

COURSE OUTLINE **Cooperative Education IV**

Course Description

HL 298. Cooperative Education IV. 6 hours credit. Prerequisites: HL 297 with a C or better and employment in a related field of major program of study. The fourth in a series of four courses, this course will enable the student to demonstrate greater competence in work environment skills. The student will work a minimum of 75 hours throughout the semester for each credit earned.

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 at the work site. Cooperative Education provides academic elective credit for structured work experience.

Required Materials

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 the experiences and objectives achieved in the work environment.
3. Progress in career with various career development activities.

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 skill areas:

Analytical Thinking Skills

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 an advanced portfolio documenting career development outcomes and agreed upon objectives, including a final self-reflection project evaluating growth toward career goals.

Course Content

- I. Themes – Key recurring concepts that run throughout this course:
 - A. Expansion of job skills

- B. Personal development
- C. Effective relationships
- II. Issues – Key areas of conflict that must be understood in order to achieve the intended outcome:
 - A. Differences in expectations of faculty coordinator, employer, department lead instructor and faculty coordinator
 - B. Interacting with other stakeholders with differing timelines, priorities, objectives and opinions
- III. Concepts – Key concepts that must be understood to address the issues:
 - A. Importance of learning objectives on the job
 - B. Recognize need for continuous improvement
- IV. Skills/Competencies – Actions that are essential to achieve the course outcomes:
 - A. Writing
 - B. Specialized technology capability
 - C. Critical thinking

Learning Units

- I. Foundations of Cooperative Education
 - A. Develop a training plan
 - B. Be familiar with supervisor guidelines
- II. Self-assessment
 - A. Define goals for Cooperative Education experience
 - B. Update resume
 - C. Submit hours worked
- III. Career development
 - A. Develop soft skills
 - 1. Communication
 - 2. Leadership
 - 3. Positive attitude
 - B. Understand requirements of Cooperative Education
 - C. Progress in skills and knowledge at the work site
- IV. Conclusion of Cooperative Education
 - A. Create advanced academic project
 - B. Reflect on accomplished goals
 - C. Submit time worked
 - D. Evaluate Cooperative Education experience

Learning Activities

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

Grade Determination

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