

COURSE OUTLINE **Cooperative Education I**

Course Description

MA 197. Cooperative Education. 6 hours credit. Prerequisites: Employment in a related field or major program of study. The first in a series of four courses, 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 75 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

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 experience in the work environment by achieving agreed upon Cooperative Education objectives

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 a basic portfolio documenting career development activities 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 student
 - 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. Understand expectations of everyone involved
 - B. Understand and appreciate different stakeholders' roles
- IV. Skills/Competencies – Actions that are essential to achieve the course outcomes:
 - A. Application of education and skills at workplace
 - B. Communication between student, faculty coordinator and supervisor
 - C. Demonstration of growth on the job

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
 - B. Create resume
 - C. Record time worked
- III. Career development
 - A. Develop soft skills
 - 1. Communication
 - 2. Teamwork
 - 3. Organization
 - B. Understand benefits to employer and student
 - C. Understand requirements of Cooperative Education
 - D. Progress in skills and knowledge at the work site
- IV. Conclusion of Cooperative Education
 - A. Create basic academic project
 - B. Reflect on accomplished goals
 - C. Submit time worked
 - D. Evaluate Cooperative Education experience

Learning Activities

Learning activities will be assigned to assist the student to achieve the intended learning outcomes through independent study of various texts, case studies, professional journals, student presentations, department created documents and other materials as required by the training plan and the Faculty Coordinator with input from the supervisor at the work site.

Grade Determination

The student will be graded on completion of the basic portfolio and other assessment tasks at the discretion of the instructor with input from the supervisor at the work site.