

EASTERN ARIZONA COLLEGE
Cooperative Education I (Non-Occupational)

Course Design
2015-2016

Course Information

Division	Business
Course Number	COE 121
Title	Cooperative Education I (Non-Occupational)
Credits	1-4
Developed by	Dana Barnett
Lecture/Lab Ratio	1 Credit = 1 Lecture/0 Lab 2 Credits = 2 Lecture/0 Lab 3 Credits = 3 Lecture/0 Lab 4 Credits = 4 Lecture/0 Lab
Transfer Status	Non-transferable
Activity Course	Yes
CIP Code	32.0100
Assessment Mode	Portfolio
Semester Taught	Fall and Spring
GE Category	None
Separate Lab	No
Awareness Course	No
Intensive Writing Course	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. Complete a monthly activity report describing skills learned.
- c. Discuss, in writing, technical skills developed on the job and how they have improved 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, three 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 (i.e. working hours and outside commitments).
- b. Discuss, in writing, the importance of regular, on time attendance 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 three 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%

Employer Evaluations - 50%

Coordinator Evaluation - 25%

Grading Scale

A 90-100

B 80-89

C 70-79

D 60-69

F Below 60