

COE 121
CO-OP WORK EXPERIENCE II

COURSE DESCRIPTION:

Prerequisites: None

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:

- a. Demonstrate familiarity with the North Carolina standard course of study.
- b. Assist in supervising students in a safe and responsive manner.
- c. Demonstrate the ability to impart information at the child's level of development.
- d. Maintain classroom files and records.
- e. Explain the importance of attendance reports.
- f. Demonstrate accuracy in reporting students' attendance.
- g. Maintain cumulative folders.
- h. Collect and record money in accordance with established procedures. Apply first aid techniques and CPR for children.
- i. Demonstrate knowledge of expected behavior of children (e.g. basic characteristics of ages and stages).
- j. Demonstrate an awareness of student support services.
- k. Demonstrate familiarity with safe classroom practices, including blood-borne pathogens.
- l. Provide a positive and appropriate role model for students.
- m. Function effectively as a team member.
- n. Demonstrate familiarity with the North Carolina child abuse statutes. Maintain student and family confidentiality.
- o. Demonstrate punctual, professional behavior.

OUTLINE OF INSTRUCTION

- I. The North Carolina Standard Course of Study
 - A. Reading/Language Arts
 - B. Mathematics
 - C. Science
 - D. Social Studies
 - E. The Arts
 - F. Technology Education
 - G. Healthful Living

- II. Records Management
 - A. Attendance records and reports
 - B. Cumulative folders
 - C. Receipt book and money collection

- III. First Aid and CPR for Children
 - A. First Aid
 - B. CPR
 - C. Blood-borne pathogens

- IV. Behavior Management
 - A. Classroom management
 - B. Behavior modifications

- V. Student Resources and Support Services
 - A. The referral process
 - B. North Carolina child abuse statutes
 - C. LD/BD resources
 - D. Tutorial resources
 - E. Student and family confidentiality

- VI. The Professional Para-educator
 - A. Professional behavior
 - B. Content knowledge
 - C. Effective communication
 - (1.) Teachers and administration
 - (2.) Students and parents
 - D. Positive working relationships
 - E. Professional goal setting

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.