

COE 112
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, 20. Semester Hours Credit, 2.

COURSE OBJECTIVES:

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

- a. develop and maintain professional image
- b. use correct office procedures
- c. use effective oral communications
- d. operate information equipment
- e. demonstrate proper use of office machines
- f. use effective oral communications

OUTLINE OF INSTRUCTION:

- I. General information
 - A. The Co-op program is offered each semester to all office systems technology students who have successfully completed all requirements for the previous three semesters of study listed in the general catalog. This, in effect, is the final preparation for employment in which the student pulls together skills and related knowledge in a working situation within a local business.
 - B. The student is required to work 20 hours per week in an assigned business, industry, medical, or a professional office.
 - C. The total time involved in the student working in the business office is sixteen (16) weeks or 320 hours.
- II. Outline of preparation for Co-op student
 - A. Meet with the prospective student beginning of semester
 - B. Discuss Co-op program with the students.

- C. For those students already employed, letters and evaluations forms will be sent to their employers. For those without jobs, letters and personal data sheets will be sent to a random sample of local businesses to secure positions.
- D. The students are shown a copy of the “Evaluation Form” which will be used by the employers at the end of the semester for grading purposes. This is seen as a courtesy to the students-- an opportunity to view the expectations.

III. Responsibilities of Co-op coordinator

- A. Correspond in writing with all employers listing requirements of program and submitting evaluation form.
- B. Meet with students weekly and be available throughout semester for consultation if needed.
- C. Have student call businesses to set up appointments for interviews.
- D. Have students, as positions are accepted, acknowledge acceptance by letter to the business with a copy to instructor.
- E. Make list of students and assigned jobs and make folder for each student.
- F. Make appointment with employer for visitation. At this time, the evaluation form will be discussed and if possible the coordinator will look at work done by student.
- G. During the last week, the coordinator will set up conferences with student to discuss his/her evaluation form.
- H. The coordinator, as a finishing touch, should write or telephone employers expressing appreciation for participation and hopes for future participation.

REQUIRED TEXTBOOK 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.