

# Reedley College

Spring 2023  
January 9, 2023 – May 19, 2022

## COURSE INFORMATION

IS-19V-53007 – Cooperative Work Experience, Information Systems

### Meetings

#### Initial Meeting

There will be an initial meeting to outline the expectations of the program. Details will be provided later.

#### Midpoint Meetings

There will be at least one meeting with you, your supervisor, and me to discuss your progress.

#### Final Meeting

We will hold a final meeting at the end of the course to discuss outcomes and your progress.

### Class Cancellation

N/A

### Textbook

There is no textbook for this course.

## INSTRUCTOR INFORMATION

Jason Boyer, BA/MBA

## COURSE COMMUNICATION POLICY

Primary contact will be to email me at [jason.boyer@reedleycollege.edu](mailto:jason.boyer@reedleycollege.edu).

Students may also text me at (559) 836-1181 between 8 am and 9 pm. As with all inquiries, please include your name and course.

For all communication inquiries, I will answer within 24 hours.

## OFFICE HOURS

I am available for in-person contact in BUS 48 or HUM 62, during office hours as posted outside BUS 48. I will also meet with you at mutually agreed upon times. Please email me to set up an appointment.

## COURSE DESCRIPTION

Supervised employment, directly related to student's major in information systems. Students earn units using the following formula: 75 hours of paid work or 60 hours of volunteer work = 1 unit. Students may earn a total of 8 units in work experience per semester. Note: Repetition of Cooperative Work Experience courses is allowable under Title 5, §55253.

## Student Responsibility for Finding Employment

Students ultimately are responsible for finding their own employment. While there are many resources on and off campus for students to find suitable work experience opportunities, it is up to the student to secure employment or other work experience opportunities. I will do my best to connect students with resources as they become available, however it is beyond the scope of this course for the instructor, Reedley College, or State Center Community College District to guarantee jobs for students.

## PREREQUISITES, CO-REQUISITES, AND ADVISORIES

None.

## COURSE LEARNING OBJECTIVES

1. Prepare a detailed time log and work experience record.
2. Assess the work environment and the skills needed to perform in the workplace.
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 future skills needed for selected career.

## STUDENT LEARNING OUTCOMES

1. Compare and analyze work environments related to career goal decisions.
2. Evaluate work experience, regarding 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.

## LEARNING METHODS

- Work based learning
- Reflective writing

## ATTENDANCE AND DROP POLICY

You will be dropped from the course under the following circumstances:

1. If you do not attend the first day of class.
2. If you fail to secure adequate employment by the census (refund) date.

## READINGS, ASSIGNMENTS, HANDS ON PROJECTS, AND EXAMS

### Academic Honesty

#### Assignments and Projects

Students are required to complete assignments and hands-on projects on their own. This includes the maintenance of work logs and final reflection assignments.

### Late Work Policy

Late work will not be accepted. If a student fails to submit an assignment or project on the day that it is due, then the student will lose points for that project. No excuses will be accepted. To summarize:

- No late work accepted!
- Absolutely no excuses will be accepted!

Make-up examinations are only granted with advanced notification for extenuating circumstances.

### DUE DATES

You will find all work that is due organized into modules (folders) in Canvas. *Required reading is expected to be completed prior to the next class lecture.*

### OUTCOMES ASSESSMENT

Below is an outline of assessments and assigned percentage of the final grade. Use this for determining your final grades. Remember: Every 10% = 1 letter grade!

Assessment Category	Percentage of Grade
Attendance at place of employment	90%
Reflective Writing	10%

Table 1 - Outcomes Assessments

### Grading Scale

The grading scale is: 90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D, <60%=F

### Credits Awarded

From 1 to 8 credits will be awarded based on the following schedule:

- 75 hours per unit for paid employment
- 60 hours per unit for unpaid employment opportunities

### DROP DATES

- Friday, January 20<sup>th</sup> for a refund.
- Friday, January 27<sup>th</sup> to avoid a "W" (in person).
- Sunday, January 29<sup>th</sup> to avoid a "W" (via WebAdvisor).
- Friday, March 10<sup>th</sup> to avoid a letter grade.

## POLICIES

### Expectations

I have three expectations of students in my class. These expectations can be applied anywhere in your educational journey as well as in your career and will serve you well.

#### 1. **Be Where You Need to Be When You Need to Be There**

You may have heard it said the “early is on-time; on-time is late.” Punctuality and dependability are two of the most sought-after qualities in employees. Showing up is important, but also, be present. Stay focused, on-task, and pay attention to whatever you are doing. If you are not present, you are not participating, and you will lose participation points.

In the online class, this looks like:

- Participating in online discussions. Answer fully and carefully and respond substantially to your classmates. “Great post” is not so great and will earn you zero points.
- Staying on task, beginning work early, and turning assignments in well ahead of established due dates. **Plan ahead and pace yourself.**
- Remember – late assignments are not accepted.

#### 2. **Dress for Success**

What you wear reflects who you are. It is not just being properly attired, but the attitude you display too. Be respectful and professional always. Failing to maintain a proper attitude can be a distraction and could lead to discipline if it becomes a distraction to others.

In the online class, this looks like:

- Posts and interactions that are respectful to your classmates and yourself.
- Use proper grammar and professional language within the course.
- Maintaining a positive and pleasant learning environment.

#### 3. **Know and Do the Right Thing**

Knowing what is right only has meaning if you do what is right. In the classroom, respect between classmates, respect for the school and school property, as well as respect between instructor and students is the key to a positive learning environment. Failing to respect each other will result in disciplinary consequences, from loss of participation points up to and including suspension and expulsion per State Center Community College policy.

In class, this looks like:

- Being respectful in all interactions with others, tolerant of different points of view and backgrounds, and using language that is respectful to others.
- Maintaining academic integrity in all assignments and interactions.

### Personal and Academic Conduct

A student will be subject to discipline if she or he:

- Prevents other students from pursuing their authorized curricular or co-curricular interests.
- Interferes with or disputes faculty and administrators who are fulfilling their professional responsibilities.
- Prevents classified employees from fulfilling their prescribed duties.
- Deliberately endangers the safety of persons or the security of college property.
- Violates Reedley College computers and networks usage policy.
- Violates Reedley College cheating/plagiarism policy.

## ACCOMMODATIONS

If you have a verified need for an academic accommodation or materials in alternate media (e.g.: Braille, large print, electronic text, etc.) per the Americans with Disabilities Act or Section 504 of the Rehabilitation Act, please contact your instructor as soon as possible.

## CHEATING

Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner such as having improper access to answers, attempting to gain an unearned academic advantage.

Cheating may include but is not limited to:

- Copying from another's work
- Supplying one's work to another
- Giving or receiving copies of examinations without an instructor's permission
- Using or displaying notes or devices inappropriate to the conditions of the examination
- Allowing someone other than the officially enrolled student to represent the student
- Failing to disclose research results completely.

Incidents of cheating may result in any of a variety of sanctions and penalties, which may range from a failing grade on an examination, assignment, or hands-on project in question to a failing grade in the course, at the discretion of the instructor and depending on severity and frequency.

## ASSIGNMENTS

- At the beginning of the course, create a JobSpeaker account using **your school email**.
- Check into Canvas weekly.
- Keep a detailed weekly log of hours worked. You also should include a record of tasks performed and skills that you have learned. More details will be provided by the instructor.
- At the end of the semester, you will turn in an MLA-formatted paper summarizing your work experience. **This is your final assessment.** It should be between 5 and 7 pages. In it, include a section for each the following:
  - An analysis of your work experience as it relates to your career choice.
  - Ethical issues encountered on the job, especially those unique to your experience.
  - A self-analysis of your performance. Be honest.
  - How what you have learned in your information systems classes has helped you in this
  - A self-improvement plan that identifies your strengths, weaknesses, and ways to improve on your gaps in knowledge, skills, abilities, and experience.