

**EASTERN ARIZONA COLLEGE**  
**Cooperative Education I (Occupational)**

**Course Design**  
**2018-2019**

**Course Information**

<b>Division</b>	Business
<b>Course Number</b>	COE 111
<b>Title</b>	Cooperative Education I (Occupational)
<b>Credits</b>	1-4
<b>Developed by</b>	Dana Barnett
<b>Lecture/Lab Ratio</b>	1 Credit = 1 Lecture/0 Lab 2 Credits = 2 Lecture/0 Lab 3 Credits = 3 Lecture/0 Lab 4 Credits = 4 Lecture/0 Lab

<b>Transfer Status</b>	Non-transferable
<b>Activity Course</b>	Yes
<b>CIP Code</b>	32.0100
<b>Assessment Mode</b>	Portfolio
<b>Semester Taught</b>	Fall and Spring
<b>GE Category</b>	None
<b>Separate Lab</b>	No
<b>Awareness Course</b>	No
<b>Intensive Writing Course</b>	No
<b>Diversity and Inclusion Course</b>	No

**Prerequisites**

None

**Educational Value**

- A. To general education: Student recognizes and credits on-the-job experiences as a valid component of the educational program.
- B. To other courses or curricula: Cooperative Education is required for some certificates and AAS degrees and is an elective for other certificates and AAS degrees.

**Description**

Eastern Arizona College offers cooperative education courses for students who have selected a career objective. Designed to give students the opportunity to learn through supervised work experiences, the course integrates students' educational activities with on-the-job learning opportunities.

Meetings with the coordinator are designed to assist students in identifying activities and competencies they will complete on the job. This can include learning job survival skills, improving technical skills, and developing effective human relations and communications skills.

The courses are designed to serve students from all disciplines who wish to experience supervised on-the-job training as part of their skills, upgrade their positions, or move to new career areas through job-related experiences and goals described in a written training plan.

Project plus 75 lab hours per credit.

### **Supplies**

None

### **Competencies and Performance Standards**

#### **1. Achieve an acceptable level of technical skills**

##### **Learning objectives**

*What you will learn as you master the competency:*

- a. Draft a written description on how to complete one technical task performed on the job.
- b. Completes a monthly activity report describing skills learned.
- c. Discuss in writing technical skills developed on the job and how they have improved your employability skills.

##### **Performance Standards**

*Competence will be demonstrated:*

- o on the job
- o through the satisfactory completion of requirements within the school setting

*Criteria - Performance will be satisfactory when:*

- o learner demonstrates an acceptable level of skills to employer
- o learner successfully completes all academic requirements

#### **2. Display attitudes appropriate to the work environment**

##### **Learning objectives**

*What you will learn as you master the competency:*

- a. Discuss in writing 3 different types of attitudes that were encountered while on the job.
- b. Complete a monthly activity report describing situations involving intense demonstration of proper or improper attitudes by supervisor, coworker, or self.
- c. Discuss in writing the feelings and emotions that were displayed during an intense demonstration of proper or improper attitudes of supervisor, coworkers, or self.

##### **Performance Standards**

*Competence will be demonstrated:*

- o on the job
- o as observed by the learner's supervisor

*Criteria - Performance will be satisfactory when:*

- o learner displays respect toward coworkers and customers
- o learner demonstrates cooperation with peers and supervisors
- o learner approaches work assignments positively
- o learner speaks and acts courteously
- o learner displays professionalism

### **3. Accept responsibility for regular attendance**

#### ***Learning objectives***

*What you will learn as you master the competency:*

- a. Draft a written schedule of class time; working hours, and outside commitments.
- b. Discuss in writing why regular, on time attendance is important to career development.
- c. Demonstrate attendance responsibility by reporting for assignments prepared and on time.

#### ***Performance Standards***

*Competence will be demonstrated:*

- o in the field

*Criteria - Performance will be satisfactory when:*

- o learner will attend work assignments and classes as required

### **4. Articulate the importance of continuous career development**

#### ***Learning objectives***

*What you will learn as you master the competency:*

- a. Interview employer about preparation for career opportunities.
- b. Briefly summarize at least 3 career development articles dealing with the benefits of continuous career development.

#### ***Performance Standards***

*Competence will be demonstrated:*

- o in writing to the COOP Coordinator

*Criteria - Performance will be satisfactory when:*

- o learner will write a brief statement expressing the reasons for the importance of career development

### **5. Formulate a career plan**

#### ***Learning objectives***

*What you will learn as you master the competency:*

- a. Determine career choice.
- b. Develop an education plan.
- c. Choose a work-study option.
- d. Draft career goals.
- e. Determine a method of accomplishing goals in workplace.

#### ***Performance Standards***

*Competence will be demonstrated:*

- o in writing to the COOP Coordinator

*Criteria - Performance will be satisfactory when:*

- o learner will draft a brief career plan to encompass minimally five years of anticipated education and or employment

***Types of Instruction***

On-the-job Experience

***Grading Information***

***Grading Rationale***

Course Project: 25% of grade

Employer Evaluations: 50% of grade

Coordinator Evaluation: 25% of grade

***Grading Scale***

A 90%-100%

B 80%-89%

C 70%-79%

D 60%-69%

F Below 60%