

**Instructor: Ms. Chanell Marturana**

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**Course Title & Code Number: COOPERATIVE WORK EXPERIENCE - BA 19V -**

You are not eligible for this course if you have already completed 16.0 units in Cooperative Training – COTR 19V (BA 19V). Students who have participated in the General Work Experience program – COTR 19G must include units earned in 19G when determining eligibility for BA 19V.

The work experience program is a partnership between students, the employers and the college. In order to better serve the student in his/her employment development, the college can provide an opportunity outside of the workplace to review career growth and discuss common workplace problems. Likewise, the employers of the students will share background information on their business and most importantly monitor the skills of the students as employees.

## **COURSE DESCRIPTION**

Supervised employment, directly related to student's major in business. Students may enroll for a maximum of 8 units per semester. Students may earn a total of 16 units in work experience of which only 6 may be in COTR 19G. Note: Repetition of Cooperative Work Experience courses is allowable under Title 5, §55253. (A, CSU  
NO TEXTS ARE REQUIRED FOR THIS COURSE

## **LEARNING OUTCOMES AND OBJECTIVES**

### Course Objectives

1. prepare a detail time log and work experience record
2. assess the work environment and the skills needed to perform in the work place
3. evaluate the work experience as it relates to career decisions
4. research and evaluate work ethics
5. prepare a work performance self analysis
6. prepare a self improvement plan
7. identify the future skills needed for jobs in the selected career

### COURSE REQUIREMENTS:

- Initial Orientation Meeting: **Attendance at one of the orientation meetings is required.** At this time, you will receive a contract, which must be signed by your employer. You will arrange appropriate dates and times for your coordinator to visit your employer. A minimum number of on-site visitations are required during the semester. Units cannot be granted if the visitations are not completed.
- You are responsible for maintaining a detailed record of your work hours on a weekly basis. Your employer will sign your timesheet at the end of the semester.
- Grades: Once you have completed the required number of work hours (75 hours of paid employment per semester per unit of credit OR 60 hours of non-paid volunteer work per semester per unit of credit), your instructor will complete the contract along with your supervisor and assign a grade. It is **YOUR RESPONSIBILITY** to coordinate a meeting between your supervisor and BA 19V instructor - **DO NOT** wait until the end of the semester as this will be a very busy time and the final site visit may interfere with other class finals.

- At the final site meeting, you will be required to provide your instructor with a **2-4 page letter summarizing your work experiences**, personal and/or professional growth and an explanation of how this work experience has helped you get closer to reaching your goal.
- Grades are determined by points awarded by the supervisor/employer on the contract agreement, which is based on a scale of 1 to 4 for each objective and general work item. Grades can be adjusted by the instructor as necessary due to special circumstances.
- Students must be enrolled in a minimum of 7.0 units including this work experience course to be eligible for credit in this work experience class. (Example: 3 unit class + 4 units of BA 19V = 7 units)
- Hours and Unit Value:
  - 75 hours per unit if you are a paid employee
  - 60 hours per unit if you are a volunteer
  
- Accommodations for students with disabilities must include this sentence:

“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.”