INTDS 266/267 Cooperative Education Seminar

COURSE LEARNING OUTCOMES

This course is coordinated with the Cooperative Education Work Experience, INTDS 267. Student’s will study in areas of self-awareness and assessment; career awareness and exploration; career decision making; career planning and placement. The student will meet with the instructor and other students once a week and discuss the student’s workplace experience from the previous week. The instructor, with employer-supervisor input, will address the student’s successes, challenges and failures in workplace competencies. Students will share experiences with one another as a group discussion.

- Determine employability skills
- Report on work assignments and activities.
- Discuss processes for improved performance.
- Exercise appropriate verbal and nonverbal communication skills
- Display enthusiasm toward their work and others.
- Behave ethically in all circumstances.
- Practice good time management.
- Convey trustworthiness, while behaving as a good team player.
- Accept constructive criticism willingly.

COURSE OUTLINE

1) Introduction to Course Requirements
   a. Coordinated with Cooperative Education Work Experience
   b. Use of Cooperative Education Handbook
      i. Responsibilities of student and employer
   c. Meetings with instructor
      i. Class discussion on work place experience
      ii. Discussion on student’s successes, challenges, and failures
      iii. Competencies
   d. Course Learning Outcomes
      i. Determine employability skills
      ii. Report on work assignments and activities
      iii. Discuss processes for improved performance
      iv. Exercise appropriate verbal and nonverbal communication skills
      v. Display enthusiasm toward their work and others
      vi. Behave ethically in all circumstances
      vii. Practice good time management
      viii. Convey trustworthiness, while behaving as a good team player
      ix. Accept constructive criticism willingly

2) Assessment
a. Cooperative Education Handbook
   i. Students will download handbook from SFCC internet
   ii. Students will complete appropriate forms discussed by instructor and stated on calendar of important deadlines
   iii. Students will be responsible for handbook evaluations and contacting their employer for signatures
   iv. Mid-term and Final evaluations are required
b. Attendance
   i. Required