Cooperative Education Syllabus

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Phone Number: 818-364-7700
Office Hours: By Appointment
Monday: 2:00pm to 5:50pm
Thursday: 9:00am to 11:00am

I. COOPERATIVE WORK EXPERIENCE EDUCATION (CWEE)

CWEE combines on-the-job experience with regular classroom instruction. It is designed to expand skills and knowledge and to improve self-understanding by integrating classroom study with planned supervised work experience.

CWEE is based on the principle that well-educated individuals develop most effectively by incorporating related education and work experience. These structured experiences in business, industry, government, and human services bring enrichment to college studies and enhance the student's total development.

II. TEXTBOOK

ISBN 978-1-59357-914-2
Job Savvy
Latest Edition
LaVerne Ludden
Jist Works

III. COURSE OBJECTIVES

A) Complete with a 70% or higher score on supervisor rating sheet
B) Complete to standards specified in the textbook an industry standard resume
C) Accurately complete all items in the textbook
D) Pass with a 70% score or better the end of course exam
E) Attend all required class meetings and seminars

IV. WEEKLY TOPICS

1) Your Employment Relationship
2) Avoid New Job Blues
3) Making a Good Impression
4) Being There on Time
5) Communicating in the Work Place
6) Learning, What's It All About
7) Knowing Yourself
8) Getting Along with Your Supervisor
9) Getting Along with other Workers
10) Meeting the Customers' Expectations
11) Problem Solving Skills
12) Doing the Right Thing
13) Getting Ahead on the Job
14) Finals

V. GRADING SCALE

70-80 C
80-90 B
90-100 A

VI. GRADING RUBRIC

1) Authenticated signed agreement (Rating sheet) 50% of grade
2) Completed to standard resume, 10% of grade
3) Workbook completed, 30% of grade
4) Final exam, 10% of grade

VII. CLASS MEETINGS AND IMPORTANT DEADLINES

Class will meet: February 4, 5, 7, 11, 12, 14, 18, 19 & 21
April 8, 9, 11, 15, 16 & 18

Day Classes:	9:00 - 10:00 am	T & Th	E. Raskin	CSB 203
Evening Classes:	4:50 - 5:50 pm	Mon	E. Raskin	CSB 203

CWEE/Coop. Ed. forms are available at the LAMC Website, or may be purchased in the campus bookstore. All individuals must complete and turn in properly authenticated paperwork within two weeks of the start of the semester or the student will be dropped.

All completed work must be turned in by the last class meeting or the student will receive an "F" grade in the course. Students with disabilities will be accommodated and may contact the DSPS Office.

VIII. GENERAL COURSE INFORMATION

1. CWEE OBJECTIVES AND REQUIREMENTS
   A. Develop four new or expanded performance objectives for each semester of enrollment.
   B. Complete all required forms
   C. Apply classroom theory goals to real life experiences
   D. Demonstrate an understanding of how to apply for employment
   E. Perform a self evaluation on personal workplace strengths and weaknesses
   F. Identify educational and career goals

2. COURSE CONTENT AND SCOPE (instructional topics or units):
   A. Career awareness, selection and preparation
   B. Acclimating to new employer
   C. Time management
   D. Learning on-the-job (and lifelong learning)
   E. Self concept in the workplace
   F. Conflict resolution and grievance procedures
   G. Teamwork and effective communication
   H. Leadership skills
   I. Diversity and human relations
   J. Violence in the workplace
   K. Providing excellent customer care
   L. Problem solving skills and critical thinking
   M. Ethics
   N. Building Portfolios
   O. Federal and State employment laws/employee rights

3. WORK EXPERIENCE HANDBOOK/ORIENTATION TOPICS (Supplement to Course Content):
   A. Legal requirements of Work Experience
   B. Special requirements for enrollment
   C. Resumes and cover letters
   D. Interviewing tips

4. INSTRUCTIONAL METHODOLOGIES (instructor initiated learning strategies):
   A. Classroom lecture/discussion
   B. Written assignments
   C. Application of high technology skills
   D. Collaborative learning projects

5. MULTIPLE METHODS OF EVALUATION (measurements of student achievement):
   A. Evaluation of written responses to assigned topics
   B. Evaluation of student's completion of state mandated documents
   C. Completion of student/instructor consultation (state mandated)
   D. Evaluation of written final exam
   E. Evaluation of student's completion of required work hours (state mandated time sheet)

6. WRITING ASSIGNMENTS/PROFICIENCY DEMONSTRATION:
   A. Written responses to topic assignments
   B. Learning objectives written to specific measurable outcomes
   C. Written responses to final exam questions

7. ASSIGNMENTSTS THAT DEMONSTRATE CRITICAL THINKING
   (Use detail when describing student assignments and state in cognitive terms):
   A. Self assessment of current workplace strengths and weaknesses
   B. Developing a stress management plan
   C. Evaluating conflict resolution case scenarios
   D. Evaluating ethical behavior case scenarios
   E. Comparing/contrasting career paths and options
   F. Developing measurable learning objectives