and instructor.
   c. Review of Learning Objectives Evaluation Criteria and Evaluation procedures:
1. Identification of specific criteria and documentation for successful completion of learning objectives.
2. Explanation and review for end of the semester evaluation procedures.
3. Additional instructor/coordinator contacts (in-person/telephone/mail) with student may occur during the semester.
4. End of Semester Evaluation - At job-site, 3-way evaluation meeting with Student, Job Supervisor and Instructor:
   a. Student report turned in by student to Supervisor and Instructor.
   b. Learning objectives with ratings completed by Supervisor and Student for each objective.
   c. Student submits time sheet from CWE Handbook to Instructor with Supervisor’s signatures.
   d. Instructor assigns grade.

METHODS OF INSTRUCTION:

A. Work Experience:
B. Independent Study:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:

Out-of-class Assignments

All learning – New/expanded is taking place on the job site – the vehicle used to identify this learning by the student is the establishment of Job Performance Learning Objectives – the student is working on these identified objectives throughout the semester at the job site.

In the event that the student’s employment status changes, the student shall meet with the instructor and complete an amended written contract to insure they have the opportunity to complete the course.

Reading Assignments

Cooperative Work Experience Education Student Handbook & Materials

Writing Assignments

1. The identification and writing of specific measurable Job Performance Learning Objectives.
2. The writing of the End of the Semester Student Report – included analysis, comparison (beginning vs. end of semester), self-evaluation, documentation and support data for the identified learning objectives.
3. Skill demonstration and proficiency in accomplishment of the learning objectives – determined by Job Supervisor’s direct observation.
4. Record keeping in accordance with CWE requirements (i.e., timecards, projects, reports).

METHODS OF STUDENT EVALUATION:

Written Assignments

Report

Projects (ind/group)

Skills Demonstration

Demonstration of Critical Thinking:

1. Selection and accomplishment of job learning objectives.
2. Completion of tasks/projects that provide new/expanded learning for the student, including cost/time benefits to the employer.
3. Completion of written Student Report.
4. Self-evaluation & rating of each objective.

Required Writing, Problem Solving, Skills Demonstration:

1. The identification and writing of specific measurable Job Performance Learning Objectives.
2. The writing of the End of the Semester Student Report – included analysis, comparison (beginning vs. end of semester), self-evaluation, documentation and support data for the identified learning objectives.
3. Skill demonstration and proficiency in accomplishment of the learning objectives – determined by Job
Supervisor’s direct observation.
4. Record keeping in accordance with CWE requirements (i.e., timecards, projects, reports).

**TEXTS, READINGS, AND RESOURCES:**

Other:
1. Handouts:
   § Student Responsibilities Form
   § Program Guidelines
   § Other forms as designated by instructor

**LIBRARY:**

Adequate library resources include:

Comments:

Attachments:

[Attached Files](#)