GENESEE COMMUNITY COLLEGE
COURSE SYLLABUS

COURSE NUMBER & TITLE: BUS 217 Cooperative Education

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Email: mrdudkowski@genesee.edu

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Email: jmchenu@genesee.edu

CATALOG 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.

STUDENT LEARNING OUTCOMES (SLO’s):

Upon successful completion of this course as documented through writing, objective testing, case studies, laboratory practice, and/or classroom discussion, the student will be able 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 completed 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.

* This course objective has been identified as a student learning outcome that must be formally assessed as part of the College’s Comprehensive Assessment Plan. All faculty teaching this course must collect the required data (see assessing Student Learning Outcomes form) and submit the required analysis and documentation at the conclusion of the semester to the Office of Assessment and Special Projects.
**REQUIRED TEXT:** No text is required. The Career Center will provide materials at the job search and pre-employment workshops. You will receive a manual with the course assignments and activities and all necessary forms to complete the course requirements.

**GRADING CRITERIA:**

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’s evaluation.

**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.
CHEATING AND PLAGIARISM POLICY:

Cheating is obtaining or intentionally giving unauthorized information to create an unfair advantage in an examination, assignment, or classroom situation. Plagiarism is the act of presenting and claiming words, ideas, data, programming code or creations of others as one’s own. Plagiarism may be intentional – as in a false claim of authorship – or unintentional – as in a failure to document information sources using MLA (Modern Language Association), APA (American Psychological Association) or other style sheets or manuals adopted by instructors at the College. Presenting ideas in the exact or near exact wording as found in source material constitutes plagiarism, as does patching together paraphrased statements without in-text citation. Disciplinary action may include a failing grade on an assignment or test, a failing grade for the course, suspension or expulsion from the college, as described in the Code of Conduct.

GCC Classroom Policies:  http://www.genesee.edu/academics/classroom_policies.cfm

INSTRUCTIONAL SUPPORT SERVICES: (view links below for additional information)
Center for Academic Progress: (testing, tutoring, disabilities support service):  CAP
Library:  GCC Library
Computer Labs:  GCC Student Computer Labs
Internet access procedures and policies:  Internet Procedures
GCC Help Desk Knowledge Base:  GCC Help Desk
Student Support Services:  (academic, financial, transfer, career services)  Student Support Services
GCC Contact Information:  (within GCC or community):  GCC Contact Information
GCC Student Code of Conduct:  GCC Student Code of Conduct
GENESEE COMMUNITY COLLEGE
AGENCY FIELD PLACEMENT CONTRACT

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

For the agency 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).

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<tr>
<th>Intern Supervisor Name (please print)</th>
<th>Agency Name</th>
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<th>Agency Address (with Zip code):</th>
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<th>Agency Phone # and Best Time to Call:</th>
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<th>Supervisor Signature</th>
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<th>Student Signature</th>
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# COOPERATIVE EDUCATION APPLICATION

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<th>Student Information</th>
<th>Employer Information</th>
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<td>Date:</td>
<td>Agency Name:</td>
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<td>Program:</td>
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<td>Name:</td>
<td>Agency Address (with Zip code):</td>
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<td>Permanent Address:</td>
<td>Supervisor Name and Title:</td>
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<td>E-mail Address:</td>
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<td>Starting date:</td>
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<td>Completion date:</td>
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*Upon completion and return of this form, along with the agency field placement contract, you will receive the course assignments.*

Signature _________________________________

Comments:

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