

BA 19V - Course Syllabus

TERM Spring 2023 **SECTION #** 50020

Instructor: Ms. Chanell Marturana

Telephone #: 559-905-8984 **Office Hours:** By Appointment

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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.

DETERMINATION OF UNITS

Student units are granted as follows: 75 hours per unit if you are a paid employee, 60 hours per unit if you are a volunteer. Note: a maximum of six (6) units can be granted in the 19V Section. There is a limit of three (3) semesters of enrollment in the 19G Section with the limit of six units total for the three semesters. Example: three units would require 225 hours of paid employment or 180 hours of volunteer work.

PREREQUISITES: ENROLLMENT AT REEDLEY (This maybe the only class enrolled in by the student)

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 OBJECTIVES AND OUTCOMES

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.

Student Learning Outcomes

1. compare and analyze work environments related to career goal decisions.
2. evaluate work experience, in regards to human relations and skill attainment needed for gainful employment.
3. explain positive work ethics for the workplace experience.
4. describe how the work experience has influenced career decisions and goals.
5. identify how classroom knowledge integrates into to the workplace.
6. student will develop outcomes with instructor.

REQUIREMENTS AND COURSE OUTLINE REFER TO CALENDAR FOR ASSIGNMENTS

1. **Initial Orientation Meetings:** 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 with your employer. A minimum number of on-site visitations are required during the semester. Units cannot be granted if the visitations are not completed.
2. **You are responsible for maintaining a detailed record of your work hours on a daily basis.** Your employer will sign your timesheet at the end of each month. Suggestions: Save your payroll stubs and post the information directly from the pay stubs onto your timesheets.
3. **Grades:** Once you complete 225 work hours or the number of work hours which satisfies the units of registration, your coordinator will complete the contract along with your supervisor and assign a grade. **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 your other class finals. Grades are determined by points awarded by the timely submission of your Learning Objectives Worksheet and Time Sheets, as well as your student report, program evaluation and your supervisor/employer's evaluation on the contract agreement. For a detailed explanation of the grading policies, please read the Grades section of your handbook (page 10).

GRADING SCALE: Point Breakdown

200 Points Possible	
Learning Objectives (quality of objectives and whether deadline was met)	15 points max
Accomplishment of Objectives (as graded by Employer)	100 points max
Student Report	50 points max
Time Sheets (hours must be completed, points awarded for meeting deadlines)	30 points max
Program Evaluation (completed & turned in)	5 points max
Grading scale: A=180-200 B=179-160 C=140-159 D=120-139 F=<120	200 total points

Grade requirements will be set by each department/Work Experience Advisor who will assign the final grade. Generally, items such as the completion of the Objectives Worksheet, the evaluation of the success in completing each objective, the written report, submission of time sheets, and return of the Program Evaluation are included. It is the responsibility of the student to "DROP" this class before if not able to complete. Grades will be posted as assignments are received and graded.

ATTENDANCE POLICY: All assignments are to be turned in as requested with a deduction in point value as indicated by the Instructor for late assignments or incomplete assignments.

CANCELED CLASS POLICY: ALL ASSIGNMENTS ARE ONLINE. STUDENTS ARE EXPECTED TO CONTACT THEIR INSTRUCTOR FOR EMERGENCY SITUATIONS.

PLAGIARISM AND CHEATING POLICY

Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences. This statement is valid for both COTR-19G and BA-19V (Reedley College Catalog page 45).

Accommodations for students with disabilities:

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 your instructor as soon as possible.

Spring 2023 Calendar

The following is the timeline for **activities** and **deadlines** for forms to be submitted to your **instructor**. These dates are applicable to students enrolled in **CWE** as of **January 9, 2023**

January 9	First day of Cooperative Work Experience (CWE)
January 16	Martin Luther King Holiday (Campus Closed)
January 14 & 21	19G Orientations (Students <u>Must</u> Attend One) 6:00 pm for both 19V Orientations are scheduled by the instructor of record. Students are advised to contact their 19V instructor for the orientation dates. Students enrolled in BA 19V are welcome to attend one of these orientations.
January 22	Deadline to drop for full refund
January 29	Deadline to drop to avoid a W
*February 4	<u>Completed Objectives Agreement Worksheet due back from student with student & employer signatures. *_or within 3 weeks of enrollment – whichever is first</u>
February 8	Instructor site-visits begin. Beginning as early as week 5 - instructors will be visiting worksites to meet with employer/supervisors for the purpose of final evaluations. These evaluation site visits are conducted as soon as the student has completed his/her required number of work hours. These site visits must be completed by May 18 th .
February 8-10	If you work 40 hrs/week you should be contacting your instructor to schedule your site visit and evaluation
February 18	Lincoln Day Observance and Washington Day Observance (Campus Closed)
February 22-24	If you work 30 hrs/week you should be contacting your instructor to schedule your site visit and evaluation
March 5	Last day to Drop in order to receive a W. After this date a letter grade is issued.
March 5	January/February Time Sheet Due
March 22	If you work 20 hrs. /week you should be contacting your instructor to schedule your site visit and evaluation
*April 5	March Time Sheet Due (*only if hours in March apply to units)
*May 5	April Time Sheet Due (*only if hours in April apply to units)
*May 19	Student Evaluation/Contract due back from <u>Employer</u>
**May 19	**Last Day for CWE Site Visits (please see the ** note below) Last Day to Turn in: <ul style="list-style-type: none">▪ May Time Sheet▪ Program Evaluation▪ 2-4 page paper▪ Last day for site visits

May 22

LAST DAY OF THE SEMESTER

May 22

Instructor Grades & Paperwork (Instructor's Summary & Evaluation of Student) are due to **on or before** this date. If paperwork is not turned in to office by this date, students will be given a failing grade

**** The instructor's site visit is the last day for you to submit your final time sheet, program evaluation and student paper. Please be prepared to submit all required documents at that time. DO NOT ATTEMPT TO WAIT UNTIL THE LAST DAY OF THE SEMESTER.**