

GENESEE COMMUNITY COLLEGE

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Course Outline: BUS 217 – COOPERATIVE EDUCATION

COURSE DESCRIPTION:

Introduces students to first-hand experiences in business operations. Students are placed in positions relative to their career and academic objectives.

Prerequisite: Successful completion of 24 credits.

COURSE OBJECTIVES (STUDENT LEARNING OUTCOMES):

With the successful completion of the course, students will demonstrate the ability to:

1. Observe and critique industry professionals in the workplace as documented by a minimum of 10 journal entries.
2. Successfully perform all responsibilities assigned during a 150- to 240-hour field experience, as documented by a final evaluation completion by the field supervisor.
3. Demonstrate appropriate conduct in the workplace as documented by a 4- to 6-page self-critique paper.
4. Develop a minimum of three new skills necessary for effective functioning within the workplace as documented by a minimum of 10 journal entries.
5. Demonstrate effective communication skills as documented by a final evaluation completed by the field supervisor.

CRITERIA FOR GRADING:

1. Successful completion of the 150- or 240-hour field experience.
2. 4-6 page paper and journal writings.
3. Field Experience booklet.
4. Field Supervisor evaluation.
5. Career & Transfer Center Seminars.

REQUIRED TEXT: No text is required. The Career Development Center will provide materials at the job search and pre-employment workshops. You will receive a manual with course assignments and activities and all necessary forms to complete the course requirements.

SUPPLEMENTARY READING/PRINCIPAL REFERENCES:

None

OUTLINE OF COURSE CONTENT:

- I. JOB SEARCH
 - A. Prepare resume
 - B. Contact prospective employers.
 - C. Prepare for and complete job interview.
- II. WORK EXPERIENCE
 - A. Arrange work schedule.
 - B. Work either 150 unpaid or 240 paid hours.
 - C. Practice appropriate job skills learned in the classroom.
 - D. Notify instructor when halfway point is reached and when hours are completed.
- III. SUPERVISOR'S EVALUATION
- IV. WRITTEN PROJECT ASSIGNMENT
- V. ASSIGNMENTS IN MANUAL
 - A. Keep a daily diary.
 - B. Attend job search and pre-employment workshops
 - C. Produce a resume and cover letter.
 - D. Identify career opportunities at the work site.
 - E. Analyze your role at the work site.
 - F. Analyze management functions.
 - G. Study the supervisor's role.
 - H. Evaluation of your cooperative education experience.

GENESEE COMMUNITY COLLEGE
INDUSTRY FIELD PLACEMENT CONTRACT

(Fill out with the agency supervisor and return it to Genesee Community College, Batavia, NY 14020).

For the field placement supervisor:

In accepting this student for a field placement experience, I am aware of my responsibilities and willing to fulfill the following obligations:

1. Upon arrival of an intern or co-op student, I will accept this student for an internship of 150 unpaid or 240 paid required hours. The hours will be set and agreed upon by the supervisor and the student intern. A written contract must be made with the course instructor.
2. I will inform the student of the regulations and functions of this agency or industry setting.
3. I agree to give the student a quality internship experience which will assist him/her in his/her career development. Work will be assigned which is relevant to the industry.
4. I will give the student information and guidelines on any task I assign him/her in order that he/she might be able to perform it effectively.
5. I agree to meet regularly (at least weekly) with the student to discuss his/her performance, experience, and/or any problems which have developed.
6. I will complete a written evaluation form sent by the instructor.
7. I will be available to give a verbal evaluation of the student when the instructor contacts me.
8. I will accept and assign this student to jobs and otherwise treat him/her without regard to sex, race, color, national origin, or handicap. [SGCRVE, Section 5.2 (f)(3)].

For the student:

I am aware of my responsibilities for this field placement experience and am willing to fulfill the following obligations:

1. I will work 150 unpaid or 240 paid hours during the semester I am enrolled. I will reach an agreement concerning time arrangements with my supervisor. These must be approved by the course instructor.
2. I will contact the placement location before my working hours if I am ill or unable to work.
3. I will make up any missed placement time at a mutually agreed upon time.
4. I understand my placement experience will be evaluated in writing by my placement supervisor and verbally by my placement supervisor and course instructor. This will be worth one-third of my final course grade.
5. If I am experiencing difficulties in my work experience, I will contact my field placement supervisor and course instructor.
6. I agree to follow the job responsibilities listed by my agency supervisor in this contract.
7. I understand that if I consistently miss hours when I am supposed to be at my field placement or consistently show up late, I will be dismissed from my placement and receive an "F" for the course.
8. I agree to keep confidential all client and agency related material and discussion.
9. I understand if I demonstrate a lack of dependability, emotional instability, or immoral/unethical conduct while in my internship, I can be terminated from the job and withdrawn from the course by the instructor.
10. I understand I must satisfactorily complete both my internship and my class work to complete the course.

The following is a list of the student's responsibilities as an intern and anticipated activities during the field placement experience. (Use another sheet if additional space is needed).

Intern Supervisor Name (please print)

Company Name

Company Address (with Zip): _____

Company Phone # and Best Time to Call: _____

Supervisor Signature

Date

Student Signature

Date

COOPERATIVE EDUCATION APPLICATION

Student Information		Employer Information
Date:	Program:	Coop Agency:
Name:		Employer Address:
Local Address:		
Permanent Address:		Employer Telephone:
		Supervisor Name and Title:
E-mail Address:		
Local Phone:		Starting date:
Permanent Phone:		Completion date:

Upon completion and return of this form, along with the field placement contract, you will receive the course assignments.

Signature _____

Comments:
