

Course Syllabus Cooperative Education/Internship

INSTRUCTOR INFORMATION

Instructor Name: Cooperative Education/Internship Coordinator as assigned.

Instructor Contact Information: TBA

COURSE INFORMATION

Course Description: Cooperative Education 2 - 6 hours credit. Prerequisites: Employed in a related field or major program of study. This course will enable the student to expand knowledge on the job that complements the student's academic education. The student will work a minimum of 50 hours throughout the semester for each credit earned.

Course Relevance: The concepts learned in this class combined with the exposure to real-world work experience will enhance the student's ability to function productively at the work site. Cooperative Education provides academic elective credit for structured job experience.

Required Materials and Supplies: Departmental-developed materials will be used.

Learning Outcomes: The intention is for the student to be able to

1. Develop critical thinking skills regarding work-based learning
2. Broaden experiences in the work environment by achieving agreed upon Cooperative Education objectives

Learning PACT Statement: Butler prepares students to be principled, productive individuals who are responsible, involved lifelong learners. To accomplish this goal Butler has established a Learning PACT for the skills that learners need during their career and has integrated PACT skill-building activities and assessments through a variety of program course work, extracurricular activities, and other learning opportunities.

The BCC Learning PACT consists of:

- **P** = Personal Development Skills
- **A** = Analytical Thinking Skills
- **C** = Communication Skills
- **T** = Technological Skills

The Learning PACT Skills are vital for any adult to function successfully in the ever changing world of the 21st century. Butler expects learners to be full partners in the learning process and as such to assume primary responsibility for their own choices.

Learning PACT Skills that will be DEVELOPED and/or documented in this course

Through the student's involvement in this course, he/she will develop his/her ability in the following PACT areas:

1. Critical Thinking

- The student will be able to identify and define a task, gather information, process the information according to the training plan, generate and communicate an appropriate response

Major Summative Assessment Task(s):

These learning outcomes and the Learning PACT skills will be demonstrated by

1. Completion of a portfolio documenting career development activities and agreed upon objectives, including a final self-reflection project evaluating growth toward career goals

Computer Use Expectation: Butler Community College expects students to be able to use computers, Internet and web-based materials proficiently both inside and outside the classroom to accomplish course outcomes. Courses may have discipline specific software requirements which will be denoted by schedule type "X". For any specific software requirements, refer to course outlines at www.butlercc.edu/outline/

Student Engagement Expectation: Butler Community College expects students to be engaged in the learning process. Engaged students are motivated, prepared for class, interact inside and outside of class with other students and faculty, and take responsibility for their own learning.

CLASS INFORMATION

Methods of Grading and Evaluation: The course grade is made up primarily of the points accumulated in the portfolio. Both the coordinator and job supervisor have input into the portfolio grade. To be acceptable, the portfolio must be complete. A portfolio that is not submitted on time is subject to a grade reduction.

<u>Components of the Portfolio</u>	<u>Points</u>
• Training Plan	30
• Academic Project	25
• Career Development Activities	20
• Opening Statement	5
• Closing Statement	5
• Monthly Time Reports	10
• Resume	<u>5</u>
Total	100

The student will be evaluated on the basis of his/her performance on the following:

Grading Scale	
90-100	A
80-89	B
70-79	C
60-69	D
59 & under	F

Class Schedule:

Session	Learning Activities
1	Student Data Sheet, Supervisor Guidelines, Training Plan
2	Opening Statement, Resume, Job Description, First Monthly Time Report

3	Monthly Time Reports, Career Development Activities
4	Monthly Time Reports, Academic Project, Closing Statement, Portfolio, Evaluations

The schedule and procedures in this course are subject to change in the event of extenuating circumstances.

INSTITUTIONAL POLICIES

Academic Integrity

Butler Community College defines academic integrity as learning that leads to the development of knowledge and/or skills without any form of cheating or plagiarism. This learning requires respect for Butler's institutional values of quality, service integrity, and caring as well as its Learning College Principles. All Butler students, faculty, staff, and administrators are responsible for upholding academic integrity.

Cheating is giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and college electronic devices.

Plagiarism is representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it.

Faculty members have discretion in handling student violations of the academic integrity policy, but faculty members must consult with their deans or administrators. Faculty members must inform students of violations and their consequences in writing. Students who violate the academic integrity policy will sustain academic consequences set by faculty members, which may include, but are not limited to

- A warning.
- A zero or failing grade on the academic exercise with repetition of the exercise allowed for reduced or the same amount of original credit.
- A zero or failing grade on the exercise with no repetition allowed.
- A failing grade in the course and removal from it.

Incompletes: If a student who has been making a passing grade cannot complete the work in a course due to illness (or other sufficient reason), at the instructor's discretion an "I" (incomplete) may be entered temporarily on the record. A course recorded as an incomplete must be completed within the first six weeks of the following semester (excluding summer) except when an extension of time is granted by the agreement of the appropriate dean and the instructor of the course. If this extension is not granted, the "I" is changed to an "F".

Special Needs Statement: Anyone needing information concerning special needs should contact your instructor after class or the Special Needs Coordinator, at 322-3321 or 733-3321.

INSTRUCTOR POLICIES

Attendance: As a participant in the Cooperative Education program, the student is required to adhere to the following:

1. The student must adhere to the policies and procedures of the Cooperative Education program as set forth in this course syllabus

2. The Student must be employed in their major field of study or their career field.
3. All deadlines must be met and the student must respond promptly to requests by the Cooperative Education Coordinator.
4. Credit will not be awarded until all course requirements are met. The maximum number of elective credits that may be earned through Co-op or Internship is 24.
5. The student is responsible to check with an advisor or registrar at BCC or an institution that they are considering, regarding the transfer of Cooperative Education credit.
6. The student must notify the Coordinator of any change in enrollment status, such as an increase or reduction in credit, dropping the course, etc. The student must also notify the Coordinator if the course requirement cannot be completed in a timely manner.
7. The student must acquire 50 hours of work experience for each credit hour enrolled in Cooperative Education. The student must notify the Coordinator of any change in the employment status. The student authorizes the use of his/her name, place of employment, photographs or any other media or information to promote the Cooperative Education program.
8. The student, in conjunction with the supervisor and Cooperative Education Coordinator, will develop a well-planned series of growth experiences consistent with the goals of the instructional program. These experiences will be recorded as competencies on the training plan.
9. The student will complete the course in the current semester if receiving Financial Aid or Veteran's assistance to avoid financial reimbursement due to regulations (training plan must be 25% complete by state certification date).

Late/Make-up Assignments: All Assignments are due upon completion of the Portfolio at the close of the Semester. Students are encouraged to work steadily on their Cooperative Education assignments. Work not submitted when due is subject to a grade reduction or loss of all credit, at the discretion of the faculty coordinator.

Drop: The student is required to notify the Coordinator if the requirements can not be met or if there is a change in the employment status.

DEPARTMENTAL POLICIES

N/A

Course Number: CP193 Internship I
CRN: Andover
10894, 10895, 10896
Council Grove
11443, 11444, 11445
El Dorado
9025, 9027, 9029
Marion
11440, 11441, 11442
McConnell
11513, 11514, 11515
Rose Hill
11539, 11540, 11541

Course Number: CP194 Internship II
CRN: Andover
10897, 10898, 10899
Council Grove
11565, 11566, 11567
El Dorado
9030, 9031, 9032
Marion
11449, 11450, 11451
McConnell
11516, 11517, 11518
Rose Hill
11542, 11543, 11544

Course Number: CP197 COOP Education I
CRN: Andover
10900, 10901, 10902, 10903, 10904
Council Grove
11457, 11458, 11459, 11460, 11461
El Dorado
9034, 9035, 9036, 9037, 9039
Marion
11452, 11453, 11454, 11455, 11456
McConnell
11519, 11520, 11521, 11522, 11523
Rose Hill
11545, 11546, 11547, 11548, 11549

Course Number: CP198 COOP Education II
CRN: Andover
10905, 10906, 10907, 10908, 10909
Council Grove
11472, 11473, 11474, 11475, 11476
El Dorado
9040, 9041, 9042, 9043, 9044
Marion
11467, 11468, 11469, 11470, 11471
McConnell
11524, 11525, 11526, 11527, 11528
Rose Hill
11550, 11551, 11552, 11553, 11554

Course Number: CP297 COOP Education III

CRN: Andover
10910, 10911, 10912, 10913, 10914
Council Grove
11487, 11488, 11489, 11490, 11491
El Dorado
9045, 9046, 9047, 9048, 9049
Marion
11482, 11483, 11484, 11485, 11486
McConnell
11529, 11530, 11531, 11532, 11533
Rose Hill
11555, 11556, 11557, 11558, 11559

Course Number: CP298 COOP Education IV

CRN: Andover
10915, 10916, 10917, 10918, 10919
Council Grove
11503, 11504, 11505, 11506, 11507
El Dorado
9052, 9054, 9055, 9056, 9066
Marion
11497, 11499, 11500, 11501, 11502
McConnell
11534, 11535, 11536, 11537, 11538
Rose Hill
11560, 11561, 11562, 11563, 11564