In this course, the student will gain practical experience in a vocational field and develop workplace skills such as ethical decision-making, business research, presentation to groups, and teamwork.

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

References will be supplied

<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>
</tr>
<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>

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.

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

A detailed course schedule will provided during the first weeks of the semester.
**SCANS Information:**

- **Information:** Students will perform practical research and use computers or other media to present information to others.

- **Systems:** Students will use computers, journals or interviews to locate relevant material.

- **Thinking Skills:** Students will participate in the discussion and analysis of ethical cases using concepts and principles learned in class.

- **Reading:** Students will use the textbook and other sources to perform research and evaluate ethical issues.

**Instructor Information:**

- **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 the 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