

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