

## **INTDS 267 Cooperative Education**

### **COURSE LEARNING OUTCOMES**

This course is coordinated with the Cooperative Education Seminar, INTDS 266.

- Integrate classroom knowledge and/or previous work experience into a practical work situation.
- Prepare resume and cover letter during previous Fall quarter in INTDS 275.
- Prepare for interview with prospective employer no later than the end of the previous Winter quarter.
- Explain to the prospective employer what cooperative education is and how it works between instructor, student, and employer.
- Identify work skills necessary to perform the tasks required for the position.
- Identify the work ethic of the employer.
- Identify and comply with required dress code.
- Demonstrate punctuality.
- Develop a plan of improvement based on the mid-quarter employer assessment.
- Keep accurate time sheets.
- Establish communication between employer, student and instructor.
- Foster a better understanding of the interior design business and the work place environment.

### **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