



## Syllabus

### COE 101, 102, 201, 202 – COOPERATIVE EDUCATION

**Instructor:**

**Office Telephone:**

**Office Location:**

**Office Hours:**

**E-Mail:**

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#### **COURSE DESCRIPTION:**

Cooperative education (co-op) is a unique academic program combining academic learning with professional work experience in a field related to a student's education and career goals. This 3-credit hour course will count toward elective credit in many A.S./A.A.S. degree programs. Please check with your advisor.

#### **COURSE GOALS:**

- provide practical work experience that will complement theories learned in the classroom
- prepare the student for employment after graduation by learning workplace skills
- allow the student to begin working in their field of study
- help the student fulfill credit requirements for graduation while assisting with the transition from an academic environment into the professional world
- work in a position, with an employer, who may ultimately provide permanent, full-time employment,
- provide and/or enhance job skills, problem-solving abilities, creativity, or self improvement in a current job situation.

#### **TEXTBOOK:**

None.

#### **COURSE EXPECTATIONS AND ASSIGNMENTS:**

Each student participating in a Co-Op experience is required to work a minimum of 10 hours per week (150 hours throughout the semester) toward an approved project with

learning objectives agreed upon by the instructor, student, and employer. The learning objectives will identify how the student will demonstrate skill building, problem solving, creativity, and self-improvement skills from the work experience. These learning objectives and tasks should be **submitted to the instructor by the second week** of the identified semester. The student will submit a formal narrative report on the experience gained from the Co-Op education opportunity at the end of the semester.

### **COURSE EVALUATION:**

To receive a grade in this course, the student must submit the following:

1. Learning Objectives and final evaluation of Learning Objectives
2. Wage and Time Report
3. Employer Evaluation of Student
4. Student Rating of Employer
5. Final Work Experience Report

The course grade will be based on the following: learning objectives created in partnership with student, employer and instructor, employer evaluation of student's work performance, the student's on-the-job experience, and the Final Work Experience Report.

Submission & Accomplishment of Learning Objectives.....	50%
Wage and Time Report .....	10%
Employer Evaluation of Student .....	10%
Student Rating of Employer.....	10%
Final Work Experience Report.....	20%

**These items are due to the instructor on or before the last day of class.**

### **GRADING SCALE:**

The following grading scale is used at Roane State Community College:

A =	100-90
B =	89-80
C =	79-70
D =	69- 60
F=	59 or below

### **Attendance:**

Students are required to maintain an attendance record in accordance with the employer's policies and procedures.