

COURSE OUTLINE **Cooperative Education IV**

Course Description

BA 298. Cooperative Education IV. 6 hours credit. Prerequisites: BA 297 with a C or better, employment in a field related to a major program of study or departmental approval. This course is the fourth in a series of four courses that will enable the student to demonstrate greater competence in work environment skills. The student will work a minimum of 50 hours throughout the semester for each credit awarded. The student will complete an individualized training plan of study.

Course Relevance

The concepts learned in this class combined with the exposure to a real-world work experience will further enhance the student's ability to function productively in our society.

Required Materials

Departmentally-developed materials will be used. Other required textbooks will vary with the seminar topic.

Learning Outcomes

The intention is for the student to be able to:

1. Develop critical thinking skills regarding work based learning.
2. Broaden the experiences and objectives achieved in the work environment.
3. Progress in various career development activities.

Learning PACT Skills that will be developed and documented in this course

Through involvement in this course, the student will develop ability in the following PACT skill areas:

Personal Development Skills

1. Interpersonal interaction
 - Through reflection on experiences with individuals at the work site, the student will demonstrate an awareness of the skills and behaviors associated with satisfactory relationships in a work environment.

Analytical Thinking Skills

1. Critical thinking
 - Through the use of career development activities, the student will identify and define a task, gather information, process the information according to the 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. Completing a closing statement (P skill)

2. Completing a professional characteristics evaluation and a training plan (P skill).
3. Completing a basic portfolio which demonstrates mutually developed career development outcomes (A skill).

Course Content

- I. Skills or Competencies – Actions that are essential to achieve the course outcomes:
 - A. Writing
 - B. Develop computer literacy
 - C. Practice critical thinking
- II. Themes – Key recurring concepts that run throughout this course:
 - A. Self-assessment
 - B. Personal development
 - C. Effective relationships

Learning Units

- I. Foundations of Cooperative Education
 - A. Advanced learning objectives
 - B. Guidelines for a supervisor
 - C. Student data sheet
- II. Self-assessment
 - A. Opening statement
 - B. Resume
 - C. Job description
 - D. Time reports
- III. Career development
 - A. Advanced career development activities
 - B. Monthly time reports
- IV. Conclusion of Cooperative Education
 - A. Advanced academic project
 - B. Closing statement
 - C. Monthly time reports
 - D. Evaluations
 - E. Completion of the advanced portfolio

Learning Activities

Independent study of various texts, case studies, professional journals, student presentations, department created documents and other materials will be completed as required by the Faculty Coordinator. The Faculty Coordinator is the facilitator of the learning experiences with input from the supervisor at the work site.

Grade Determination

The student will be graded on completion of the basic portfolio and other methods of evaluation at the discretion of the instructor.