### Course Description:
Career-related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Specific learning objectives directly related to a technical discipline guide the student through the paid work experience.

This course will transfer to other community colleges but will not transfer to most 4-year schools.

### Text, References and Supplies:
References will be supplied.

### Course Goals/Objectives:

<table>
<thead>
<tr>
<th>Competencies</th>
<th>Purpose and/or sample real life applications</th>
<th>Projects or supporting laboratory exercises</th>
<th>Used throughout the course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop work-related goals</td>
<td>Create and strengthen the ability to develop career goals and plan their successful implementation</td>
<td>Interface and communicate with supervisor and Faculty Advisor</td>
<td>Yes</td>
</tr>
<tr>
<td>Prepare and submit required documentation in a timely manner</td>
<td>Learn the importance of workplace documentation and project deadlines</td>
<td>Submit required course paperwork to Faculty Advisor by stated deadline. Respond to discussion projects by required deadline</td>
<td>Yes</td>
</tr>
<tr>
<td>Analyze and discuss employee-related work and ethical issues</td>
<td>Understand the group dynamics that exist in the workplace and ethical issue that arise</td>
<td>Analysis of instructor prepared cases involving employee issues</td>
<td>Yes</td>
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<tr>
<td>Work in a team to accomplish a goal or task</td>
<td>Develop an appreciation of workforce team-based projects. Analyze and understand the dynamics of teams and clear communication.</td>
<td>Team projects</td>
<td>Yes</td>
</tr>
<tr>
<td>Present information to others</td>
<td>Learn the importance of clear communication, presentation techniques, and research methods</td>
<td>Prepare and deliver a 3-5 minute presentation on an assigned topic</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Student Contributions and Class Policies:
This class requires discipline and participation.
A reflection is written for each day on the subject presented for that day. If a class is missed the reflection shall be turn-in the following week. The reflections are your reactions on the subject that is presented that day. If absent, you will write on the topic of that day missed.
Evaluation of Students:
09%. Attendance and participation. Approx. (16 weeks)
15%. Preparation of documentation (Application, Time Sheets, Goals and Evaluations)
33%. Meetings with Faculty Instructor and Employers Supervisor
10%. Reflections
33%. Employer evaluation

Course Schedule: A detailed course schedule will be provided during the first weeks of the semester.

Instructor Information:

**Criminal Justice Instructor: Robert W. Peetz**
Office: 174 TC
Phone: 432-685-4685
e-mail: rpeetz@midland.edu

**Classroom Instructor:** Terry R. Dummer
Office: 126 TC
Phone: 685-4567
Email: tdummer@midland.edu

Office Hours: Will be posted

Note: Students are encouraged to contact either instructor at any time. However, making an appointment will guarantee the instructor’s availability at a specific time.

Business Studies Division Information

**Division chair:** Gavin Frantz
Division Secretary: Lisa Hain
Division Office: Room 142-TC
Division Phone: 685-6447
Division Fax: 685-4761