

Co-operative Work Experience
3 Semester Credit Hours (1 Lecture Hour, No Lab, 20 OJT Hours per week)

Course Description

In this course, the student will gain practical experience in a vocational field and develop workplace skills such as ethical decision-making, Career Planning, Job Hunting Skills, Surviving in the Workplace. Topics will include: Personality Types, Jobs, Interviewing Skills, Job Benefits, Office Politics, Time Management, Understanding Job Benefits.

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

Learning Objectives

1. Develop work-related goals by developing career goals and planning their implementation with guidance and communication with a supervisor and faculty advisor.
2. Prepare and submit required documentation in a timely manner.
3. Analyze and discuss employee-related work and ethical issues.
4. Understand group dynamics that exist in the workplace.
5. Learn to recognize and deal with negative issues within your work group.
6. Learn the importance of clear communications.

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. REMEMBER THIS CLASS IS ONLY ONE DAY A WEEK.**

Evaluation of Students

- 14%. Attendance and participation. Approx. (14 weeks)
- 10%. Preparation of documentation (Application, Time Sheets, Goals and Evaluations)
- 33%. meetings with Faculty Instructor and Employers Supervisor
- 10%. Reflections
- 33%. Employer evaluation
- 100%

Course Schedule

A detailed course schedule will provided during the first weeks of the semester.

Instructor Information:
Instructor: TBA
Office: 143 TC
Phone: 685-4676

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: Curt Pervier
Division Secretary: Lisa Hays
Division Office: Room 143-TC
Division Phone: 685-4676
Division Fax: 685-6472

Students with Disabilities

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must place documentation on file with the Counselor/Disability Specialist. Students with disabilities should notify Midland College prior to the beginning of each semester. Student Services will provide each student with a letter outlining any reasonable accommodations. The student must present the letter to the instructor at the beginning of the semester.

Midland College Non-Discriminatory Statement:

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Spanish

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