

Midland College
Syllabus
SPRING 2010
Co-operative Work Experience
3 Semester Credit Hours (1 Lecture Hour, No Lab, 320 OJT Hours)
Room 219 MHAB Tuesday 6:00 – 6:50

Course Description: 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.

Text, References and Supplies:

References will be supplied

Course Goals/ Objectives:

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

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 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