

**COE 111**  
**CO-OP WORK EXPERIENCE I**

**COURSE DESCRIPTION:**

Prerequisites: Permission of program director

Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Course Hours Per Week: Work Experience, 10. Semester Hours Credit, 1.

**COURSE OBJECTIVES:**

Upon successful completion of this course, the student will be able to:

- a. List the general requirements for successful employment.
- b. Evaluate his/her own interest and performance in the computer field.
- c. Evaluate his/her career selection.
- d. Demonstrate competency in programming, operations, or networking skills.
- e. Distinguish between good and bad work habits.
- f. Demonstrate skills necessary for appropriate employment.
- g. Perform work-related competencies in a satisfactory manner.
- h. Prepare and deliver an oral presentation describing the work experience.
- i. Submit a written report describing the work experience.

**OUTLINE OF INSTRUCTION:**

- I. General information
  - A. This course is offered most semesters to students in the Information Systems curriculum who are in their last or next to last semester of study.
  - B. The student is required to work a minimum of ten hours per week in a local business, industry, government organization, or on campus.
- II. Job placement
  - A. Students will meet with the class instructor at the beginning of the semester to discuss potential placements.
  - B. Each student, with instructor approval, will decide on a job placement.
  - C. Each student will complete a Work Assignment Form.
  - D. Each student, with his or her work supervisor, will develop goals to be accomplished during the work experience. These must be approved by the instructor.

- E. Each student is required to submit a weekly report of work progress.
- F. Near the end of the semester, each student will write a report describing the goals accomplished, and the knowledge and experience gained. This information will also be presented in an oral report to the class.
- G. An evaluation form is to be completed by the job supervisor and submitted to the instructor at the end of the semester.

### III. Responsibilities of work experience instructor

- A. Assist each student in finding a work experience placement.
- B. Make certain that the job supervisor understands the requirements of the class and the capabilities of the student.
- C. Meet with work experience students and be available for private conferences as needed.
- D. Keep track of the progress of each student and contact job supervisors as needed.
- E. Obtain an evaluation of the student's performance from the job supervisor.

### IV. Work experience presentation

- A. Oral report
- B. Written report

## **REQUIRED TEXTBOOKS AND MATERIALS:**

Materials will vary depending upon the job placement.

## **STATEMENT FOR STUDENTS WITH DISABILITIES:**

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 686-3652 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.