*Reedley College*

*Manufacturing Technology*

Course Syllabus

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| Course Number & Name:MFGT 19V – Cooperative Work Experience, Manufacturing | | **Section Number:**  MFGT-19V-52871 |
| Instructor Information: | | |
| *Contact Information:* David Tikkanen  Phone/Voice Mail: 559 638-0313  E-mail: [david.tikkanen@reedleycollege.edu](mailto:david.tikkanen@reedleycollege.edu) | ***Office Hours:***  TBA  Office: IND 18 | |
| **Course Description:**  Students, may gain realistic employment experience through the work experience program. The program is a partnership between the student, the employer, and the college. It provides an opportunity to review career growth and development, and discuss problems common to the work environment. Employers will facilitate workplace learning, share background information on their respective businesses, and monitor the progress of students as employees.  Supervised employment directly related to the student’s major in Manufacturing. Maximum of 4 units per semester, 8 total units. | | |
| **Class Meets:** By Arrangement. Student works according to employment schedule. Instructor meets with student and employer by arrangement. | | |
| **Holidays:** As per employment schedule. | | |
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| **Final Exam Date:** Not applicable to this course. There is no final exam for Mfgt 19V. | | |
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| **Prerequisites:** Basic Skills Advisory - None | | |
| **Units:** Variable units, 1 - 4 per semester.  For **Paid Employment**, a student may earn 1 unit for every 75 hours worked.  For **Volunteer Work**, a student may earn 1 unit for every 60 hours worked. | | |
| Text & Other Required Materials: Textbooks: None required.  Materials: Folder (to keep contract form, timesheet, and other documents organized). | | |
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| Student Learning Outcomes Work at an increased level of competency in their field. Method for Measuring Student Advancement and Determining Grades  1. Once the student completes the number of hours which satisfies the units of registration, the instructor will complete the contract with the employer and assign the final grade. Students should not wait until the very end of the semester as this will be a very busy time with final examinations which may interfere with the work site visitation. Grades are determined by the points awarded by the employer for each of the learning objectives and general work habits (rating scale 1 - 4 respectively). | | |
| **Attendance Requirements** Initial Orientation: Each student must meet with the MFGT 19V instructor at the beginning of the semester. At this time, each student will receive a contract which must be signed by his/her employer. **The student will arrange appropriate dates and times for the instructor to visit with the employer.** A minimum number of on-site visitations are required during the semester. **Units cannot be granted if the visitations are not completed.** | | |
| Student Responsibility: **The student is responsible for maintaining a detailed record of work hours on a weekly basis.** The employer will verify the hours worked by signing the timesheet at the end of the semester. **Units cannot be awarded unless the timesheet is signed.** It is recommended that students save payroll stubs and post the data directly to the timesheet. | | |
| **Topics Covered:**  A. Evaluation of work experience and direction of college major.  B. Development of measurable learning objectives as they related to the area of employment and college major.  C. Development of employer-employee communication thru contact preparation.  D. Evaluation of measurable learning objectives. | | |
| **Accommodation Statement:**  If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible. | | |